Redlands Community College
2005 - 2006 Catalog

REDLANDS COMMUNITY COLLEGE
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All information supplied in this publication is accurate at the time of printing; however, changes may occur and will supersede information in this publication. This publication is printed by and issued by Redlands Community College. 500 copies were printed at a cost of $1552.00. The publication is also available in electronic format on the RCC website at redlandscc.edu.

Redlands Community College complies with all applicable Federal and State laws and regulations and does not discriminate on the basis of race, color, national origin, gender, age, religion, disability or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

Redlands Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Redlands Community College is also in compliance with Public Law 010-226, the Drug-Free Schools and Community Act Amendment of 1989 and the Drug-Free Workplace Act of 1988. In support of the intent of these laws, Redlands Community College maintains an alcohol, tobacco, and drug-free campus and prohibits the use of alcohol and/or illicit drugs by students and employees on college property or as part of any college activity, and prohibits the use of tobacco inside campus buildings.
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RCC, through the course and content activities highlighted in this catalog publication intends to help and support you in your educational enhancement goal. Providing opportunities for you to learn are the basis of RCC’s staffing, instructional programming and operations.

Facilitating area learner opportunities through cooperative, collaborative, and contracted experiences is the cornerstone of Redlands operational design. The statistical evidence is readily available to illustrate that lifelong learning is the key to enhanced economic and social quality of life for those that participate in learning activities. Further, labor statistics indicate that over seventy-five percent of the labor force in the next few years will be required to hold at least an associate or two year degree.

In your review and usage of the RCC catalog, you will find varied course and program delivery modes. RCC’s intent is to allow you to prepare and schedule in ways which fit your particular schedule and still be able to select from a variety of delivery options. Regular course and program delivery formats encompass seminars, on-site field internships, television and multimedia enhanced clinical and tutorial instruction to sight just a few options. In addition, you can choose courses delivered online through WebCT, IETV, or satellite down linked. Further, RCC provides open computer and Internet access in the colleges Information Commons, Library and program specific multimedia labs all aimed at enhancing course support and student research options.

Integral to your overall career plans are RCC career and placement services along with student support services, such as those provided by RCC financial aid, assessment and advisement. These and other student services can be a key to articulation for career licensure or transfer to professional degree completion.

Redlands Community College thanks you for choosing RCC to continue your education. Your desire for self enhancement, rather through degree preparation, licensure or continuing education is our central mission and we wish you success in your efforts.

Dr. Larry F. Devane
President
GOVERNING BOARDS
2005-2006

Oklahoma State Regents for Higher Education
  Dr. Paul G. Risser, Chancellor
  Cheryl P. Hunter, Chairman
  John Massey, Vice Chairman
  Bill W. Burgess, Jr., Secretary
  Ronald H. White, Assistant Secretary
  Marlin “Ike” Glass, Jr., Member
  James D. “Jimmy” Harrel, Member
  Joseph L. “Jody” Parker, Member
  William Stuart Price, Member
  Carl Renfro, Member

Board of Regents—Redlands Community College
  Dona Moesel, Chairperson
  Carl Hamilton, Vice Chairperson
  Richard Lemon, Secretary
  Leroy Bridges, Member
  Vicki Myers, Member
  Bill Pope, Member
  Roger Pryor, Member
# ACADEMIC CALENDAR
## 2005 - 2006

### Fall 2005 Semester
- **Class Work Begins** 8:00 a.m. ...
- **Last Day to Add/Drop 1st 8-Week Course** ...
- **Holiday** Labor Day (Campus Closed) ...
- **1st 8-Weeks End** ...
- **2nd 8-Weeks Begin** ...
- **Fall Break** (Wednesday night classes meet) (Campus Closed) ...
- **Last Day to Add/Drop 2nd 8-Week Course** ...
- **Holiday** Thanksgiving Break (Tuesday night classes meet) (Campus Closed) ...
- **Last Day to Withdraw from Classes** ...
- **Semester Ends** ...
- **Winter Holiday Break** (Campus Closed) ...

### Spring 2006 Semester
- **Holiday** Martin Luther King Day (Campus OPEN No Classes) ...
- **Class Work Begins** 8:00 a.m. ...
- **Last day to Add/Drop 8-Week Course** ...
- **Last Day of Add/Drop Period** ...
- **1st 8-Weeks End** ...
- **Spring Break** (No Classes) ...
- **Spring Break** (Campus Closed) ...
- **2nd 8-Weeks Begin** ...
- **Last Day to Add/Drop 2nd 8-Week Course** ...
- **Holiday** Good Friday (Campus Closed) ...
- **Last Day to Withdraw from Classes** ...
- **Semester Ends** ...
- **Commencement**
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
www.ncacihe.org

The Redlands nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC), holding a maximum eight-year accreditation.

National League for Nursing Accrediting Commission
61 Broadway
New York, New York 10006
212-363-5555
www.nlac.org

The Redlands nursing program is approved by the Oklahoma Board of Nursing (OBN), holding the maximum approval of 5 years.

Oklahoma Board of Nursing
2915 North Classen Blvd., Suite 524
Oklahoma City, Oklahoma 73106
405-962-1821
www.yourOklahoma.com/nursing

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. RCC’s buildings are all accessible to the handicapped.

Facilities include the following:
- Ray Porter Academic Complex
- James E. Bass Student Center
- Conference Center
- A. R. Harrison Learning Resources Center
- Larry F. Devane Multimedia Lifelong Learning Center
- Culture Center
- Physical Education Center and Natatorium
- Health South/Wellness Center
- Baseball Complex
- Bill E. Cole Occupational/Educational Building
- Gemini Center
- Physical Plant
- Equine Center
- Darlington Agriculture Education and Applied Research Center

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

HISTORY OF 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 seven buildings and now encompasses 55 acres. An additional 150 acres houses the Equine Center and the Darlington Agriculture Education and Applied Research Center.

MISSION OF THE COLLEGE
The mission of RCC is to prepare students for lifelong learning in a high technology, fast-paced environment. By investing in a technology infrastructure, professional development of employees, and a flexible curriculum, Redlands Community College will prepare students for the 21st Century. The components of the Mission Statement include:
- Provide programs consistent with the first two years of a baccalaureate degree program;
- Offer an innovative curriculum designed to enhance collaborative learning;
- Provide opportunities for students in a supportive learning environment to develop leadership skills to function in a culturally diverse society;
- Provide clubs and organizations which focus on student needs and student success;
- Provide an environment of planned change based on imagination and a shared vision;
- Become a dynamic leader in services provided to the local, regional, and global community;
- Provide one-year and two-year occupational and technological programs, preparing graduates for jobs in industry, business, and service occupations;
Participate in programs that enhance the economic development at the local, state, and national level.

**In Support of its Mission, RCC Provides:**

- General education opportunities to meet the needs of individuals at all social and economic levels;
- Programs of adult and continuing education;
- Complete and effective services for students;
- Balanced programs of students activities;
- Programs designed to improve the cultural, economic and social environment of the service area;
- Programs of developmental education for those whose previous educational experiences have not allowed them to achieve their potential.

**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; and, he or she 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.

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. Students who have earned less than 32 semester hours of college credit or have graduated from high school less than two years before the date of application must submit high school transcripts and ACT scores. Failure to submit all required records may make the student ineligible to enroll for a second semester.

• 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 RCC 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 RCC retention standards for all college courses attempted will be removed from probation.

• Transfer hours will not be posted to RCC transcript until one semester has been completed at Redlands Community College.

Transfer Students from Out-of-State Colleges
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 or graduated from high school more than two years prior to the date of application are not required to submit ACT scores, but they may be required to take placement examinations before enrolling in reading intensive courses, College Algebra, or English Composition I.

• Transfer hours will not be posted to RCC transcript until one semester has been completed at Redlands Community College.

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. Transcripts of record from institutions not accredited by a regional association will be evaluated on an individual basis.

Concurrent Students
A senior student enrolled in an accredited Oklahoma high school 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. See required courses;
‡ the student must have participated in the ACT;
‡ 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.

A student who is eligible under this policy may enroll in a maximum of nine credit hours during a summer session or term at a college or university of the state system following the end of the junior year of high school.

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 provisional admission as a special student to Redlands Community College as follows:
‡ his or her high school class must have been 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 provisional 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:

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

International student admissions standards and procedures can be located at www.redlandscc.edu under “Prospective Students International Students.” Redlands Community College will issue a Form 1-20 only after the student has met all conditions required for admission.

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 desiring to take the National ACT must register by completing a packet of information and mailing the forms directly to ACT. Packets may be obtained from area high schools or from the Academic Advisement and Assessment Center, North Lab, LRC 21-A, located on RCC's campus.

The Residual ACT is administered by the college according to a published schedule. The residual test results are used to complete admission requirements and for student placement purposes.

Students desiring to take the Residual ACT need to check the published dates, times, and places for testing at RCC. Preregistration through the North Lab, LRC 21-A, is required. Residual testing is available for students who are enrolled, have been admitted, or are in the process of applying to RCC.

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 Council. Honors classes are identified with an (H) following the course title in the class schedule and on the student’s transcript. Students are given honors credit on their official transcripts.

Admission to Nursing Program
The RCC nursing program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma Licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program, requirements include submission of an application for licensure with a criminal history records search and successfully passing the licensure examination. Applications for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. 567.5 and 567.6]. To be granted a license, an applicant must have the legal right to reside in the United States (United States Code Chapter 8, Section 1621). The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. 567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. An individual with a felony conviction or who had sentencing terms imposed by the court related to a deferred sentence for a felony offense cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. 567.5 and 567.6].

The RCC nursing program leads to the associate in applied science degree in nursing. Admission into category I of the nursing program (pre-nursing courses) is open to all RCC students. To insure high quality instruction, class enrollment in category II (nursing major courses) is limited each year. Enrollment in category I does not insure admission into category II of the nursing program. Student selection is made by an admissions committee in the spring preceding fall admission.

A part of the program’s curriculum may be challenged by qualified applicants. Articulation into category II of the nursing program is available for LPNs who have graduated from an NLNAC accredited LPN program. Contact the nursing department for detailed application information including specific deadline dates and the selection procedures.

ADMISSION-ENROLLMENT PROCEDURES
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 copies of high school transcripts, ACT scores and 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. Assessment 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 your fees. 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.

Telephone Enrollment
Redlands Community College offers students the opportunity to enroll by telephone if they are an established student, having previously attended RCC within the last two years. Call Student Services at (405) 422-1417 and ask for an advisor.

Withdrawals
Withdrawals after the official add/drop period (from any class or complete withdrawals) must be completed in person by the enrolled student or in writing by mail or fax and signed by the enrolled student. Telephone withdrawals will not be accepted. Written withdrawals should be addressed to the Attention of Student Services. Faxed withdrawals should be faxed to (405) 422-1239. Be sure to include a contact telephone number with the withdrawal request.
ADMISSIONS
CLASSIFICATIONS

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

Students who have earned more than 32 semester hours of college credit or who have graduated from high school more than two years prior to the date of application are not required to submit ACT scores, but they may be required to take placement examinations before enrolling in reading intensive courses, College Algebra, or English Composition I.

Provisional Admission
In some cases, students may be enrolled without having all of the above mentioned documents on file. Provisional enrollment is usually allowed for no longer than one term.

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 fee is 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 back 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 set 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 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.

Oklahoma Resident

<table>
<thead>
<tr>
<th></th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$46.00</td>
</tr>
<tr>
<td>Campus Fees</td>
<td>$31.00</td>
</tr>
<tr>
<td>Total</td>
<td>$77.00</td>
</tr>
</tbody>
</table>

Non-Oklahoma Resident

<table>
<thead>
<tr>
<th></th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Resident Tuition</td>
<td>$121.00</td>
</tr>
<tr>
<td>Campus Fees</td>
<td>$31.00</td>
</tr>
<tr>
<td>Total</td>
<td>$152.00</td>
</tr>
</tbody>
</table>

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

FEES
Miscellaneous Fees
In some services and courses, special services, supplies or equipment may be used. Costs for these are not normally covered by fees, tuition or departmental operating budgets, and therefore, are incurred by the student. Special charges are itemized below and reflected in student bills.

Course Fees

<table>
<thead>
<tr>
<th>Course</th>
<th>Per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative/Off Campus Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Ag/Equine</td>
<td>$15.00</td>
</tr>
<tr>
<td>Art</td>
<td>$38.00</td>
</tr>
<tr>
<td>CMSC/BUS/AMT</td>
<td>$20.00</td>
</tr>
<tr>
<td>EMT</td>
<td>$40.00</td>
</tr>
<tr>
<td>Fitness Trainer</td>
<td>$10.00</td>
</tr>
<tr>
<td>Nursing</td>
<td>$20.00</td>
</tr>
<tr>
<td>Photography</td>
<td>$25.00</td>
</tr>
<tr>
<td>Remedial</td>
<td>$13.00</td>
</tr>
<tr>
<td>Science</td>
<td>$15.00</td>
</tr>
<tr>
<td>Supercircuit</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Special Fees
Academic Systems Course Fee
TUITION PAYMENT SCHEDULE

Enrollment Fees and Tuition Payment Schedule

Methods of Payment

- All tuition and fees are due in full before classes begin.
- Charges to students who are receiving financial aid are due in full immediately following the disbursement of financial aid.
- Payments in full can be made at the Business Office with cash, check, money order, or credit card.
- Monthly payments and payments in full can be made through the FACTS Tuition Management program. See the Business Office for details or visit the website at www.redlandscc.edu and look for the online tuition payment site.

Late Payment Penalties

- A monthly late payment penalty will be assessed for unpaid tuition and fees after the official add/drop period ends.
- <1st late payment charge (immediately following end of add/drop period) - $3.00 per credit hour enrolled.
- <2nd late payment charge - an additional $3.00 per credit hour enrolled added to 1st late payment charges.
- <3rd late payment charge - an additional $3.00 per credit hour enrolled added to 1st and 2nd late payment charges.

Students who receive financial aid will be required to pay any balance not covered by the financial aid immediately after financial aid is dispersed in order to not be assessed the late payment penalties.

Students who enroll in the FACTS Tuition Payment program prior to classes starting will not be assessed a late payment penalty as long as the FACTS account remains in good standing. Terminating the account prior to completion of the payment plan may result in a late payment penalty being assessed in addition to the charges assessed by the FACTS Tuition Payment program.

Failure to pay all charges and penalties owed by the end of the current semester will result in a hold on future enrollment and transcript. Account may be turned over to an outside collection agency and a fee may be assessed for the collection process.

REFUND POLICY

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

Withdrawals and Changes of Enrollment

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.

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

The Higher Education Act Amendments of 1992, (Title IV, Part G, and 484V) require that each institution participating in any Title IV program have a “fair and equitable” refund policy under which the 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:

- The requirements of applicable state law;
- The specific refund requirements established by the institution’s nationally recognized accrediting agency and approved by the Secretary of Education; or
- The pro rata refund calculation as defined by the Higher Education Act (HEA). The HEA specifies the pro rata refund calculation does not apply to the institution’s refund policy for any student whose date of withdrawal is after the 60 percent point in time in the period of enrollment for which the student has been charged.

The term “pro rata refund” is defined as a refund by the institution to a student who is attending the institution of not less than that portion of tuition, fees, room and board,
and any other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last recorded day of attendance by the student, rounded downward to the nearest 10 percent of that period, less any unpaid charges owed by the student for the period of enrollment for which the student has been charged, and less a reasonable administrative fee not to exceed the lesser of 5% of the gross tuition, fees, room and board, and other charges assessed the student, or $100.00.

The term “the portion of the period of enrollment for which the student has been charged that remains” is determined:

‡ For a program that is measured in credit hours, by dividing the total number of weeks that make up the period of enrollment for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance by the student;

‡ For a program that is measured in clock hours, by dividing the total number of clock hours that make up the period of enrollment for which the student has been charged into the number of clock hours remaining to be completed by the student in that period as of the last recorded day of attendance by the student; and

‡ For a correspondence program, by dividing the total number of lessons that make up the period of enrollment for which the student has been charged into the total number of such lessons not submitted by the student.

Each institution shall develop and publish a refund policy which is in compliance with HEA requirements as outlined above.

For the purposes of this refund policy, a student is considered a “first-time attendee” only for the first semester or term in which the student enrolls at an institution.

**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.

**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.

**Refund of Audit Fees**

Audit fees are not refunded.
STUDENT SERVICES CENTER
Student Services is a resource for assisting prospective students in making a smooth transition into programs at RCC, 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 to accomplish educational goals. The Student Services Center is located within 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.

ACADEMIC ASSESSMENT AND ASSISTANCE CENTER
The Academic Assessment and Assistance Center, North Lab, is located on the second floor of the A.R. Harrison Learning Resources Center, LRC 21-A. Services include providing a tutorial facility, staffed and equipped to assist students with specific learning goals.

Skill building, subject review and/or enrichment, and computer assisted instruction are available to students on an elective basis or by instructor referral. Testing services include administering to students Advanced Standing exams, as well as the ACT, CLEP, DANTES, and other standardized tests.

CAREER EDUCATION
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 the 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 effort to provide career awareness and opportunities to a wide variety of students, and at the same time develop meaningful internship and experiential learning experiences.

Students may enroll in courses for college credit while exploring the options for the future. These opportunities include career exploration, resume preparation, portfolio planning, internships, and business leadership. Real World experiences and networking are learned through business and industry tours, job skills training, business leadership, and internships. Students are offered the opportunity to receive special assistance in obtaining career information through personalized career exploration or to simply sit and browse through an assortment of information related to careers, education, and employment opportunities.

Employers, recruiters, and business and industry representatives may contact Career Education to post job announcements, schedule on-campus interviews and recruiting, and request other services related to labor market opportunities.

Career Education 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 Education for additional information. While Career Education 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 area of Redlands Community College.

ACADEMIC SUPPORT PROGRAMS
Project AIMS

Project AIMS is a federally-funded student support services TRIO program that helps eligible students maximize their potential for success. AIMS 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 are also available. Students interested in Project AIMS should complete an application, available in the Student Services Center.

Project G.O.A.L.S.

G.O.A.L.S. is a special program designed to meet the specific needs of primarily single parents returning to school. It provides a wide variety of services to assist students in achieving their academic and life goals. Students must meet specific income guidelines.

Scholars for Excellence in Child Care

The SECC Program is a comprehensive scholarship program for early childhood 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 Child Development Associate (CDA) Credential, Certificate of Mastery, and/or an associate degree in child development or early childhood education.

Program participants are provided intensive academic advising and counseling, innovative instruction and 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 can also receive a travel stipend for each semester they are enrolled in classes and may also receive partial reimbursement to cover childcare substitute teacher costs while the scholarship recipient is completing the program. Contact the SECC office for eligibility requirements.

FINANCIAL AID
Financial Aid is available to students at RCC on an individual basis who complete the required evaluation forms. In cases where a verifiable need exists, students can be given assistance based on information provided and a financial aid package can be formulated from a number of potential sources. Recipients must maintain satisfactory academic progress. Those who fail to meet RCC minimum standards may lose financial aid eligibility.

Ability To Benefit (ATB)
Federal regulations state that a student must demonstrate an ability to benefit from college before receiving aid. Students, therefore, must demonstrate one of the following ATB requirements:
1. High school transcripts showing graduation, or
2. General Education Development (GED) certificate, or
3. COMPASS test with a minimum score of 25 on Pre-Algebra/Numerical, 62 on Reading, and 32 on Writing, all completed in one test session, or
4. College transcript with 60 or more transfer hours.

Satisfactory Academic Progress
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 on federal student aid may continue to receive funds.

A student with less than 30 credit hours attempted must have a retention/graduation GPA of 1.7 at the end of each semester. A student with 30 credit hours or more attempted must have a retention/graduation GPA of 2.0 or more. If the GPA is below these minimums, the student will be placed on probation for the next semester. At the end of the semester of probation, the student must meet the minimum standard required for the number of hours attempted. Note: For any semester of attempted credit hours, the semester GPA may be used when the semester GPA meets minimum requirements, but is unable to advance a very low retention/graduation GPA.

The student is expected to complete his or her degree in no more than 150% of the normal time allowed for that program. The 150% time frame is judged according to the student’s enrollment (full-time, halftime, etc.). Financial aid will be available for remedial and repeat courses. If a student begins to withdraw from classes frequently, the student can expect a warning from the Financial Aid Office, and may be placed on probation or suspension, if the Financial Aid Office determines the withdrawals to be excessive. Hours attempted, not just completed, will be used in the 150% calculation.

Students placed on probation must complete the next semester with the minimum GPA required for their attempted credit hours. If not, he or she will be suspended from federal student aid for the next semester. After one semester has passed, the student may be reinstated, again on probation. If the GPA for that semester meets the necessary criteria, he or she will be removed from probation. If not, the student will be suspended again permanently. Any student who is suspended a second time will no longer be eligible for federal student aid at Redlands Community College.

A written appeal may be sent to the Director of Financial Aid. Consideration will be given for mitigating circumstances. The decision of the Director of Financial Aid is final.

Return of Title IV Aid
(Formerly called Refund/Repayment)
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 withdraw or that stops attending their classes who received a Federal Pell Grant, SEOG, Subsidized Stafford Loan, Unsubsidized Stafford Loan or a Parent (PLUS) Loan, will be required to pay back 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 that might owe money back 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.

Grants
Pell Grants
Pell Grants are federal aid grants designed to provide
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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 $200.00 to $500.00 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. Normally students who apply by April 1 have the best chance, as funds are severely limited. The student need only apply with the Federal Aid Application 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.

Bureau of Indian Affairs Grants
The Bureau of Indian Affairs 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 Affairs, Branch of Education, Cheyenne/Arapaho Tribes Higher Education, Cheyenne/Arapaho Tribes, Box 38, Concho, OK 73022, or the appropriate tribal agency.

Scholarships
Scholarships are available through RCC. Applications are available from the High School/College Relations office or from area high school counselors and are due March 31 to ensure consideration for the following school year. Those students applying for consideration on the basis of need must complete the Free Application for Federal Student Aid. The following scholarships are available:

Tuition Waiver Scholarships
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.

Vocational Rehabilitation Scholarships
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 handicaps and who are desirous of securing a college education. Contact: Department of Human Services, in your area.

RCC Scholarships
Submit applications for the following scholarships to the Student Services Center:

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 RCC 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 honor society.

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

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

RCC Foundation Scholarships
Several scholarships for RCC students are awarded through the RCC Foundation Office. Specific guidelines for each scholarship have been established and selections are made by organizations, clubs or individuals,
frequently in cooperation with high schools. Applications are available in the Student Services Office after January 1, and the deadline for applications is March 31.

The following scholarships are currently available through the RCC Foundation:

**RCC Alumni and Friends Association Scholarship**
For a returning student.

**RCC Foundation, Inc. Scholarship**
For a student who possesses an exemplary academic record to pursue an education at RCC.

**American Legion Auxiliary Scholarship**
Established by the American Legion Auxiliary, Unit #34, El Reno, Oklahoma. Two recipients are selected and they must be related to a veteran as a current spouse, widow/widower, child, or grandchild.

**Casey Dell Brantley Memorial Endowed Scholarship**
For a student who is from Calumet.

**Burruss Family Endowed Scholarship**
For a worthy student in furthering his or her education.

**Clifford Miner Upward Bound Scholarship**
For an Upward Bound student pursuing a college education.

**Dewayne Peters and Dennis Harryman Memorial Scholarship**
For an RCC student pursuing a college education in an agriculture-related field.

**Doris Anne Smith Memorial Scholarship**
For an RCC graduate transferring to a four-year institution. Recipient must be a member of Phi Theta Kappa.

**El Reno Wranglers/Herschel Smith Memorial Scholarship**
For a student pursuing a degree in the field of equine science.

**Follett Corporation Scholarship**
RCC’s bookstore provides multiple scholarships for deserving students.

**Canadian County Farm Bureau Scholarship**
For students who are pursuing an agriculture degree.

**Cathie “Mac” Kennedy Endowed Scholarship**
Established by Peggy Brantley and her late husband, Bob, in honor of their daughter’s favorite teacher, this scholarship is for a graduate of Calumet HS who has a desire to return to higher education.

**Gary & Janie McCurdy Criminal Justice Scholarship**
Awarded to a student majoring in criminal justice.

**Emily Kay Wilds Memorial Scholarship**
Established by her parents Jana and David Wilds and her brother Jared, preference is given to a student majoring in equine science.

**Francis E. Horn Memorial Scholarship**
For a student admitted into the RCC Nursing program or the EMT program.

**Harold H. and Rebecca Raney Hutson Scholarship**
For an El Reno High School graduate.

**James S. Gibson Memorial Scholarship**
For a student that has graduated from a high school in the RCC service area.

**Janice Bowman Nursing Scholarship**
This scholarship was established by Randy and Towana Ernst for a male nursing student.

**Joe Entz Memorial Scholarship**
For students who wish to obtain a college education.

**KLR Scholarship**
For a returning RCC full time student with a proven record of academic excellence. Established by the Kiwanis, Lions and Rotary Clubs.

**Margaret E. Petree Scholarship**
For two RCC graduates who plan to complete a baccalaureate degree at a four-year institution.

**Marie West Lyons Scholarship**
For an El Reno High School graduate pursuing an associate's degree in fine arts or journalism.

**Tommy Pinkston Family Memorial Scholarship**
For a student pursuing an associate's degree in business or business-related field, with preference given to Union City students.

**Michael Earl Croy Memorial Scholarship**
For an adult nursing student who has completed certain criteria in the RCC nursing program.

**N. E. and Pearl Douglas Scholarship**
For a student pursuing an associate's degree in a criminal justice-related field.

**Paul Tyler Knecht Endowed Memorial Scholarship**
For a student who graduated from Okarche High School.

**Renna V. Royse Memorial Scholarship**
For a student majoring in equine science.

**Ruth Ellen Strong Scholarship**
For an employed RCC student.

**Trotter/Gambel Endowed Scholarship**
For an adult female student.

**Wesley Arnold Cox Memorial Scholarship**
For a working student as additional support.

**Veterans’ Benefits**
Veterans who have been honorably discharged in the reserves or released from active duty may qualify for educational benefits from the Veterans Administration—in order for students to receive these benefits, he or she must have served continuously for a period of 181 days, and no longer than 10 years after separation from military service as specified by the Veterans Administration.

Additional education and training benefits are available to children, widows and wives of veterans who died or became permanently and totally disabled due to
service-connected military actions beginning with the Spanish-American War.

The major categories for Veterans Administration benefits include:

$\textbf{Chapter 32}$, the Post-Vietnam Era Veterans’ Education Assistance Program—VEAP—provides benefits to individuals who initially entered active duty service after Dec. 31, 1976. While serving on active duty, the service person may voluntarily contribute to an educational assistance fund.

$\textbf{Chapter 30}$, the New GI Bill, is available to everyone who enlists after July 1, 1985—except those who served a previous enlistment in the armed forces. Various branches of the service have additional incentive plans. A veteran must have at least 24 months of consecutive service.

$\textbf{Chapter 1606}$ (formerly Chapter 106), the Guard/Reserve Bill, assists students with college costs while serving in the Reserves or National Guard.

**Loans**

**Stafford Student Loan Program**
The Stafford Student Loan Program requires a separate application in addition to the Free Application for Federal Student Aid. The program allows you to borrow money from an eligible private lender, such as a bank or a credit union. These funds are loans and the student is required to pay the loan back to the lender. Monthly payments may be as low as $50.00. However, defaulting on a loan will result in the loss of all financial aid programs to the student.

**Parent Loan for Undergraduate Students — PLUS**
The PLUS loan is for parents of dependent students who want to borrow over the Stafford Loan limits. A parent may borrow up to the Cost of Attendance, provided that does not exceed the student’s unmet need. Unlike Stafford Loans, PLUS Loans are subject to credit checks and approval by the lender.

**Student Employment**
A limited number of students are employed by the college in such jobs as laboratory assistants, secretaries, and physical plant staff assistants. Preference is usually given to those students who are approved for college work-study which have completed the Free Application for Federal Student Aid. Applications for student employment should be procured from and submitted to the Financial Aid Office.

**STUDENT CONDUCT CODE**
Students attending RCC 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 RCC student, faculty member, employee or other member of the college community may subject the student to disciplinary action.

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

$\textbf{disturbing the public peace}$

$\textbf{violence toward any person or property}$

$\textbf{disrupting the function of the college}$

$\textbf{interfering with faculty or staff in the performance of their duties}$

$\textbf{gambling}$

$\textbf{consumption or possession of alcoholic beverages or illegal narcotics in any form on campus or at any activity sponsored by or for a student organization}$

$\textbf{falsifying or causing the falsification of any official college record}$

$\textbf{use, possession or distribution of firearms, ammunition, blanks, firecrackers or explosives on campus}$

$\textbf{illegal carrying of a concealed weapon on campus}$

$\textbf{participation in or encouragement of any action on campus which endangers the health, education or welfare of any other person (including “hazing”)}$

$\textbf{violation of any applicable college rule or regulation}$

The publication of anonymous or unauthorized publications on campus is prohibited. Authorization for distribution of publications on campus must be obtained from the RCC President or the Vice President of Instruction and Student Services prior to distribution.

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

$\textbf{parking is allowed only in designated areas}$

$\textbf{no parking or driving is allowed on grass areas}$

$\textbf{students shall not park in areas marked handicapped parking or loading and unloading zones.}$

$\textbf{all motor vehicle operators shall obey the traffic flow directions as marked}$

$\textbf{the speed limit in driveways on campus is 10 mph}$

$\textbf{the speed limit in parking areas on campus is 10 mph}$
Fines may be assessed for violation of RCC 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 $5.00 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 RCC.

Student Misconduct Procedures
Reports of misconduct should be made to the Vice President of Instruction and Student Services. Initial review with the student concerning the nature of the complaint is made by the Vice President of Instruction and Student Services, and he or she has the authority to take the disciplinary action that, in his or her judgment, is warranted. A complete description of the appeal procedure is available from the Vice President of Instruction and Student Services.

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 Volleyball
- Women’s Basketball
- Women’s Golf
- Men’s Baseball
- Men’s Basketball

Honors Program
The RCC Honors Program offers the opportunity for honors course work and enrichment activities to eligible students. Students may enter the program if they have: A comprehensive ACT score of 22 or better; or an ACT of 20 or better with a high school GPA of 3.25 or prior college work with a 3.25 or above; or a successful interview with the Honors Faculty Council; or a successful demonstration of special ability to the Honors Faculty Council.

Livestock Judging Team
Redlands Community College has an active Livestock Judging Team where team members learn the fundamentals of judging livestock and presenting oral reasons. The RCC Livestock Judging Team competes in both statewide and national competitions.

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.

ACES
Adult Continuing Education Support provides a forum for adult student participation.

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 RCC students are welcome to join and attend activities.

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

Black Culture Organization
The Black Culture Organization promotes Black culture, cultivation and fellowship among qualified students of RCC.

College Republicans
College Republicans promotes the principles and ideals of the Republican Party process. Activities are designed to help shape and mold those basic ideals with participation in the process; to inform students of republican beliefs on issues; and to encourage participation in the political process on the college campus.

Criminal Justice Club
The Criminal Justice Club is dedicated to professionalism in the area of justice and public safety.
Environmental Club
The Environmental Club's purpose is to inform and involve members, the college and the community in environmental awareness.

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.

Fencing Club
The Fencing Club encourages physical fitness through the sport of fencing.

Journalism Club
The Journalism Club supports the journalism program through contributing to the understanding and appreciation of the field of journalism.

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

Outdoor Adventure Club
The Outdoor Adventure Club is intended to educate students in outdoor survival and adventure recreation skills. This organization will also allow students to experience outdoor sports and activities such as camping, rock climbing, water skiing, snow skiing, ropes courses, etc.

Phi Beta Lambda
Phi Beta Lambda is an international business fraternity whose purposes are to develop leadership in business and to strengthen personal qualities necessary for good scholarship and citizenship. The chapter’s program of activities include projects designed to promote professional competence, civic responsibility, community and school service, and social development. Membership is open to all students once each semester.

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 RCC Student Nursing Association is designed to advance the professionalism of nursing students by giving them the chance not only to meet each other and their instructors in a non-structured setting, but also 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 instructional and community service.

Student Senate
The Student Senate provides an avenue of communication between the student body, faculty and the administration. It is a form of government which allows students to express their views and interests while encouraging school spirit and unity among all students.

Young Democrats
The Young Democrats meet to stimulate in young people an active interest in governmental affairs; and to perpetrate the high ideals and principles of the Democratic Party.

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 RCC includes: the student’s name, major, classification, address, telephone number, 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 RCC.
Students wishing to withhold directory information for any semester must notify the Registrar’s Office in writing prior to the first day of that semester.

**BOOKSTORE**

The bookstore is located in the Ray Porter Academic Complex. Required textbooks and materials for classes may be purchased in the bookstore or online by visiting the RCC website and clicking on the bookstore link. Also, textbooks may be sold back to the bookstore as used books. If a book is out of print or is not on the required book list, it may not be bought back by the bookstore. A complete description of the bookstore return policy is available in the bookstore.

**EMPLOYMENT SERVICES**

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

**EARLY COLLEGE AWARENESS**

**Concurrent Enrollment**

By enrolling in concurrent classes available through Redlands Community College, high school students can begin 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 Redlands at 422-1263 for more information.

**GEAR-UP Program**

GEAR-UP is an educational student assistance program for students who are enrolled in the 7th grade and it is funded through the U.S. Department of Education. The purpose of GEAR-UP is to accelerate academic achievement so that increasing numbers of students will enroll and succeed in college. Participants who sign up for the Redlands partnership GEAR-UP program and complete milestones are eligible to receive an education award for participating in program activities.

**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 who 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 RCC 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 RCC.

The RCC 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 RCC Foundation in a responsible manner in order to ensure maximum benefit for RCC.

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

**Alumni and Friends Association**

The RCC 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 RCC 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. The association’s annual meeting is scheduled in late April following the annual fund-raising event. The annual meeting and associated events provide additional opportunity for the alumni, supporters of the college, students, staff and faculty to get acquainted in a casual atmosphere and to summarize the accomplishments and events of the previous academic year.

**COMMUNITY SERVICE**

RCC’s 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 which include art and educational exhibits, public performances, Kids College, and host for several academic and cultural events throughout the year.

**LEARNING RESOURCES AND SERVICES CENTER**

**A. R. Harrison Learning Resources Center**
The A. R. Harrison Learning Resources Center (LRC) is an integral part of the educational program of RCC and is located at the north end of the Multimedia Lifelong Learning Center. The LRC is open daily for group and individual study, research, telecourse viewing, and leisure reading. It provides appropriate resources required for class assignments, personal enrichment, and information needs, including books, periodicals, audiovisual materials and electronic databases. Access to books in the LRC is provided through the online catalog (http://reclrc.redlandscc.edu); books not held locally are available through interlibrary loan and the OK-Share program. Reserve materials, Internet access, and word processing are also available for student and community use in the LRC.

**Electronic Services Offered**
The LRC receives Internet services from OneNet, and students can read e-mail, search the Internet, and access online courses. From the LRC students can also search online full-text articles from literally thousands of magazines, newspapers, and scholarly journals. Most of these resources are not available over the Internet, or require a fee to access them, but students can access them in the LRC at no charge. These electronic articles can be read online, printed in the LRC, or forwarded to an e-mail address.

The LRC maintains a web page at http://library.redlandscc.edu. Through this website students can not only access the LRC catalog off campus, but also search a state-wide and even a worldwide catalog of books to identify items to be obtained through interlibrary loan. Other research tools include links to online style guides, scholarly web sites, and free e-texts of classic literature.
ARTICULATION-TRANSFERRING CREDITS
A student who has completed the associate in arts or associate in science degree requirements at RCC 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

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

Grades Used in calculating Grade Point Average
GPA is calculated on a 4.0 basis as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Grade Point Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

Other Symbols
I—To receive an “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 Vice President of Instruction and Student Services will review all “W” and “AW” submissions occurring after the 14th week.

AW—Administrative withdrawal may be assigned by the Vice President of Instruction and Student Services 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. The pass grade indicates hours earned but does not contribute to the GPA. The fail grade is an “F” and is calculated into the GPA.

S/U—An institution may elect to use “S” and “U” for specified courses. These grades are neutral and are not used as attempted or completed credit hours. These grades will be used for physical education activity courses and military science courses.

N—May be used by the institution to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The “N” grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The “N” grade is GPA neutral.

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. Full procedures may be found in the Redlands Community College Student Handbook at the Student Services Center.

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 Vice President of Instruction and Student Services.

Repeated Course Work
A student shall have the prerogative to repeat courses and have only the second grade earned, even if 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.

*NOTE: Students who earn the grade of AW, W, or F in a 0-level course may repeat the course one time.

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

RETENTION STANDARDS
The following standards determine the retention of students at RCC. 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 RCC without attending another accredited school and acquiring a 2.0 GPA.

ADDING AND DROPPING COURSES
All changes of enrollment must be initiated with a student’s adviser and brought to the Registrar’s Office. The addition of classes is allowed only during the first two weeks of a 16-week semester and during the first week of an eight-week course.

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 un-excused and can initiate the procedure for granting an “AW” grade for non-attendance.

EXTRA-INSTITUTIONAL CREDIT
Extra institutional learning 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 extra institutional credit (including but not limited to Advanced Standing, CLEP, DANTES, credit by examination, “in-escrow” credit earned through an approved cooperative agreement, Advanced Placement credit, and credit for military training).

Students applying for extra institutional credit must be enrolled at RCC. No credit will be posted until 12 semester hours of regular academic work are completed at RCC. 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 for extra institutional 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.

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—CLEP, the Defense Activity for Non-Traditional Educational Support—DANTES, 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 North Lab in the Learning Resources Center, 21-A.

College Level Examination Program — CLEP
In order to register for the College Level Examination Program - CLEP, students must contact the North Lab, LRC 21-A for a registration form.

Credit will be granted in a corresponding course if students achieve the score of 50 or above on a CLEP test. For those courses requiring an essay component, i.e., ENGL1113 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 North Lab 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.

Credit for courses earned through CLEP 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.

DANTES Examination
The Defense Activity for Non-Traditional Educational Support—DANTES is a credit-by-examination program, similar to CLEP. By utilizing both the DANTES and CLEP programs, students have access to a wide variety of credit-by-examination opportunities.

Registration for DANTES is handled through the North Lab, LRC 21-A. Students are charged a fee for each DANTES examination. A completed registration form should be returned to the North Lab, LRC 21-A, at least three weeks prior to testing.

Tests will be scheduled at specific dates as needed. There are no time limits on the tests; however, tests must be scheduled so they can be completed during the regular hours the North Lab, LRC 21-A, is open.

Credit will be granted in a specified course(s) if students achieve the score recommended by the American Council of Education.

Typically, students will be notified by mail within one week following the return of scores from the Educational Testing Service whether they will or will not receive credit in courses for which tests were taken.

Credit for courses earned through DANTES 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 senior year of high school. Credit at Redlands 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 qualified students to receive credit by examination for the first two semesters of nursing major course work in the program. Graduates of Oklahoma practical nursing programs which are NLNAC accredited may also be eligible for credit through an articulation agreement. Contact the nursing department for information on either option.

Evaluation of Military Service
Veterans with a minimum of six months 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.

TRANSCRIPTS
The Registrar’s Office will send student transcripts upon the student’s request in writing to any college or agency named. A charge of $3.00 will be made for each official transcript.

The Family Educational Rights and Privacy Act requires 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 RCC must be satisfied.

GRADUATION REQUIREMENTS
Application for Graduation
A student expecting to graduate should file an application for graduation at least one full semester before the expected graduation date. 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 Vice President of Instruction and Student Services. Graduation fees are to be paid in the Business Office by March 1 prior to commencement.
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 degree from RCC requires a student have completed the program requirements with an overall GPA of 2.0. While a student may earn a cumulative GPA of 2.0 which includes one or more grades of “D”, it is well to remember grades below “C” may not fulfill graduation requirements in some programs.
For the associate degree, a student must complete the last 15 hours in residency at RCC. 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.
A student may participate in the spring graduation exercise if they need six semester hours or less to complete graduation requirements, providing they are enrolled in the semester hours needed to complete the degree.
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 RCC 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. For certificates a minimum additional six credit hours will be required.

Program Degree Procedures
Degree seeking students should follow the course requirement pattern for the program academic area 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 degree must be recommended by the division director and approved by the Vice President of Instruction and Student Services. 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:
§ Final official transcripts from all schools attended and
ACT scores must be on file at RCC 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
contacted as to their status.
§ Formal commencement will be scheduled at the end of
the spring semester of each academic year. Students
meeting requirements at the end of any semester
should arrange to participate in the graduation
ceremonies unless a written request for graduation in
absentia is submitted to the Registrar and approved by
the Vice President of Instruction and Student
Services.

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 and 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 overall GPA
Magna Cum Laude....................... 3.50 - 3.74 overall GPA
Cum Laude.................. 3.25 - 3.49 overall 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 RCC, and
having the highest overall 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 overall 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
This title is given to students who have completed, with a
grade of “B” or better, three Honors general education
courses, one Honors course in their area of concentration
and two Honors seminars.

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—Program of Study of this catalog.

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 remedial 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 — A.A. AND ASSOCIATE IN SCIENCE – A.S. DEGREES
Requirements for graduation include the completion of a minimum of 60 semester hours of academic work with at least a 2.0 GPA, the last 15 semester hours of which must be in residence at RCC. 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:

sfEnglish................................................. 6 hours
     ENGL  1113 English Composition I
     ENGL  1213 English Composition II
sfSocial Studies ........................................... 6 hours
     HIST 1483 United States History to 1877 or
     HIST 1493 United States History, 1877 to Present
     POLS 1113 United States Government
sfScience.................................................. 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).

sfHumanities............................................. 6 hours
Choose from the following courses:
     ART  1113Art Appreciation I
     ART  1123Art Appreciation II
     ENGL 2413Introduction to Literature
     ENGL 2423Introduction to Fiction
     ENGL 2433American Literature I
     ENGL 2443American Literature II
     ENGL 2453Introduction to Poetry
     HUM 2001-3 Humanities Seminar
     HUM 2113General Humanities I
     HUM 2173Beliefs and Believers
     HUM 2223General Humanities II
     HUM 2613Leadership Development
     MUS 1343Music Appreciation
     PHIL 1113Introduction to Philosophy
     PHIL 1413Contemporary Ethical Reasoning
sfMathematics ............................................3 hours
Must be a 1000 or 2000 level course.

sfSelected General Ed Requirements ............... 6-8 hours
Must take at least one course in psychology or sociology and one course in anthropology, art, geography, history, music, philosophy, political science, religion, Spanish, or speech.

sfInstitutional 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:
   AMT  2153 Word Processing I
   AMT  2303 Desktop Publishing
   AGRI 2113 Microcomputers in Agriculture
   ART  2003 Introduction to Digital Photography
   CJ   1233 Understanding Computers and Computer Applications
   CJ   1323 Overview of Computer Crime
   CMSC 1213 Computer Science
   CMSC 1223 Business Applications Software
   CMSC 1233 Spreadsheet Applications
   CMSC 1243 Database Applications
   CMSC 1323 Visual Basic
   CMSC 1373 Operating Systems
   CMSC 2213 Introduction to Web Design
   ENGR 1113 Introduction to Engineering
   ENGR 1213 Engineering Graphics

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

ASSOCIATE IN APPLIED SCIENCE DEGREES
The requirements for graduation shall include the completion of a minimum of 60 credit hours with a minimum 2.0 GPA, the last 15 hours of which must be completed in residence at RCC.

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:

sfCommunications ......................................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.

sfSocial Studies .......................................6 hours
     HIST 1483 United States History to 1877 or HIST 1493 United States History, 1877 to Present and POLS 1113 United States Government.

sfSelected General Ed. Requirements.............6 hours
Electives may be selected electives, approved or free electives from the following areas: science, mathematics, human relations, management, behavioral science,
economics, and communication. Refer to specific degrees.

‡Technical-Occupational Specialty Courses 27+
hours
Courses which are in the major area of emphasis for the student, i.e., 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
A minimum of 60 credit hours is required for the completion on the associate in applied science degree. In addition to the required general education courses, a student must take the required courses designated within the program. 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 (AS), Associate in Arts (AA), Associate in Applied Science (AAS), and Certificate of Mastery.

ALPHABETICAL LIST

Agriculture (AS) (eight option areas)
  Agricultural Communication
  Agricultural Economics
  Agronomy
  Animal Science
  Equine Science
  Farm and Ranch Management
  General Agriculture
  Horticulture

Applied Technology (AAS) (six option areas)
  Aviation Technology
  Computer-Aided Drafting
  Health Technology
  Horticulture
  Industrial Technology Power Generation
  Information Technology

Art (AA)

Pre-Professional Sciences (AS)

Business Administration Technology (AAS) (six option areas)
  Accounting
  Administrative Assistant
  International Business
  Management
  Medical Coding and Reimbursement
  Medical Transcription

Business Administration (AA)

Child Development (AAS)

Child Development (Certificate of Mastery)

Criminal Justice (AAS) (six option areas)
  Collegiate Officer Program
  Computer Forensics
  Corrections
  Emergency Preparedness/Homeland Security
  General Studies in Criminal Justice
  Juvenile Justice

Pre-Criminal Justice (AA)

Early Childhood Center Management (AAS)

Pre-Education Elementary (AA)

Pre-Education Secondary (AA)

Emergency Medical Technology (Paramedic) (AAS)

English (AA)

Equine Science (AAS)

Family Studies and Child Development (AA)

Fitness/Athletic Trainer (AS)

General Studies (AA)

Health, Physical Education and Recreation (AA)

Mathematics (AS)

Nursing (AAS)

Physical Science (AS) (three option areas)
  Chemistry
  Physics
  Pre-Engineering

Psychology (AA)

Social Studies (AA) (two option areas)
  Family Services
  Social Studies

Speech (AA)
LISTED BY DEGREE:

ASSOCIATE IN SCIENCE

Agriculture (eight option areas)
  Agricultural Communication
  Agricultural Economics
  Agronomy
  Animal Science
  Equine Science
  Farm and Ranch Management
  General Agriculture
  Horticulture

Fitness/Athletic Trainer

Mathematics

Pre-Professional Sciences

Physical Science (three option areas)
  Chemistry
  Physics
  Pre-Engineering

ASSOCIATE IN ARTS

Art

Business Administration

Pre-Criminal Justice

Pre-Education Elementary

Pre-Education Secondary

English

Family Studies and Child Development

General Studies

Health, Physical Education and Recreation

Psychology

Social Studies (two option areas)
  Family Services
  Social Studies
  Speech

ASSOCIATE IN APPLIED SCIENCE

Applied Technology (six option areas)
  Aviation Technology
  Computer-Aided Drafting
  Health Technology
  Horticulture
  Industrial Technology Power Generation
  Information Technology

Business Administration Technology (six option areas)
  Accounting
  Administrative Assistant
  International Business
  Management
  Medical Coding and Reimbursement
  Medical Transcription

Child Development

Criminal Justice (six option areas)
  Collegiate Officer Program
  Computer Forensics
  Corrections
  Emergency Preparedness/Homeland Security
  General Studies in Criminal Justice
  Juvenile Justice

Early Childhood Center Management

Emergency Medical Technology (Paramedic)

Equine Science

Nursing

CAREER CERTIFICATE PROGRAMS

Certificate of Mastery
  Child Development

Directors Certificate of Completion
  Child Development
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 eight (8) option areas of study: animal science, equine science, agronomy, horticulture, agricultural economics, farm and ranch management, agricultural communications and general agriculture. 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

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
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<tbody>
<tr>
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<td>CHEM 1215 General Chemistry with Lab</td>
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<td>HUM 2173 Beliefs and Believers</td>
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<td>PHIL 1413 Contemporary Ethical Reasoning</td>
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<td>AGEC 1374 Introduction to Agricultural Economics and</td>
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Program Requirements ......................................................................................................... 24 hours

Program Core Requirements ......................................................................................................... 12 hours

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<td>ANSI 1124 Introduction to Animal Science</td>
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<td></td>
<td>AGRI 2193 Agriculture Industry Internship</td>
</tr>
<tr>
<td>Agriculture Electives</td>
<td>4</td>
<td>AGRI 2124 Introduction to Soil Science or</td>
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<td></td>
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<td>AGRI 1214 Introduction to Plant Science</td>
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</table>
Program Option Requirements ........................................................................................................................................ 12 hours
Select one option from:
- Agriculture Communications
- Agriculture Economics
- Agronomy
- Animal Science
- Equine Science
- Farm & Ranch Management
- General Agriculture
- Horticulture

Institutional Requirements ........................................................................................................................................ 3 hours
Area Min. Hours Courses
Computer Science 3 AGRI 2113 Microcomputers in Agriculture or fulfillment of computer literacy requirement. See page 28 for options.
## AGRICULTURE OPTION AREAS (8)
### Associate in Science

### Agricultural Communications Option Requirements ................................................................. 12 hours

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<td>3</td>
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<tr>
<td>Computer Science</td>
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### Agriculture Economics Option Requirements ........................................................................... 12 hours

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<td>AGEC 2113 Farm and Ranch Management</td>
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<tr>
<td></td>
<td></td>
<td>AGEC 2143 Principles of Agricultural Marketing</td>
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<tr>
<td>Accounting</td>
<td>3</td>
<td>ACCT 2173 Financial Accounting</td>
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<td>Economics</td>
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<td>ECON 2193 Principles of Macroeconomics or ECON 2203 Principles of Microeconomics</td>
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### Agronomy Option Requirements ............................................................................................. 12 hours

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<td></td>
<td></td>
<td>AGRN 2333 Range and Pasture Management</td>
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<td>AGRN 2323 Plant Insect &amp; Disease Control</td>
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### Animal Science Option Requirements ...................................................................................... 12 hours

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<td>ANSI 1213 Livestock Production</td>
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<td></td>
<td></td>
<td>ANSI 2112 Livestock Evaluation &amp; Selection</td>
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<tr>
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<td></td>
<td>ANSI 2122 Meat Animal Carcass Evaluation</td>
</tr>
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<td></td>
<td>ANSI 2123 Livestock Feeding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANSI 2132 Advanced Livestock Evaluation &amp; Selection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANSI 2143 Anatomy and Physiology of Reproduction</td>
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<td></td>
<td></td>
<td>ANSI 2233 Livestock Fitting and Grooming</td>
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<tr>
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<td>ANSI 2142 Artificial Insemination</td>
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### Equine Science Option Requirements.......................................................................................... 12 hours

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<td>EQSC 1113 Introduction to Equine Science</td>
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<tr>
<td></td>
<td></td>
<td>EQSC 1134 Basic Equine Care &amp; Training</td>
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<td></td>
<td>EQSC 2223 Equine Nutrition and Health</td>
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<td>EQSC 2243 Equine Breeding &amp; Management</td>
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<td>EQSC 2423 Equine Anatomy &amp; Physiology</td>
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</table>

### Farm & Ranch Management Option Requirements ........................................................................... 12 hours

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<th>Min. Hours</th>
<th>Courses</th>
</tr>
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<tbody>
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<td>ANSI 1213 Livestock Production</td>
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<tr>
<td></td>
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<td>AGRN 2333 Range &amp; Pasture Management</td>
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<tr>
<td></td>
<td></td>
<td>AGEC 2143 Principles of Agricultural Marketing</td>
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<td></td>
<td>AGEC 2113 Farm and Ranch Management</td>
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</table>
## General Agriculture Option Requirements

<table>
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<td>12</td>
<td>AGEC 2113 Farm and Ranch Management</td>
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<td></td>
<td></td>
<td>AGEC 2143 Principles of Ag. Marketing</td>
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<tr>
<td></td>
<td></td>
<td>AGRN 2313 Weed Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGRN 2333 Range and Pasture Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGRN 2323 Plant, Insect, and Disease Control</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANSI 1213 Livestock Production</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANSI 2112 Livestock Eval. &amp; Selection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANSI 2122 Meat Animal Carcass Eval.</td>
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<td></td>
<td>ANSI 2123 Livestock Feeding</td>
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<tr>
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<td>ANSI 2132 Adv. Livestock Eval. &amp; Selection</td>
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<td>HORT 1303 Introduction to Horticulture</td>
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## Horticulture Option Requirements

<table>
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<tr>
<th>Area</th>
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<td>HORT 1303 Introduction to Horticulture</td>
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<td>HORT 1353 Fertilizers and Soils</td>
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<td>HORT 2373 Plant Propagation</td>
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<td>HORT 2413 Green House Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HORT 2433 Floriculture</td>
</tr>
</tbody>
</table>
APPLIED TECHNOLOGY
Aviation Technology Option
Associate in Applied Science

General Requirements: Total Hours: 65 • Minimum GPA: 2.0
Program Description: This program provides experience in aircraft shop practice, maintenance and repair.

GENERAL EDUCATION REQUIREMENTS ........................................................................................................... 18 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
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<td>HIST 1493 U.S. History, 1877 to Present</td>
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<td>POLS 1113 U.S. Government</td>
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<td>Selected General Ed</td>
<td>3</td>
<td>SPCH 1113 Fundamentals of Speech* or</td>
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TECHNICAL-OCCUPATIONAL SPECIALITY COURSES .................................................................................. 30 hours

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<td>ATEC 1519 Aviation-General*</td>
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<td>ATEC 2319 Aviation-Airframe*</td>
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<td>ATEC 2519 Aviation-Power Plant*</td>
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*The following courses are offered through an Accredited Technology Center Federal Aviation Maintenance Technology Program. Courses may be waived with a valid Department of Transportation Federal Aviation Administration certificate.

SUPPORT AND RELATED COURSES ............................................................................................................ 14 hours

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<td>14</td>
<td>MATH 1513 College Algebra</td>
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<td>PHYS 1115 Physics with Lab</td>
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<td></td>
<td>ECON 2193 Macroeconomics or</td>
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<tr>
<td></td>
<td></td>
<td>ECON 2203 Microeconomics</td>
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<tr>
<td></td>
<td></td>
<td>MGMT 2033 Principals of Management</td>
</tr>
</tbody>
</table>

INSTITUTIONAL REQUIREMENTS .................................................................................................................. 3 hours

Must fulfill computer literacy requirement. See page 28 for options.
# APPLIED TECHNOLOGY

## Computer-Aided Drafting Option

*Associate in Applied Science*

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

### Program Description
This program emphasizes basic computer aided drafting; technical, architectural and structural drafting.

### General Education Requirements
- **Area**
- **Communications**: 6  - ENGL 1113 English Composition I
  - ENGL 1213 English Composition II* or
  - ENGL 2033 Technical Writing & 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  - MATH 1513 College Algebra
  - MATH 1613 Trigonometry

### Technical-Occupational Specialty Courses
- **Area**
- **Computer Aided Drafting**
  - CAD 1114 Basic Drafting*
  - CAD 1024 Introduction to CAD*
  - CAD 2034 Advanced CAD*
  - CAD 2124 Residential Architectural Drafting*
  - CAD 2133 Commercial Architectural Drafting*
  - CAD 2013 CAD Presentation Graphics*
  - CAD 2394 Specialty Design Project*
  - CAD 2294 Advanced Specialty Design Project*

*The following courses are offered through a Technology Center.

### Support and Related Courses
- **Area**
- **Physics**: 5  - PHYS 1115 Physics with Lab
- **Computer Science**: 1  - CMSC 1251 Windows Operating Systems
- **Management**: 3  - MGMT 2103 Occupational/Technical Internship

### Institutional Requirements
Must fulfill computer literacy requirement.  See page 28 for options.
# APPLIED TECHNOLOGY

## Health Technology Option

**Associate in Applied Science**

**General Requirements:** Total Hours: 64 ! Minimum GPA: 2.0

**Program Description:** This program is for the student to gain concentrated training in areas of the health care field. Students will put their knowledge to use with actual clients during clinical rotations in hospitals, rehabilitation centers and other health-related agencies.

### GENERAL EDUCATION REQUIREMENTS

<table>
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<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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### PROGRAM REQUIREMENTS

(The following courses are offered through a Technology Center National Accredited Health Program. Special admission to Technology Center Surgical Technology Program Required.)

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<td>HTEC 2124 Surgical Technology Clinical I</td>
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### SUPPORT AND RELATED COURSES

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<td>MICR 2135 Microbiology with Lab or</td>
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<td>ZOOL 2134 Human Anatomy with Lab</td>
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<td>Electives</td>
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<td>Select from General Education Electives</td>
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### INSTITUTIONAL REQUIREMENTS

Must fulfill computer literacy requirement. See page 28 for options.
APPLIED TECHNOLOGY
Horticulture Technology Option
Associate in Applied Science

General Requirements: Total Hours: 60-64 • Minimum GPA: 2.0
Program Description: This program is designed for students to examine career options in the field of horticulture. Students will receive hands-on experience in the areas of fertilizers and soils, plant propagation, greenhouse operations and floriculture.

GENERAL EDUCATION REQUIREMENTS ........................................................................................................ 18 hours

<table>
<thead>
<tr>
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<td>POLS 1113 U.S. Government</td>
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<tr>
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<td>SPCH 1113 Fundamentals of Speech* or</td>
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TECHNICAL-OCCUPATIONAL SPECIALITY COURSES ........................................................................................................ 28 hours

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<tr>
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<td></td>
<td>HORT 1353 Fertilizers and Soils*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HORT 2373 Plant Propagation*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HORT 2413 Green House Operations*</td>
</tr>
<tr>
<td></td>
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<td>HORT 2433 Floriculture*</td>
</tr>
<tr>
<td>Management**</td>
<td>3</td>
<td>MGMT 2103 Occupational/Technical Internship</td>
</tr>
<tr>
<td>Horticulture Electives</td>
<td>10</td>
<td>HORT Any HORT courses not previously selected*</td>
</tr>
</tbody>
</table>

*The following courses may only be taken at Caddo-Kiowa Technology Center
**A maximum of 10 credits in MGMT courses

SUPPORT AND RELATED COURSES ........................................................................................................ 15 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag Economics</td>
<td>4</td>
<td>AGEC 1374 Intro to Agricultural Economics</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
<td>CMSC 1223 Business Applications Software or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGRI 2113 Microcomputers in Agriculture</td>
</tr>
<tr>
<td>Life Science (lecture and lab)</td>
<td>4</td>
<td>AGRN 1214 Intro to Plant Science or BISC or BOT or ZOOL</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
<td>Select any General Ed Electives**</td>
</tr>
</tbody>
</table>

INSTITUTIONAL REQUIREMENTS ........................................................................................................ 3 hours

Must fulfill computer literacy requirement. See Page 28 for options.
APPLIED TECHNOLOGY
Industrial Technology/Power Generation Option
Associate in Applied Science

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

Program Description: OG&E employees who have successfully complete the coursework and job performance measures (2,080 hours) at the OG&E Energy Corporation in the areas of Plant Operation, Instrumentation and Control, Plant Electricians and Plant Mechanics are eligible to enroll under this program. Upon completion of their apprenticeship program, they may transfer those hours into the Associate of Applied Science Applied Technology Industrial Technology/Power Generation Option at Redlands Community College.

GENERAL EDUCATION REQUIREMENTS .......................................................................................................................... 18 hours

<table>
<thead>
<tr>
<th>Area</th>
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<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>6</td>
<td>ENGL 1113 English Composition I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 1213 English Composition II* or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 2033 Technical Writing &amp; Reporting</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POLS 1113 U.S. Government</td>
</tr>
<tr>
<td>Selected General</td>
<td>3</td>
<td>MATH 1513 College Algebra or</td>
</tr>
<tr>
<td>Ed Requirements</td>
<td></td>
<td>MATH 1483 Contemporary College Math</td>
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<tr>
<td></td>
<td>3</td>
<td>CMSC 1113 Computer Concepts and Applications or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CMSC 1223 Business Applications Software</td>
</tr>
</tbody>
</table>

TECHNICAL-OCCUPATIONAL SPECIALTY COURSES ...................................................................................................... 42 hours
Students must complete the certified course work and job performance measures (2080 hours) at the O, G & E Energy Corporation in the areas of Plant Operations, Instrumentation and Control, Plant Electricians, and Plant Mechanics at the following levels:

Apprenticeship Level C-1, C-2, and C-3

Apprenticeship Level B-1 and B-2

Apprenticeship Level A-1 and A-2

Students are required to pass certification examinations for each of the above levels before credit can be transcripted.
APPLIED TECHNOLOGY

Information Technology Option

Associate in Applied Science

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

Program Description: This program is designed for the student to develop skills in overall computer repair and internetworking.

GENERAL EDUCATION REQUIREMENTS ........................................................................................... 21 hours

Area                          Min. Hours Courses                              
Communications               6                                           
                                ENGL 1113  English Composition I                   
                                ENGL 1213  English Composition II or               
                                ENGL 2033  Technical Writing & 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 3                                                                 
                                SPCH 1113  Fundamentals of Speech or               
                                SPCH 2313  Interpersonal Communications            

TECHNICAL-OCCUPATIONAL SPECIALTY COURSES.................................................................................... 30 hours

Area                          Min. Hours Courses                             
Information Technology*       30                                          
                                ITEC 1016  PC Hardware and Software*              
                                ITEC 1113  Fundamentals of UNIX*                  
                                ITEC 1353  Network & Operating System Essentials*  
                                ITEC 2113  Windows XP*                            
                                ITEC 2123  Windows 2000*                          
                                ITEC 2313  CISCO Net Academy Internetworking I*    
                                ITEC 2323  CISCO Net Academy Internetworking II*   
                                ITEC 2333  CISCO Net Academy Internetworking III*  
                                ITEC 2343  CISCO Net Academy Internetworking IV*   

*The following courses are only offered through a Technology Center.

SUPPORT AND RELATED COURSES..................................................................................................... 12 hours

Area                          Min. Hours Courses                              
Management                   12                                           
                                MGMT 2033  Principals of Management                
                                ECON 2193  Macroeconomics or                       
                                ECON 2203  Microeconomics                         
                                MGMT 2103  Occupational/Technical Internship       
                                BUS 2093  Business Communications
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

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>9</td>
<td>ENGL 1113 English Composition I</td>
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<td></td>
<td></td>
<td>ENGL 1213 English Composition II or</td>
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<td></td>
<td></td>
<td>SPCH 1113 Fundamentals of Speech</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POLS 1113 U.S. Government</td>
</tr>
<tr>
<td>Life Science</td>
<td>3</td>
<td>BISC, BOT, MICR, ZOOL (Lecture)</td>
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<tr>
<td>Physical Science</td>
<td>3</td>
<td>CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)</td>
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<tr>
<td>Science Lab</td>
<td>1</td>
<td>BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)</td>
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<tr>
<td>Humanities</td>
<td>6</td>
<td>Choose from Humanities Courses List on Page 28</td>
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<tr>
<td>Mathematics</td>
<td>3</td>
<td>MATH 1493 Contemporary Math</td>
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<tr>
<td></td>
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<td>MATH 1513 College Algebra</td>
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<td>Selected General</td>
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<td>PSY, SOC and</td>
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<td>Ed Requirements</td>
<td>3</td>
<td>ART, GEG, HIST, MUS, PHIL, POLS, RELG, SPA, SPCH</td>
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</table>

PROGRAM REQUIREMENTS ................................................................................................................... 24 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
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<tbody>
<tr>
<td>Art</td>
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<td>ART 1013 Basic Art I</td>
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<td>ART 1023 Basic Art II</td>
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<tr>
<td></td>
<td></td>
<td>ART 1073 Color and Design</td>
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<tr>
<td></td>
<td></td>
<td>ART 2093 Oil Painting I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ART 2103 Oil Painting II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ART 2233 Pottery I</td>
</tr>
<tr>
<td>Art/History</td>
<td>6</td>
<td>ART 1043 Art Design and Crafts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ART 2113 Figure Drawing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ART 2263 Pottery II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 2123 Western Civilization, 1500 to 1815</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 2133 Western Civilization, 1815 to Present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>JOUR 1133 Introduction to Photography</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ART 2243 Painting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ART 2063 Introduction to Digital Photography</td>
</tr>
</tbody>
</table>

INSTITUTIONAL REQUIREMENTS ................................................................................................................. 3 hours

Must fulfill computer literacy requirement. See Page 28 for options.
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, international business, management, medical coding and reimbursement, and medical transcription.

GENERAL EDUCATION REQUIREMENTS ................................................................. 18 hours
Area Min. Hours Courses
Communications 6 ENGL 1113 English Composition I
ENGL 1213 English Composition II
Social Science 6 HIST 1483 U.S. History to 1877 or
HIST 1493 U.S. History, 1877 to Present
POLS 1113 U.S. Government
Selected General 6 BISC, BOT, CHEM, ECON, HUM, MATH, MUS, ART, PSY, SOC,
Ed Requirements PCH, 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
  International Business
  Management
  Medical Coding and Reimbursement
  Medical Transcription

Program Core Requirements ............................................................................... 15 hours
Area Min. Hours Courses
Business/Math 12 BUS 1103 Introduction to Business
BUS 2093 Business Communications
BUS 1353 Business Ethics or
BUS 2163 Business Law**
BUS 1053 Business Math or
MATH 1513 College Algebra
Computer Science 3 CMSC 1223 Business Applications Software or fulfillment of computer literacy requirement through options listed on Page 28*.

*CMSC 1223 must be completed before enrolling in any Technical/Occupational Specialty Course.
**Students enrolled in the International Business or Management options must take Business Ethics as Business Law is a requirement in those program options.
## BUSINESS ADMINISTRATION TECHNOLOGY OPTION

### AREAS (6)

#### Associate in Applied Science

##### Accounting Option

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>19</td>
<td>ACCT 2101 Payroll Accounting*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT 2173 Financial Accounting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT 2183 Managerial Accounting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT 2213 Computerized Accounting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT 2223 Tax Accounting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT 2603 Intermediate Accounting I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT 2703 Intermediate Accounting II</td>
</tr>
<tr>
<td>Business</td>
<td>3</td>
<td>BUS 2513 Business Statistics</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
<td>CMSC 1233 Spreadsheet Applications</td>
</tr>
<tr>
<td>Economics</td>
<td>3</td>
<td>ECON 2193 Principles of Macroeconomics</td>
</tr>
<tr>
<td>Management</td>
<td>3</td>
<td>MGMT 2103 Occupational/Technical Internship or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2143 Business Leadership</td>
</tr>
</tbody>
</table>

*This course can be fulfilled through an Internship. Internship must be totally focused in the area of the course being substituted. The Internship may be completed through BUS 2103 International Business Practice Firm.

##### Administrative Assistant Option

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>6</td>
<td>ACCT 1063 Bookkeeping Procedures or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT 2173 Financial Accounting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT 2213 Computerized Accounting</td>
</tr>
<tr>
<td>Administrative</td>
<td>9</td>
<td>AMT 1043 Document Formatting*</td>
</tr>
<tr>
<td>Mgmt and Tech</td>
<td></td>
<td>AMT 2153 Word Processing I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AMT 2303 Desktop Publishing</td>
</tr>
<tr>
<td>Computer Science</td>
<td>9</td>
<td>CMSC 1233 Spreadsheet Applications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CMSC 1243 Database Applications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CMSC 1373 Operating Systems</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CMSC 2213 Introduction to Webpage Design</td>
</tr>
<tr>
<td>Management</td>
<td>9</td>
<td>MGMT 2033 Principles of Management or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AMT 2163 Administrative Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2103 Occupational/Technical Internship or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2143 Business Leadership</td>
</tr>
</tbody>
</table>

*Prerequisite–AMT 1033 Basic Computer Keyboarding Skills or equivalent.

##### International Business Option

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>9</td>
<td>ACCT 2173 Financial Accounting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT 2183 Managerial Accounting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT 2213 Computerized Accounting</td>
</tr>
<tr>
<td>Economics</td>
<td>3</td>
<td>ECON 2193 Principles of Macroeconomics</td>
</tr>
<tr>
<td>Business</td>
<td>3</td>
<td>BUS 2163 Business Law</td>
</tr>
<tr>
<td>Management</td>
<td>12</td>
<td>MGMT 2033 Principles of Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2463 International Human Resource Management*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2453 International Small Business Management* or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2143 Business Leadership</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2103 Occupational/Technical Internship</td>
</tr>
<tr>
<td>Marketing</td>
<td>3</td>
<td>MKRT 2423 International Marketing* or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MKRT 2323 Principles of Marketing</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
<td>CMSC 1233 Spreadsheet Applications</td>
</tr>
</tbody>
</table>

*This course is offered simultaneously with either MRKT 2323 Principles of Marketing, MGMT 2363 Human Resource Management, or MGMT 2353 Small Business Management. Course work will focus on international issues.
### BUSINESS ADMINISTRATION TECHNOLOGY OPTION

**AREAS (6)**

#### Associate in Applied Science

**Management Option**

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>9</td>
<td>ACCT 2173 Financial Accounting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT 2183 Managerial Accounting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCT 2213 Computerized Accounting</td>
</tr>
<tr>
<td>Business</td>
<td>3</td>
<td>BUS 2163 Business Law</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
<td>CMSC 1233 Spreadsheet Applications</td>
</tr>
<tr>
<td>Economics</td>
<td>3</td>
<td>ECON 2193 Principles of Macroeconomics</td>
</tr>
<tr>
<td>Management</td>
<td>12</td>
<td>MGMT 2033 Principles of Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2103 Occupational/Technical Internship or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2143 Business Leadership</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2353 Small Business Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2363 Human Resource Management</td>
</tr>
<tr>
<td>Marketing</td>
<td>3</td>
<td>MRKT 2323 Principles of Marketing</td>
</tr>
<tr>
<td><strong>Medical Coding and Reimbursement Option</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>15</td>
<td>AMT 1043 Document Formatting* or</td>
</tr>
<tr>
<td>Mgmt and Tech</td>
<td></td>
<td>AMT 2153 Word Processing</td>
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<tr>
<td></td>
<td></td>
<td>AMT 1313 Medical Procedures Coding** #</td>
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<td></td>
<td>AMT 1323 Medical Diagnostic Coding #</td>
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<td>AMT 2333 Advanced Medical Coding #</td>
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<td>AMT 2353 Medical Insurance Billing #</td>
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<td>Allied Health</td>
<td>3</td>
<td>AHS 1123 Medical Terminology</td>
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<td>Computer Science</td>
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<tr>
<td>Management</td>
<td>6</td>
<td>MGMT 2103 Occupational/Technical Internship or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2143 Business Leadership</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2033 Principles of Management or</td>
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<tr>
<td></td>
<td></td>
<td>AMT 2163 Administrative Management</td>
</tr>
<tr>
<td>Zoology</td>
<td>4</td>
<td>ZOOL 2234 Human Anatomy and Physiology I with Lab</td>
</tr>
</tbody>
</table>

*Prerequisite—AMT 1033 Basic Computer Keyboarding Skills or equivalent.*

**Medical Transcription Option**

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>12</td>
<td>AMT 1043 Document Formatting*</td>
</tr>
<tr>
<td>Mgmt and Tech</td>
<td></td>
<td>AMT 2153 Word Processing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AMT 2233 Medical Transcription**</td>
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<tr>
<td></td>
<td></td>
<td>AMT 2303 Desktop Publishing</td>
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<tr>
<td>Allied Health</td>
<td>3</td>
<td>AHS 1123 Medical Terminology</td>
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<td>CMSC 1233 Spreadsheet Applications</td>
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<tr>
<td></td>
<td></td>
<td>CMSC 1251 Windows Operating Systems</td>
</tr>
<tr>
<td>Management</td>
<td>6</td>
<td>MGMT 2033 Principles of Management or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AMT 2163 Administrative Office Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2103 Occupational/Technical Internship or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2143 Business Leadership</td>
</tr>
<tr>
<td>Zoology</td>
<td>4</td>
<td>ZOOL 2234 Human Anatomy and Physiology I with Lab</td>
</tr>
</tbody>
</table>

*Prerequisite—AMT 1033 Basic Computer Keyboarding Skills or equivalent.*

**Prerequisites—AHS 1123 Medical Terminology**
BUSINESS ADMINISTRATION
Associate in Arts

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
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<td>ENGL 1113 English Composition I</td>
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<td>ENGL 1213 English Composition II</td>
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<td></td>
<td>SPCH 1113 Fundamentals of Speech</td>
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<td>Social Science</td>
<td>6</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1493 U.S. History 1877 to Present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POLS 1113 U.S. Government</td>
</tr>
<tr>
<td>Life Science</td>
<td>3</td>
<td>BISC, BOT, MICR, ZOOL (Lecture)</td>
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<tr>
<td>Physical Science</td>
<td>3</td>
<td>CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)</td>
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<tr>
<td>Science Lab</td>
<td>1</td>
<td>BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)</td>
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<tr>
<td>Humanities</td>
<td>6</td>
<td>Choose from Humanities Course Options List on Page 27</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
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<tr>
<td>Selected General</td>
<td>3</td>
<td>PSY 1113 Elements of Psychology</td>
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<td>Ed Requirements</td>
<td>3</td>
<td>SOC 1113 Introduction to Sociology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPCH 2133 Interpersonal Communications or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPCH 2313 Business and Professional Speech</td>
</tr>
<tr>
<td></td>
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<td>HUM 2613 Leadership Development Studies</td>
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PROGRAM REQUIREMENTS .......................................................................................................................... 27 hours

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<tr>
<th>Area</th>
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<th>Courses</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>6</td>
<td>ACCT 2173 Financial Accounting</td>
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<tr>
<td></td>
<td></td>
<td>ACCT 2183 Managerial Accounting</td>
</tr>
<tr>
<td>Business</td>
<td>6</td>
<td>BUS 2093 Business Communications</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BUS 2513 Business Statistics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BUS 2163 Business Law</td>
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<tr>
<td>Economics</td>
<td>6</td>
<td>ECON 2193 Principles of Macroeconomics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ECON 2203 Principles of Microeconomics</td>
</tr>
<tr>
<td>Management</td>
<td>3</td>
<td>MGMT 2033 Principles of Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2103 Occupational/Technical Internship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MGMT 2143 Business Leadership</td>
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<tr>
<td>Marketing</td>
<td>3</td>
<td>MRKT 2323 Principles of Marketing</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
<td>CMSC 1223 Business Applications Software*</td>
</tr>
</tbody>
</table>

INSTITUTIONAL REQUIREMENTS
*CMSC 1223 Fulfills Institutional Computer Literacy Requirement
# 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  

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>6</td>
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<tr>
<td></td>
<td></td>
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<td></td>
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<td>ENGL 2033 Technical Writing and Reporting</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POLS 1113 U.S. Government</td>
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<tr>
<td>Selected General Ed</td>
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<td>BISC, BOT, CHEM, MATH, MUS, ART, PSY, SOC, SPCH, CMSC, GEG, PHSC</td>
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### TECHNICAL-OCCUPATIONAL SPECIALTY COURSES 

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development</td>
<td>31</td>
<td>CD 2101 Portfolio Development in Early Childhood Education</td>
</tr>
<tr>
<td>Education</td>
<td></td>
<td>CD 2053 Child Growth and Development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2063 Behavior and Guidance of Young Children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2023 Nutrition, Health, and Safety for Children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2043 Parent and Community Relations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2073 Music, Movement, and Creative Arts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2103 Education and Services for Children with Special Needs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2173 Cognitive Skills for Children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2183 Language and Social Skills for Children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2203 Early Childhood Education Program Planning and Evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2223 Professionalism in Early Childhood Education</td>
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### SUPPORT AND RELATED COURSES 

<table>
<thead>
<tr>
<th>Area</th>
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</thead>
<tbody>
<tr>
<td>Sociology</td>
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<td>SOC 2183 Sociology of the Family</td>
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<tr>
<td>Child Development</td>
<td>3</td>
<td>CD 2233 Assessment and Eval of Child Growth and Development</td>
</tr>
<tr>
<td>Art</td>
<td>3</td>
<td>ART 1033 Arts and Crafts</td>
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<tr>
<td>Management</td>
<td>3</td>
<td>MGMT 2103 Occupational/Technical Internship (CD)</td>
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### INSTITUTIONAL REQUIREMENTS  

Must fulfill computer literacy requirement. See Page 28 for options.
CHILD DEVELOPMENT

Directors Certificate of Completion

**General Requirements:** Total Hours: 24 • 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 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. This certificate is intended for Childcare Center Directors and Assistant Directors only. All Child Development courses for this certificate must be taken at Redlands Community College.

**SPECIALIZED PROGRAM REQUIREMENTS ........................................................................................................ 24 hours**

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
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<td>ENGL 1113</td>
<td>English Composition I</td>
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<td>Computer Science</td>
<td>3</td>
<td>CMSC 1223</td>
<td>Business Applications Software</td>
</tr>
<tr>
<td>Early Childhood</td>
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<td>ECM 2123</td>
<td>Early Childhood Center Financial Planning &amp; Management</td>
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<tr>
<td>Child Development</td>
<td>15</td>
<td>CD 2053</td>
<td>Child Growth and Development</td>
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<td>CD 2063</td>
<td>Behavior and Guidance of Young Children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2203</td>
<td>Early Childhood Education Program Planning and Evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2223</td>
<td>Professionalism in Child Development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2023</td>
<td>Nutrition, Health and Safety for Children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2043</td>
<td>Parent and Community Relations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2073</td>
<td>Music, Movement and Creative Arts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2101</td>
<td>Portfolio Development in Child Development</td>
</tr>
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<td></td>
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<td>CD 2103</td>
<td>Education and Services for Children with Special Needs</td>
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<tr>
<td></td>
<td></td>
<td>CD 2173</td>
<td>Cognitive Skills for Children</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CD 2233</td>
<td>Assessment and Evaluation of Child Growth and Development</td>
</tr>
</tbody>
</table>
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 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**

<table>
<thead>
<tr>
<th>Area</th>
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<th>Courses</th>
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<tr>
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<td>Child Development</td>
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<td>Behavior and Guidance of Young Children</td>
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<td>Early Childhood Education Program Planning and Evaluation</td>
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<td>Professionalism in Child Development</td>
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<td>CD 2023</td>
<td>Nutrition, Health and Safety for Children</td>
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<td>CD 2043</td>
<td>Parent and Community Relations</td>
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<td>CD 2073</td>
<td>Music, Movement and Creative Arts</td>
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<td>CD 2103</td>
<td>Education and Services for Children with Special Needs</td>
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<td>CD 2173</td>
<td>Language and Social Skills for Children</td>
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<tr>
<td></td>
<td></td>
<td>CD 2233</td>
<td>Assessment and Evaluation of Child Growth and Development</td>
</tr>
</tbody>
</table>
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), Computer Forensics, Corrections, Emergency Preparedness/Homeland Security, General Studies in Criminal Justice and Juvenile Justice.

GENERAL EDUCATION REQUIREMENTS ........................................................................................................ 18 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
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<tr>
<td></td>
<td></td>
<td>ENGL 1213 English Composition II or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 2033 Technical Writing and Reporting</td>
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<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
</tr>
<tr>
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<td></td>
<td>POLS 1113 U.S. Government</td>
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<tr>
<td>Selected General Ed Requirements</td>
<td>6</td>
<td>PSY 1113 Elements of Psychology</td>
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<td>SOC 1113 Introduction to Sociology</td>
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SUPPORT AND RELATED COURSES........................................................................................................ 12 hours

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<td>CJ 1113 Introduction to Criminal Justice</td>
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<tr>
<td></td>
<td></td>
<td>CJ 2313 Criminal Law</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CJ 2443 Criminal Law and Procedure</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
<td>CMSC 1223 Business Applications Software</td>
</tr>
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</table>

TECHNICAL-OCCUPATIONAL SPECIALTY COURSES.................................................................................. 34 hours

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

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

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 they are hired by an agency.

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
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<tbody>
<tr>
<td>Criminal Justice</td>
<td>21</td>
<td>CJ 1243 Traffic Investigation and Enforcement</td>
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<tr>
<td></td>
<td></td>
<td>CJ 1313 Patrol Procedures</td>
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<tr>
<td></td>
<td></td>
<td>CJ 1253 American Corrections Systems</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CJ 2043 CJ Report Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CJ 2433 Community and Cultural Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CJ 2343 Criminal Investigation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CJ 2451 Custody and Control</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CJ 2461 Defensive Driving</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CJ 2471 Firearms</td>
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<tr>
<td>Support Courses</td>
<td>6</td>
<td>HPER 1553 Lifetime Fitness and Management</td>
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<tr>
<td></td>
<td></td>
<td>EMT 1113 First Responder</td>
</tr>
<tr>
<td>Support Electives</td>
<td>7</td>
<td>CJ Any CJ course not previously selected. Courses from student’s area of interest, foreign language such as Spanish strongly encouraged.</td>
</tr>
</tbody>
</table>
### CRIMINAL JUSTICE OPTION AREAS (6)

#### Associate in Applied Science

**Computer Forensics Option:** This Associate in Applied Science program option is designed for the student who desires a career in law enforcement or with private sector employers, as a Certified Computer Examiner.

<table>
<thead>
<tr>
<th>Area</th>
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<td><strong>CJ 1403</strong> Fundamentals of Information Security</td>
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<td></td>
<td><strong>CJ 1233</strong> Understanding Computers and Computer Applications</td>
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<tr>
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<td></td>
<td><strong>CJ 1323</strong> Overview of Computer/Cyber Crimes</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CJ 2233</strong> Criminal Procedures for Computer Crime</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CJ 2243</strong> Network Technologies</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CJ 2253</strong> Forensic Computer Science</td>
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<tr>
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<td></td>
<td><strong>CJ 2263</strong> Internet Crime Investigation</td>
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<td></td>
<td></td>
<td><strong>CJ 2343</strong> Criminal Investigations</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CJ 2403</strong> Advanced IT Security</td>
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<tr>
<td>Support Electives</td>
<td>7</td>
<td>Courses from student’s area of interest</td>
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</table>

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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<tbody>
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<td><strong>CJ 1253</strong> American Corrections System</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CJ 2353</strong> Administration of Correctional Institutions</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CJ 2433</strong> Community and Cultural Diversity</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CJ 2453</strong> Probation and Parole</td>
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<td>6-9</td>
<td><strong>CJ</strong> Any other CJ course not previously selected</td>
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<tr>
<td>Sociology</td>
<td>3-6</td>
<td><strong>SOC</strong> Any other SOC course not previously selected</td>
</tr>
<tr>
<td>Support Courses</td>
<td>3</td>
<td><strong>EMT 1113</strong> First Responder</td>
</tr>
<tr>
<td>Support Electives</td>
<td>7</td>
<td>Courses from student’s area of interest</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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<tbody>
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<td>Criminal Justice</td>
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<td><strong>CJ 1001</strong> Animals in Disasters</td>
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<tr>
<td></td>
<td></td>
<td><strong>CJ 1011</strong> Anticipating Hazardous Weather</td>
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<tr>
<td></td>
<td></td>
<td><strong>CJ 1021</strong> Basic Incident Command System</td>
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<td><strong>CJ 1031</strong> Biological Emergency Management</td>
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<td><strong>CJ 1041</strong> Chemical Emergency Management</td>
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<td><strong>CJ 1051</strong> Combating Terrorism</td>
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<td><strong>CJ 1061</strong> Community Disaster Exercises</td>
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<td><strong>CJ 1071</strong> Developing and Managing Volunteers</td>
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<td><strong>CJ 1081</strong> Domestic Terrorism</td>
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<td><strong>CJ 1091</strong> Emergency Response to Terrorism</td>
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<td><strong>CJ 1101</strong> Hazardous Devices, Bombs and Explosives</td>
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<td><strong>CJ 1111</strong> Intro to Community Emergency Response Teams</td>
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<td><strong>CJ 1121</strong> Media and Disaster Publicity</td>
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<td><strong>CJ 1131</strong> Nuclear/Radiological Emergency Management</td>
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<td><strong>CJ 1141</strong> Principles of Emergency Management</td>
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<td><strong>CJ 1151</strong> Psychology of Terrorism</td>
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<tr>
<td></td>
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<td><strong>CJ 1161</strong> State Disaster Management System</td>
</tr>
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<td><strong>CJ 1171</strong> Voluntary and Public Agencies in Emergency Management</td>
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<td><strong>CJ 1181</strong> Intro to Cyber Security</td>
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<td><strong>CJ 1191</strong> Firewalls and Virus Protection</td>
</tr>
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<td><strong>CJ 1201</strong> Technology and Domestic Terrorism</td>
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<tr>
<td>Support Courses</td>
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<td><strong>EMT 1117</strong> EMT Basic</td>
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<td>6</td>
<td>Courses to be selected from student’s area of interest</td>
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</table>
General Studies in Criminal Justice Option: This Associate in Applied Science program option is constructed for the student desiring a career in a criminal justice generic field.

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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<tbody>
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<td>Criminal Justice</td>
<td>18-24</td>
<td>CJ Any CJ course not previously selected</td>
</tr>
<tr>
<td>Sociology</td>
<td>3-9</td>
<td>SOC Any SOC course not previously selected</td>
</tr>
<tr>
<td>Support Electives</td>
<td>7</td>
<td>Courses from student’s area of interest</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sociology</td>
<td>9</td>
<td>SOC 2133 Crime and Delinquency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC 2173 Problems in Sociology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC 2183 Sociology of the Family</td>
</tr>
<tr>
<td>Psychology</td>
<td>6</td>
<td>PSY 2043 Social Psychology</td>
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<tr>
<td></td>
<td></td>
<td>PSY 2033 Adolescent Psychology</td>
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<tr>
<td>Criminal Justice</td>
<td>7</td>
<td>CJ 2104 Practicum in CJ</td>
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<tr>
<td></td>
<td></td>
<td>CJ 2433 Community and Cultural Diversity</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Select from any CJ courses</td>
</tr>
<tr>
<td>Support Courses</td>
<td>3</td>
<td>EMT 1113 First Responder</td>
</tr>
</tbody>
</table>
PRE-CRIMINAL JUSTICE  

Associate in Arts

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

Program Description: The Pre-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 the general education core requirements. Those enrolled in the Associate in Arts Pre-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

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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<td>ENGL 1213 English Composition II</td>
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<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
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<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
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<td></td>
<td>POLS 1113 U.S. Government</td>
</tr>
<tr>
<td>Life Science</td>
<td>3</td>
<td>BISC, BOT, MICR, ZOOL (Lecture)</td>
</tr>
<tr>
<td>Physical Science</td>
<td>3</td>
<td>CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)</td>
</tr>
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<td>BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)</td>
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<tr>
<td>Humanities</td>
<td>6</td>
<td>See humanities course options listing on page 28.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MATH 1493 Contemporary Math</td>
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<td>MATH 1513 College Algebra</td>
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<tr>
<td>Selected General Ed Requirements</td>
<td>6</td>
<td>PSY 1113 Elements of Psychology</td>
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<td>SOC 1113 Introduction to Sociology</td>
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<td>PSY, SOC, ART, HIST, PHIL, POLS, SPAN, or SPCH</td>
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PROGRAM REQUIREMENTS .............................................................................................................................. 24 hours

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<td>CJ 1113 Introduction to Criminal Justice</td>
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<td>CJ 2313 Criminal Law</td>
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<td>CJ 2443 Criminal Law and Procedures</td>
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<td>CJ 2333 Police Organization and Management</td>
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<tr>
<td>Social Science</td>
<td>3</td>
<td>SOC 2133 Crime and Delinquency</td>
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<td></td>
<td></td>
<td>SOC 2173 Problems in Sociology</td>
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<td></td>
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<td>SOC 2183 Sociology of the Family</td>
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<tr>
<td>Physical Education</td>
<td>3</td>
<td>HPER 1553 Lifetime Fitness and Management</td>
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</tbody>
</table>

INSTITUTIONAL REQUIREMENTS .................................................................................................................... 3 hours

Must fulfill computer literacy requirement. See Page 28 for options.
EARLY CHILDHOOD CENTER MANAGEMENT

Associate in Applied Science

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

Program Description: The Associate in Applied Science in Early Childhood Center Management will provide students with the ability to articulate, interpret and apply principles to the daily operations of all aspects of a child care center. The degree is designed to allow the student to examine the administrative responsibilities of the early childhood center director. Students will analyze state regulations, characteristics of a successful director, and explore management techniques.

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>6</td>
<td>ENGL 1113 English Composition I</td>
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<td></td>
<td></td>
<td>ENGL 1213 English Composition II or</td>
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<tr>
<td></td>
<td></td>
<td>ENGL 2033 Technical Writing and Reporting</td>
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<td>Social Science</td>
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<td>HIST 1483 U.S. History to 1877 or</td>
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<td>HIST 1493 U.S. History, 1877 to Present</td>
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<td>POLS 1113 U.S. Government</td>
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<tr>
<td>Selected General Ed</td>
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<td>BISC, BOT, CHEM, MATH, MUS, ART, PSY, SOC, SPCH, SOC, SPCH, CMSC, GEG, PHSC</td>
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TECHNICAL-OCCUPATIONAL SPECIALTY COURSES

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<tr>
<th>Area</th>
<th>Min. Hours</th>
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<tbody>
<tr>
<td>Early Childhood Center</td>
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<td>ECM 2113 Early Childhood Center Policies and Procedures</td>
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<tr>
<td></td>
<td></td>
<td>ECM 2123 Early Childhood Center Financial Planning and</td>
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<td></td>
<td></td>
<td>ECM 2143 Early Childhood Center Program Development and</td>
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<tr>
<td></td>
<td></td>
<td>ECM 2243 Early Childhood Center Facility Management</td>
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<tr>
<td></td>
<td></td>
<td>ECM 2313 Early Childhood Center Marketing and Public Relations</td>
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<tr>
<td></td>
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<td>ECM 2413 Managing Personnel Performance Standards</td>
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<td></td>
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<td>ECM 2423 Managing Diversity in Early Childhood Education</td>
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<td></td>
<td>ECM 2432 Leadership in Early Childhood Education</td>
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<td>ECM 2443 Early Childhood Ctr Admin. Responsibilities—The Director</td>
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<tr>
<td>Child Development</td>
<td>21</td>
<td>CD 2023 Nutrition, Health and Safety for Children</td>
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<td></td>
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<td>CD 2173 Cognitive Skills for Children</td>
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<td>CD 2103 Education and Services for Children with Special Needs</td>
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<td></td>
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<td>CD 2043 Parent and Community Relations</td>
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<td>CD 2053 Child Growth and Development</td>
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<td>CD 2063 Behavior and Guidance of the Young Child</td>
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<td>CD 2073 Music, Movement and Creative Arts</td>
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<td>CD 2183 Language and Social Skills for the Child</td>
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SUPPORT AND RELATED COURSES

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<tr>
<th>Area</th>
<th>Min. Hours</th>
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<tr>
<td>Sociology</td>
<td>6</td>
<td>SOC 2183 Sociology of the Family</td>
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<tr>
<td>Management</td>
<td></td>
<td>MGMT 2103 Occupation/Technical Internship (CD)</td>
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INSTITUTIONAL REQUIREMENTS

Must fulfill computer literacy requirement. See Page 28 for options.
PRE-EDUCATION ELEMENTARY  
Associate in Arts

In 1996, the Oklahoma State Regents for Higher Education adopted a policy designed to strengthen the academic preparation of future teachers. This policy, effective fall 1997, requires students to complete at least twelve credit hours in English, mathematics, science, and social studies. In addition, all teacher education students in these areas must demonstrate listening and speaking skills in a foreign language at the A novice high level. The degree plan offers a university parallel program that provides structured opportunities to identify and to meet recently articulated educational objectives. Care should be taken by students to ensure that they are following the degree requirements of the college or university of transfer to complete the course work required at that institution.

General Requirements: Total Hours-63 • Minimum GPA-2.0  
Program Requirements: The Pre-Education program consists of curriculum preparing students who plan to teach in the education field. With an Associate degree in Pre-Education, students are prepared to continue further education toward an education degree.

GENERAL EDUCATION REQUIREMENTS ........................................................................................... 37 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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<tr>
<td>Communications</td>
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<td>ENGL 1113 English Composition I</td>
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<tr>
<td></td>
<td></td>
<td>ENGL 1213 English Composition II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPCH 1113 Fundamentals of Speech</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
</tr>
<tr>
<td>Life Science</td>
<td>3</td>
<td>BISC, BOT, MICR, ZOOL (Lecture)</td>
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<td>Physical Science</td>
<td>3</td>
<td>CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)</td>
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<tr>
<td>Science Lab</td>
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<td>BISC, BOT, CHEM, ASTR, GEO, MICR, PHSC, PHYS, ZOOL (Lab)</td>
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<td>See humanities course options listing on page 28.</td>
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<tr>
<td>Mathematics</td>
<td>3</td>
<td>MATH 1493 Contemporary Math or</td>
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<tr>
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<td></td>
<td>MATH 1513 College Algebra</td>
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<tr>
<td>Selected General</td>
<td>3</td>
<td>PSY, SOC and</td>
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<td>Ed Requirements</td>
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<td>ART, GEG, HIST, MUS, PHIL, POLS, RELG, SPA, SPCH</td>
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PROGRAM REQUIREMENTS ................................................................................................................... 23 hours

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<th>Area</th>
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<td>Art</td>
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<td>ART 1013 Basic Art I</td>
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<td>ART 1033 Arts and Crafts</td>
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<tr>
<td>Geography</td>
<td>3</td>
<td>GEG 2243 Human Geography</td>
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<tr>
<td>Music</td>
<td>3</td>
<td>MUS 1123 Fundamentals of Music</td>
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<tr>
<td>Physical Education</td>
<td>2</td>
<td>HPER 1322 Personal Health</td>
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<tr>
<td>Psychology</td>
<td>3</td>
<td>PSY 1113 Elements of Psychology</td>
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<tr>
<td>Speech</td>
<td>3</td>
<td>SPCH 2133 Interpersonal Communication</td>
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<tr>
<td>Electives</td>
<td>6</td>
<td>COM 1213 Sign Language I</td>
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<tr>
<td></td>
<td></td>
<td>COM 2113 Sign Language II</td>
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<tr>
<td></td>
<td></td>
<td>HPER 1141 Elementary Golf</td>
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<td></td>
<td></td>
<td>HPER 1081 Beginning Water Aerobics</td>
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<td>HPER 1181 Intermediate Water Aerobics</td>
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<td>HPER 1201 Super Circuit</td>
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<td>SPA 1115 Beginning Spanish I</td>
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<td>SOC 1113 Introduction to Sociology</td>
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<td>SPCH 2313 Business and Professional Speech</td>
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</tbody>
</table>

INSTITUTIONAL REQUIREMENTS .......................................................................................................... 3 hours

Must fulfill computer literacy requirement. See Page 28 for options.
PRE-EDUCATION SECONDARY

Associate in Arts

In 1996, the Oklahoma State Regents for Higher Education adopted a policy designed to strengthen the academic preparation of future teachers. This policy, effective fall 1997, requires students to complete at least twelve credit hours in English, mathematics, science, and social studies. In addition, all teacher education students in these areas must demonstrate listening and speaking skills in a foreign language at the Anovice high level. The degree plan offers a university parallel program that provides structured opportunities to identify and to meet recently articulated educational objectives. Care should be taken by students to ensure that they are following the degree requirements of the college or university of transfer to complete the course work required at that institution.

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

Program Requirements: The Pre-Education program consists of curriculum preparing students who plan to teach in the education field. With an Associate degree in Pre-Education, students are prepared to continue further education toward an education degree.

GENERAL EDUCATION REQUIREMENTS ......................................................................................................................... 37 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
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<td>ENGL 1113 English Composition I</td>
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<tr>
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<td></td>
<td>ENGL 1213 English Composition II</td>
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<td>SPCH 1113 Fundamentals of Speech</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
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<td>POLS 1113 U.S. Government</td>
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<tr>
<td>Life Science</td>
<td>3</td>
<td>BISC, BOT, MICR, ZOOL (Lecture)</td>
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<td>Physical Science</td>
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<td>CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)</td>
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<td>Science Lab</td>
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<td>BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)</td>
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<tr>
<td>Humanities</td>
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<td>See humanities course options listing on page 28.</td>
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<tr>
<td>Mathematics</td>
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<td>MATH 1493 Contemporary Math or</td>
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<td>MATH 1513 College Algebra</td>
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<td>Selected General</td>
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<td>PSY, SOC and</td>
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<td>Ed Requirements</td>
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<td>ART, GEG, HIST, MUS, PHIL, POLS, RELG, SPA, SPCH</td>
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PROGRAM REQUIREMENTS ........................................................................................................................................... 23 hours

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<tr>
<th>Area</th>
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<tr>
<td>Psychology</td>
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<td>PSY 1113 Elements of Psychology</td>
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<tr>
<td>Sociology</td>
<td>3</td>
<td>SOC 1113 Introduction to Sociology</td>
</tr>
<tr>
<td>Speech</td>
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<td>SPCH 2133 Interpersonal Communication</td>
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<tr>
<td>Electives</td>
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</table>

*Most institutions of higher education in Oklahoma require from 24 to 30 hours in a major field and 18 hours in a minor field. Students majoring in secondary education should begin course work in major and such fields. PLEASE SEE YOUR ADVISOR for specific course selections.

INSTITUTIONAL REQUIREMENTS .................................................................................................................................... 3 hours

Must fulfill computer literacy requirement. See Page 28 for options.
EMERGENCY MEDICAL TECHNOLOGY  
PARAMEDIC  
Associate Degree in Applied Science

**General Requirements:** Total Hours: 68 • 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 service in career or volunteer positions. These courses follow the current EMT National Standard Curriculum and allow students to take the appropriate National registry to EMT's 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 training.

**GENERAL EDUCATION REQUIREMENTS** ........................................................................................................... 20 hours

<table>
<thead>
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<th>Area</th>
<th>Min. Hours</th>
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<td>ENGL 1123 English Composition II</td>
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<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
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<td>HIST 1493 U.S. History, 1877 to Present</td>
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<td>POLS 1113 U.S. Government</td>
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<td>Selected General Ed</td>
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<td>ZOOL 2234 Human A&amp;P I with Lab and*</td>
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<td>ZOOL 2234 Human A&amp;P II with Lab</td>
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**TECHNICAL-OCCUPATIONAL SPECIALTY COURSES** ................................................................................................. 48 hours

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<th>Area</th>
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<td>EMT 1123 Pathophysiology and Pharmacology</td>
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<td>EMT 1124 Advanced Topics in EMS</td>
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<td>EMT 1133 Advanced Skills</td>
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<td>EMT 1134 Trauma Care</td>
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<td>EMT 1223 Scene Management</td>
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<td>EMT 1243 EKG Interpretation</td>
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<td>EMT 2204 Cardiac and Respiratory Care</td>
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<td>EMT 2232 OB/GYN</td>
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<td>EMT 2244 Medical Emergencies</td>
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<td>EMT 2233 Pediatric Emergencies</td>
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<td>EMT 2242 Special Needs Patients</td>
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<td>EMT 1202 Clinical Experience I</td>
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<td>EMT 2212 Clinical Experience II</td>
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<td>EMT 2252 Clinical Experience III</td>
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</table>

*Must be completed prior to other EMT course work

**NOTE:** A grade of “C” or higher is required in all specialty, and all support and related courses.
ENGLISH
Associate in Arts

General Requirements: Total Hours: 64 • Minimum GPA: 2.0
Program Description: The program consists of Redlands Community College degree requirements and those courses generally completed in the first two years of a four year English curriculum. Upon completion of this program, students will be able to write literary analysis essays, use and define elements and terminology of literature, and recognize common universals represented in literature and their application in everyday existence.

GENERAL EDUCATION REQUIREMENTS ........................................................................................... 37 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>9</td>
<td>ENGL 1113 English Composition I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 1213 English Composition II</td>
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<tr>
<td></td>
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<td>SPCH 1113 Fundamentals of Speech</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
</tr>
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<td></td>
<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
</tr>
<tr>
<td></td>
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<td>POLS 1113 U.S. Government</td>
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<td>Life Science</td>
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<td>BISC, BOT, MICR, ZOOL (Lecture)</td>
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<td>1</td>
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<tr>
<td>Humanities</td>
<td>6</td>
<td>See humanities course options listing on page 28.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MATH 1493 Contemporary Math</td>
</tr>
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<td>MATH 1513 College Algebra</td>
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<td>Selected General</td>
<td>3</td>
<td>ART, GEG, HIST, MUS, PHIL, POLS, RELG, SPA, SPCH</td>
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PROGRAM REQUIREMENTS ................................................................................................................... 24 hours

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<thead>
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<th>Area</th>
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<tr>
<td>English</td>
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<td>ENGL 2063 Creative Writing I</td>
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<td>ENGL 2423 Introduction to Fiction</td>
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<tr>
<td>Psychology</td>
<td>3</td>
<td>PSY 1113 Elements of Psychology</td>
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<tr>
<td>Speech</td>
<td>3</td>
<td>SPCH 2133 Interpersonal Communication</td>
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<td></td>
<td>ENGL 2453 Introduction to Poetry</td>
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<tr>
<td></td>
<td></td>
<td>PHIL 1113 Introduction to Philosophy</td>
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<tr>
<td></td>
<td></td>
<td>HIST 2133 Western Civilization 1500 to 1815</td>
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<td>COM 1213 Sign Language I</td>
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<td></td>
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<td>COM 2113 Sign Language II</td>
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<tr>
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<td>SPA 1115 Spanish I</td>
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</table>

INSTITUTIONAL REQUIREMENTS ........................................................................................................... 3 hours
Must fulfill computer literacy requirement. See Page 28 for options
# EQUINE SCIENCE

**Associate in Applied Science**

**General Requirements:** Total Hours: 61-62 • Minimum GPA: 2.0

**Program Description:** The program of study prepares students for employment within the equine industry. The program of study is designed to match the needs and abilities of the students to career opportunities within the equine field. Specifically, students have the opportunity to gain competencies in the following employment areas: ground work and stable attendant, basic care and training, specialized training, breeding and management.

## GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communications</strong></td>
<td>6</td>
<td>ENGL 1113 English Composition I</td>
</tr>
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<td></td>
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<td>ENGL 1213 English Composition II</td>
</tr>
<tr>
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<td></td>
<td>ENGL 2033 Technical Writing and Reporting</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
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<td></td>
<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
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<td>POLS 1113 U.S. Government</td>
</tr>
<tr>
<td><strong>Life Science</strong></td>
<td>4-5</td>
<td>BISC 1111 General Biology Lab and</td>
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<tr>
<td></td>
<td></td>
<td>BISC 1113 General Biology or</td>
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<td></td>
<td>ZOOL 1125 Zoology with Lab</td>
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<td><strong>General Education Electives</strong></td>
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<td></td>
<td></td>
<td>SPH 1113 Fundamental of Speech</td>
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<tr>
<td></td>
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<td>BUS 1053 Business Math</td>
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## TECHNICAL-OCCUPATIONAL SPECIALITY COURSES

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</tr>
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<tbody>
<tr>
<td><strong>Equine Science</strong></td>
<td>28</td>
<td>EQSC 1113 Introduction to Equine Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EQSC 1134 Basic Equine Care &amp; Training</td>
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<td></td>
<td></td>
<td>EQSC 1213 Horsemanship</td>
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<tr>
<td></td>
<td></td>
<td>EQSC 2122 Equine Judging</td>
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<tr>
<td></td>
<td></td>
<td>EQSC 2134 Advanced Equine Care &amp; Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EQSC 2223 Equine Nutrition and Health</td>
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<tr>
<td></td>
<td></td>
<td>EQSC 2243 Equine Breeding and Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EQSC 2423 Equine Anatomy &amp; Physiology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EQSC 2193 Equine Industry Internship</td>
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</table>

## SUPPORT AND RELATED COURSES

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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<tbody>
<tr>
<td><strong>Agriculture</strong></td>
<td>1</td>
<td>AGRI 1101 Agriculture Orientation</td>
</tr>
<tr>
<td><strong>Animal Science</strong></td>
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<td>ANSI 1124 Introduction to Animal Science</td>
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<td></td>
<td></td>
<td>ANSI 2123 Livestock Feeding</td>
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<tr>
<td><strong>Support and Related Electives</strong></td>
<td>3</td>
<td>ACCT 1063 Bookkeeping Procedures</td>
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<td></td>
<td></td>
<td>AGEC 2123 Farm Financial Records</td>
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<td></td>
<td></td>
<td>AGEC 2113 Microcomputers in Agriculture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AGEC 1374 Introduction to Agriculture Economics</td>
</tr>
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<td></td>
<td></td>
<td>AGRI 2103 Communication in Agriculture</td>
</tr>
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<td>EQSC 2112 Equine Evaluation</td>
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<td>EQSC 2132 Advanced Equine Judging</td>
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<td></td>
<td></td>
<td>EQSC 2163 Specialized Equine Training I</td>
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<tr>
<td></td>
<td></td>
<td>EQSC 2173 Specialized Equine Training II</td>
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</table>
FAMILY STUDIES AND CHILD DEVELOPMENT

Associate in Arts

General Requirements: Total Hours-64 • 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
                                                 SPC 1113  Fundamentals of Speech
Social Science                            6          HIST 1483  U.S. History to 1877 or
                                                 HIST 1493  U.S. History, 1877 to Present
                                                 POL 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 listing on page 28.
Mathematics                               3          MATH 1493  Contemporary Math or
                                                 MATH 1513  College Algebra
Selected General                         6          PSY 1113  Elements of Psychology
Ed Requirements                          6          SOC 1113  Introduction to Sociology

PROGRAM REQUIREMENTS ................................................................................................................... 24 hours

Area                                      Min. Hours  Courses
Sociology                                  12         SOC 2153  Child Growth and Development
                                                 SOC 2043  Parent and Community Relations
                                                 SOC 2163  Behavior and Guidance of Young Child
                                                 SOC 2183  Sociology of the Family
Child Development                         9          CD 2023  Nutrition, Health and Safety
                                                 CD 2203  Program Planning and Evaluation
                                                 CD 2173  Cognitive Skills of the Child
Management                                3          MGMT 2103  Occupational Technical Internship (CD)

INSTITUTIONAL REQUIREMENTS ........................................................................................................ 3 hours

Must fulfill computer literacy requirement. See Page 28 for options
FITNESS/ATHLETIC TRAINER

Associate in Science

General Requirements: Total Hours: 66-68 • Minimum GPA: 2.0

Program Description: The Fitness/Athletic 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 Fitness/Athletic Trainer Program 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 ........................................................................................................ 38 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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<td>ENGL 1113 English Composition I</td>
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<td>SPCH 1113 Fundamentals of Speech</td>
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<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
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<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
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<td></td>
<td>POLS 1113 U.S. Government</td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>5</td>
<td>CHEM 1314 Chemistry I and</td>
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<td>CHEM 1311 Chemistry I Lab</td>
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<td>Mathematics</td>
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<td>MATH 1513 College Algebra</td>
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<tr>
<td>Humanities</td>
<td>6</td>
<td>See humanities course options listing on page 28.</td>
</tr>
<tr>
<td>Selected General Ed Requirements</td>
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<td>PSY 1113 Elements of Psychology</td>
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<td>SOC 1113 Introduction to Sociology</td>
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<td>HEC 1013 Nutrition</td>
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</table>

PROGRAM REQUIREMENTS .......................................................................................................................... 25-27 hours

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

Athletic Trainer
Fitness Trainer

Athletic Trainer Option .......................................................................................................................... 25-27 hours

<table>
<thead>
<tr>
<th>Area</th>
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<tr>
<td>Health/Physical Education</td>
<td>16-18</td>
<td>HPER 1302 Introduction to Physical Education</td>
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<td></td>
<td></td>
<td>HPER 1322 Personal Health</td>
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<td></td>
<td></td>
<td>HPER 2343 Introduction to Athletic Training</td>
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<tr>
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<td></td>
<td>HPER 2312 First Aid</td>
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<tr>
<td></td>
<td></td>
<td>HPER 1243 Care and Prevention of Athletic Injuries</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HPER 1251 Orientation to Exercise Science</td>
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<tr>
<td></td>
<td></td>
<td>HPER 2592 Practical Aspects of Athletic Training</td>
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<td>HPER 2601-3 Athletic Training Practicum</td>
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<td>Life Sciences</td>
<td>9</td>
<td>ZOOL 1123 General Zoology</td>
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<td>ZOOL 1125 Zoology with Lab</td>
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<td>ZOOL 2234 Human A&amp;P I with Lab</td>
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Fitness Trainer Option .......................................................................................................................... 27 hours

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<tr>
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<tr>
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<td>HPER 1322 Personal Health</td>
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<tr>
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<td>HPER 2312 First Aid</td>
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<td></td>
<td>HPER 1243 Care and Prevention of Athletic Injuries</td>
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<td></td>
<td>HPER 1251 Orientation to Exercise Science</td>
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<td>HPER 2613 Exercise Science Practicum</td>
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<td>HPER 2623 Personal Training Certificate Course</td>
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<td>Area</td>
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<td>Courses</td>
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<td>---------------</td>
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<td>ZOOL 2234 Human A&amp;P I with Lab</td>
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<td>ZOOL 2234 Human A&amp;P II with Lab</td>
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</table>

INSTITUTIONAL REQUIREMENTS ................................................................. 3 hours
Must fulfill computer literacy requirement. See Page 28 for options
**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

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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<tr>
<td>Communications</td>
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<td>ENGL 1113 English Composition I</td>
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<tr>
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<td></td>
<td>ENGL 1213 English Composition II</td>
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<td></td>
<td></td>
<td>SPCH 1113 Fundamentals of Speech</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
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<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
</tr>
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<td></td>
<td></td>
<td>POLS 1113 U.S. Government</td>
</tr>
<tr>
<td>Life Science</td>
<td>3</td>
<td>BISC, BOT, MICR, ZOOL (Lecture)</td>
</tr>
<tr>
<td>Physical Science</td>
<td>3</td>
<td>CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)</td>
</tr>
<tr>
<td>Science Lab</td>
<td>1</td>
<td>BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)</td>
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<tr>
<td>Humanities</td>
<td>6</td>
<td>See humanities course options listing on page 28.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MATH 1493 Contemporary Math</td>
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</tr>
<tr>
<td>Selected General</td>
<td>3</td>
<td>PSY, SOC and</td>
</tr>
<tr>
<td>Ed Requirements</td>
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### PROGRAM REQUIREMENTS

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<th>Area</th>
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<th>Courses</th>
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<tbody>
<tr>
<td>Electives</td>
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<td>Courses to be selected from the student’s field of interest</td>
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</table>

### INSTITUTIONAL REQUIREMENTS

Must fulfill computer literacy requirement. See Page 28 for options
HEALTH, PHYSICAL EDUCATION AND RECREATION

Associate in Arts

General Requirements: Total Hours: 63 • Minimum GPA: 2.0
Program Description: The program provides training in physical education, recreation, and varsity sports programs. This degree has been designed to transfer to college and university baccalaureate programs in Health, Physical Education and Recreation areas

GENERAL EDUCATION REQUIREMENTS ................................................................. 37 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>9</td>
<td>ENGL 1113 English Composition I</td>
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<td></td>
<td>ENGL 1213 English Composition II</td>
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<tr>
<td></td>
<td></td>
<td>SPCH 1113 Fundamentals of Speech</td>
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<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877</td>
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<tr>
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<td></td>
<td>HIST 1493 U.S. History, 1877 to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pols 1113 U.S. Government</td>
</tr>
<tr>
<td>Life Science</td>
<td>3</td>
<td>BISC, BOT, MICR, ZOOL (Lecture)</td>
</tr>
<tr>
<td>Physical Science</td>
<td>3</td>
<td>ASTR, GEOL, PHSC, PHYS (Lecture)</td>
</tr>
<tr>
<td>Science Lab</td>
<td>1</td>
<td>BISC, BOT, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)</td>
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<tr>
<td>Humanities</td>
<td>6</td>
<td>See humanities course options listing on page 28.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MATH 1493 Contemporary Math or</td>
</tr>
<tr>
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<td>MATH 1513 College Algebra</td>
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<tr>
<td>Selected General</td>
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<td>PSY, SOC and</td>
</tr>
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<td>Ed Requirements</td>
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<td>ART, GEG, HIST, MUS, PHIL, POLS, RELG, SPA, SPCH</td>
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PROGRAM REQUIREMENTS ................................................................. 23 hours

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<td></td>
<td></td>
<td>HPER 1312 Foundation of Recreation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HPER 1322 Personal Health</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HPER 1512 Theory of Basketball</td>
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<td></td>
<td></td>
<td>HPER 1532 Theory of Baseball</td>
</tr>
<tr>
<td>Health/Physical Education</td>
<td>7</td>
<td>Any HPER activity courses other than sports participation</td>
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<tr>
<td>Psychology</td>
<td>3</td>
<td>PSY 1113 Elements of Psychology</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
<td>SPCH 2313 Business &amp; Professional Speech</td>
</tr>
</tbody>
</table>

INSTITUTIONAL REQUIREMENTS ................................................................. 3 hours

Must fulfill computer literacy requirement. See Page 28 for options.
MATHEMATICS
Associate in Science

General Requirements: Total Hours: 64 • Minimum GPA: 2.0
Program Description: This program consist of subject matter usually included in the first two years of a four year program in mathematics. Completion of an Associate in Science degree will enable transfer into a four year mathematics or computer science program.

GENERAL EDUCATION REQUIREMENTS ........................................................................................... 37 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>6</td>
<td>ENGL 1113 English Composition I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 1213 English Composition II</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
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<td></td>
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<td>POLS 1113 U.S. Government</td>
</tr>
<tr>
<td>Life Science</td>
<td>3</td>
<td>BISC, BOT, MICR, ZOOL (Lecture)</td>
</tr>
<tr>
<td>Physical Science</td>
<td>3</td>
<td>CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)</td>
</tr>
<tr>
<td>Science Lab</td>
<td>1</td>
<td>BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
<td>See humanities course options listing on page 28.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>9</td>
<td>MATH 1513 College Algebra</td>
</tr>
<tr>
<td></td>
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<td>MATH 1613 Trigonometry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 2193 Elementary Statistics</td>
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<td>ANTH, ART, ASTR, BISC, BOT, CHEM, COM, ECON, ENGL, GEG,</td>
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<td>Requirements</td>
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<td>GEOL, HIST, HUM, LFSC, MATH, MUS, PHIL, PHSC, PHYS, POLS,</td>
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<td>PSY, RELG, SOC, SPA, SPCH, WILD, ZOOL</td>
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PROGRAM REQUIREMENTS ................................................................................................................... 24 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
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<tbody>
<tr>
<td>Mathematics</td>
<td>12</td>
<td>MATH 2714 Calculus I</td>
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<td></td>
<td></td>
<td>MATH 2734 Calculus II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 2754 Calculus III</td>
</tr>
<tr>
<td>Electives</td>
<td>12</td>
<td>Courses to be selected from MATH, CMSC, CHEM, PHYS</td>
</tr>
</tbody>
</table>

INSTITUTIONAL REQUIREMENTS .......................................................................................................... 3 hours

Must fulfill computer literacy requirement. See Page 28 for options
NURSING
Associate in Applied Science

General Requirements: Total Hours: 69-70 • Minimum GPA: 2.0
Program Description: The Nursing Program at Redlands Community College is a two-year Associate Degree in Applied Science. 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 ................................................................. 16-17 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>Communications</td>
<td>6</td>
<td>ENGL 1113  English Composition I</td>
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<td></td>
<td></td>
<td>ENGL 1213  English Composition II</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483  U.S. History to 1877 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1493  U.S. History, 1877 to Present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POLS 1113  U.S. Government</td>
</tr>
<tr>
<td>Physical Science</td>
<td>4-5</td>
<td>CHEM 1311  Chemistry I Lab and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHEM 1314  Chemistry I or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHEM 1211  General Chemistry Lab and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHEM 1214  General Chemistry or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHEM 1214  General Chemistry (lab inclusive) or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHEM 1215  General Chemistry (lab inclusive)</td>
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TECHNICAL-OCCUPATIONAL SPECIALTY COURSES ................................................. 32 hours

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<th>Area</th>
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<tbody>
<tr>
<td>Nursing*</td>
<td>32</td>
<td>NURS 1116  Fundamentals of Nursing</td>
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<tr>
<td></td>
<td></td>
<td>NURS 1224  Adult Health Problems</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NURS 1234  Parental-Child Nursing</td>
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<tr>
<td></td>
<td></td>
<td>NURS 2138  Complex Physical and Mental Illness</td>
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<tr>
<td></td>
<td></td>
<td>NURS 2244  Community Based Nursing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NURS 2256  Management and Coordination of Nursing</td>
</tr>
</tbody>
</table>

*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 and clinical components. A satisfactory standard of performance must be maintained in both components of each nursing course. If a student has unsatisfactory performance in either theory or clinical, a passing grade will not be assigned to either component.

SUPPORT AND RELATED COURSES ................................................................. 21 hours

<table>
<thead>
<tr>
<th>Area</th>
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<tbody>
<tr>
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<td>MICR 2131  Microbiology Lab and</td>
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<td>MICR 2133  Microbiology</td>
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<td></td>
<td></td>
<td>ZOOL 2234  Human A&amp;P I with Lab</td>
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<td>ZOOL 2234  Human A&amp;P II with Lab</td>
</tr>
<tr>
<td>Behavioral Science</td>
<td>9</td>
<td>PSY 1113   Elements of Psychology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSY 2163   Developmental Psychology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC 1113   Introduction to Sociology</td>
</tr>
</tbody>
</table>
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. 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, physical and occupational therapy.

**GENERAL EDUCATION REQUIREMENTS** ........................................................................................................38-40 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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</thead>
<tbody>
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<td>Communications</td>
<td>6</td>
<td>ENGL 1113  English Composition I</td>
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<td></td>
<td></td>
<td>ENGL 1213  English Composition II</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483  U.S. History to 1877</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or HIST 1493  U.S. History, 1877 to Present</td>
</tr>
<tr>
<td>Life Science with lab</td>
<td>4-5</td>
<td>BISC, BOT, ZOOL</td>
</tr>
<tr>
<td>Physical Science with lab</td>
<td>4-5</td>
<td>ASTR, CHEM, GEOL, PHSC, PHYS</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
<td>See humanities course options listing on page 28.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
<td>MATH 1513  College Algebra</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 1613  Trigonometry</td>
</tr>
<tr>
<td>Selected General Ed</td>
<td>3</td>
<td>PSY, SOC</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3</td>
<td>CMSC 1223 Business Applications Software or fulfillment of computer literacy requirement. See Page 28 for options.</td>
</tr>
</tbody>
</table>

**PROGRAM REQUIREMENT**........................................................................................................23 hours

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

- Life Science
- Physical Science

**Life Science Option**

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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<tbody>
<tr>
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<td>16</td>
<td>BISC, BOT, MICR, NASC, WILD, ZOOL</td>
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<td>Electives</td>
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**Physical Science Option**

<table>
<thead>
<tr>
<th>Area</th>
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<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>Physical Science</td>
<td>11-19</td>
<td>ASTR, CHEM, GEOL, PHYS</td>
</tr>
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<td>Mathematics</td>
<td>4-12</td>
<td>MATH 2714  Calculus I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 2734  Calculus II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 2754  Calculus III</td>
</tr>
</tbody>
</table>
PSYCHOLOGY
Associate in Arts

General Requirements: Total Hours: 64 • Minimum GPA: 2.0
Program Description: The Associate in Arts in Psychology consists of 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 AA Degree in psychology, a student will be able to seek an entry level position in a human services agency and/or continue their education.

GENERAL EDUCATION REQUIREMENTS ................................................................................................................... 37 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>Communications</td>
<td>9</td>
<td>ENGL 1113 English Composition I</td>
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<tr>
<td></td>
<td></td>
<td>ENGL 1213 English Composition II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPCH 1113 Fundamentals of Speech</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POLS 1113 U.S. Government</td>
</tr>
<tr>
<td>Life Science</td>
<td>3</td>
<td>BISC, BOT, MICR, ZOOL (Lecture)</td>
</tr>
<tr>
<td>Physical Science</td>
<td>3</td>
<td>CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)</td>
</tr>
<tr>
<td>Science Lab</td>
<td>1</td>
<td>BISC, BOT, CHEM, ASTR, GEOL, MICR, PHSC, PHYS, ZOOL (Lab)</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
<td>See humanities course options listing on page 28.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MATH 1513 College Algebra</td>
</tr>
<tr>
<td>Selected General</td>
<td>6</td>
<td>ART, GEG, HIST, MUS, PHIL, POLS, PSY, RELG, SOC, SPA, SPCH</td>
</tr>
<tr>
<td>Ed Requirements</td>
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<td>PSY, RELG, SOC, SPA, SPCH</td>
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</table>

PROGRAM REQUIREMENTS .................................................................................................................................... 24 hours

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>Psychology</td>
<td>12</td>
<td>PSY 1113 Elements of Psychology (required)</td>
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<tr>
<td></td>
<td></td>
<td>PSY 1203 Psychology of Personal Adjustment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSY 2043 Social Psychology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSY 2163 Developmental Psychology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSY 2213 Introduction to Personality Theory</td>
</tr>
<tr>
<td>Sociology</td>
<td>12</td>
<td>SOC 1113 Introduction to Sociology (required)</td>
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<tr>
<td></td>
<td></td>
<td>SOC 2113 Human Sexuality</td>
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<tr>
<td></td>
<td></td>
<td>SOC 2133 Crime and Delinquency</td>
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<tr>
<td></td>
<td></td>
<td>SOC 2173 Problems in Sociology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC 2183 Sociology of the Family</td>
</tr>
</tbody>
</table>

INSTITUTIONAL REQUIREMENTS ........................................................................................................................3 hours

Must fulfill computer literacy requirement. See Page 28 for options
**SOCIAL STUDIES**

**Social Studies or Family Services Option**

*Associate in Arts*

**General Requirements:**
- Total Hours: 64
- Minimum GPA: 2.0

**Program Description:** The Social Studies program is designed for students desiring to transfer to a baccalaureate program. This curriculum provides a broad-based introduction to the Social Sciences.

**GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
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<tr>
<td>Communications</td>
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<td>ENGL 1113 English Composition I</td>
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<tr>
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<td></td>
<td>ENGL 1213 English Composition II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPCH 1113 Fundamentals of Speech</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POLS 1113 U.S. Government</td>
</tr>
<tr>
<td>Life Science</td>
<td>3</td>
<td>BISC, BOT, MICR, ZOOL (Lecture)</td>
</tr>
<tr>
<td>Physical Science</td>
<td>3</td>
<td>CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)</td>
</tr>
<tr>
<td>Science Lab</td>
<td>1</td>
<td>BISC, BOT, CHEM, ASTR, GEOL, PHSC, PHYS, ZOOL (Lab)</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
<td>See humanities course options listing on page 28.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MATH 1493 Contemporary Math</td>
</tr>
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<td></td>
<td>MATH 1513 College Algebra</td>
</tr>
<tr>
<td>General Ed Electives</td>
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<td>ART, GEG, HIST, MUS, PHIL, POLS, PSY, RELG, SOC, SPA, SPCH</td>
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</table>

**PROGRAM REQUIREMENTS**

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

- Family Services
- Social Studies

### Family Services Option

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
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<tbody>
<tr>
<td>Management</td>
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<td>MGMT 2103 Occupational/Technical Internship</td>
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<td>Sociology</td>
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<td>SOC 2043 Parent and Community Relations</td>
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<td></td>
<td>SOC 2063 Introduction to Social Work</td>
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<td></td>
<td></td>
<td>SOC 2133 Crime and Delinquency</td>
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<tr>
<td></td>
<td></td>
<td>SOC 2163 Behavior and Guidance of Young Children</td>
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<tr>
<td></td>
<td></td>
<td>SOC 2173 Problems in Sociology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC 2183 Sociology of the Family</td>
</tr>
<tr>
<td>Child Development</td>
<td>3</td>
<td>CD 2023 Nutrition, Health, and Safety for Children</td>
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### Social Studies Option

<table>
<thead>
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<tr>
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<td>GEG 2243 Human Geography</td>
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<tr>
<td>History*</td>
<td>3</td>
<td>HIST 1483 U.S. History to 1877 or</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
</tr>
<tr>
<td>Political Science</td>
<td>6</td>
<td>POLS 2001-3 Political Science Seminar</td>
</tr>
<tr>
<td>Sociology</td>
<td>3</td>
<td>SOC 2133 Crime and Delinquency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC 2173 Problems in Sociology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOC 2183 Sociology of the Family</td>
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### SOCIAL STUDIES OPTION AREAS (2)

<table>
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<td>ECON 2193 Principles of Macroeconomics</td>
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<tr>
<td></td>
<td></td>
<td>ECON 2203 Principles of Microeconomics</td>
</tr>
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</table>

*You must successfully complete both HIST 1483 and HIST 1493. One course will be taken as a general education course and one course will be taken as a program requirement.

**INSTITUTIONAL REQUIREMENTS**

Must fulfill computer literacy requirement. See Page 28 for options.
### SPEECH

#### Associate in Arts

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

**Program Description:** The program consists of Redlands Community College degree requirements and those courses included in the first two years of a speech curriculum. After completing courses in public address, interpersonal communications and oral interpretation, students will have developed techniques for gathering information, making dynamic presentations, and a total understanding of audiences, speaking skills, and presentations.

**GENERAL EDUCATIONAL REQUIREMENTS**

<table>
<thead>
<tr>
<th>Area</th>
<th>Min. Hours</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>9</td>
<td>ENGL 1113 English Composition I</td>
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<td></td>
<td></td>
<td>ENGL 1213 English Composition II</td>
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<tr>
<td></td>
<td></td>
<td>SPCH 1113 Fundamentals of Speech</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
<td>HIST 1483 U.S. History to 1877 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1493 U.S. History, 1877 to Present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POLS 1113 U.S. Government</td>
</tr>
<tr>
<td>Life Science</td>
<td>3</td>
<td>BISC, BOT, MICR, ZOOL (Lecture)</td>
</tr>
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<td>Physical Science</td>
<td>3</td>
<td>CHEM, ASTR, GEOL, PHSC, PHYS (Lecture)</td>
</tr>
<tr>
<td>Science Lab</td>
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<td>BISC, BOT, CHEM, ASTR, GÉOL, MICR, PHSC, PHYS, ZOOL (Lab)</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
<td>See humanities course options listing on page 28.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>MATH 1493 Contemporary Math or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 1513 College Algebra</td>
</tr>
<tr>
<td>Selected General</td>
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<td>PSY, SOC and</td>
</tr>
<tr>
<td>Ed Requirements</td>
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<td>ART, GEG, HIST, MUS, PHIL, POLS, RELG, SPA, SPCH</td>
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**PROGRAM REQUIREMENTS**

<table>
<thead>
<tr>
<th>Area</th>
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<th>Courses</th>
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<tr>
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<td>SPCH 1253 Voice and Diction</td>
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<td>SPCH 2001-3 Speech Seminar</td>
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<tr>
<td></td>
<td></td>
<td>SPCH 2133 Interpersonal Communication</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPCH 2223 Intermediate Drama</td>
</tr>
<tr>
<td></td>
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<td>SPCH 2313 Business and Professional Speech</td>
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<td>SPCH 2333 Group Discussion</td>
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<td>Psychology</td>
<td>6</td>
<td>PSY 1113 Elements of Psychology (required)</td>
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<td>PSY 2001-3 Psychology Seminar</td>
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<td>PSY 2043 Social Psychology</td>
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<td>PSY 2163 Developmental Psychology</td>
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<td>Sociology</td>
<td>3</td>
<td>SOC 1113 Introduction to Sociology</td>
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**INSTITUTIONAL REQUIREMENTS**

Must fulfill computer literacy requirement. See Page 28 for options.
Courses and their descriptions are listed alphabetically in 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 high school curricular requirements. 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)  Economics (ECON)
Administrative Management & Technology (AMT)  Emergency Medical Technology (EMT)
Agriculture/Agriculture Communication (AGRI)  English (ENGL)
Agriculture Economics (AGEC)  Equine Science (EQSC)
Agronomy (AGRN)  Geography (GEG)
Allied Health Science (AHS)  Geology (GEOL)
Animal Science (ANSI)  Home Economics (HEC)
Anthropology (ANTH)  Health, Physical Education & Recreation (HPER)
Art (ART)  History (HIST)
Astronomy (ASTR)  Horticulture (HORT)
Biological Science (BISC)  Humanities (HUM)
Botany (BOT)  Journalism (JOUR)
Business (BUS)  Management (MGMT)
Chemistry (CHEM)  Marketing (MRKT)
Child Development (CD)  Mathematics (MATH)
Communications (COM)  Microbiology (MICR)
Computer Science (CMSC)  Music (MUS)
Criminal Justice (CJ)  Natural Science (NASC)
Early Childhood Center Management (ECM)  Nursing (NURS)
Orientation (ORT)  Philosophy (PHIL)
Physical Science (PHSC)  Sociology (SOC)
Physics (PHYS)  Spanish (SPA)
Political Science (POLS)  Speech (SPCH)
Psychology (PSY)  Wildlife Science (WILD)
Religion (RELG)  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 2101 PAYROLL ACCOUNTING
Prerequisite: ACCT 2173 Financial Accounting is recommended
This course covers the basic procedures of a payroll accounting system. Content includes the study of manual systems, various laws regulating payroll data, and preparation of payroll tax returns.

ACCT 2173 FINANCIAL ACCOUNTING
Prerequisite: BUS 1053 Business Mathematics is recommended if the student has no previous accounting experience
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 is recommended
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 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 is recommended
This course includes current requirements regarding federal income taxation of individuals and businesses. Content emphasizes an understanding of the preparation of tax returns by (1) determining gross income, (2) identifying and computing allowable deductions for and from adjusted gross income, and (3) computing the tax liability.

ACCT 2603 INTERMEDIATE ACCOUNTING I
Prerequisite: ACCT 2173 Financial Accounting is recommended
This course is a continuation of ACCT 2603. 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
Prerequisite: AMT 1033 Basic Computer Keyboarding Skills or equivalent
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 1313 Medical Procedures Coding**  
*Prerequisite: ZOOL 2153 Human Anatomy & Physiology I*  
This course is an introduction to the basic coding skills needed to accurately convert both procedure descriptors and diagnosis descriptors into codes that are utilized in the medical reimbursement process. Medicare mandates all medical facilities billing use medical coding.

**AMT 1323 Medical Diagnostic Coding II**  
*Prerequisites: ZOOL 2153 Human Anatomy & Physiology I*  
This course prepares the student to competently use ICD9-CM Coding for hospitals and outpatient facilities. It also includes coding for inpatient procedures from the ICD9-CM manual.

**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**  
*Prerequisite: AMT 1033 Basic Computer Keyboarding Skills or AMT 1043 Document Formatting or equivalent*  
This course is designed to provide the theory and skills necessary to produce error-free business and personal documents using word processing software and a personal computer.

**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 2233 Medical Transcription**  
*Prerequisite: AMT 2303 Desktop Publishing and AHS 1123 Medical Terminology*  
This course is designed to prepare for entry level employment as a medical transcriptionist by providing the basic knowledge and skills required to transcribe medical dictation in mailable form with accuracy, clarity, and timeliness, while applying the principles of professional and ethical conduct. Students will use modern transcribing machines and word processing software.

**AMT 2303 Desktop Publishing**  
*Prerequisite: AMT 2153 Word Processing or equivalent*  
This course emphasizes the composition and printing of documents with typeset quality text and graphics. The student will use a Windows-based graphical user interface methodology to manage text, typefaces, graphics, and page layout, while creating a diverse variety of documents including memorandum forms, letterheads, resumes, certificates, flyers, invitations, brochures, newsletters, and more.

**AMT 2323 Information/Records Management**  
*Prerequisite: AMT 1033 Basic Computer Keyboarding Skills or equivalent*  
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 2333 Advanced Medical Coding**  
*Prerequisites: AMT 1313 Basic Coding and ICD9–Level I, and AMT 1323 Basic Coding and ICD9–Level II, and ZOOL 2154 Human Anatomy*  
This course presents actual case studies from hospital charts, physician’s office charts, and ambulatory surgery center charts. The student selects inpatient and/or outpatient coding of procedures and diagnoses.

**AMT 2353 Medical Billing**  
This course covers the various types of insurance carriers and procedures necessary for obtaining proper reimbursement from each type of carrier. Also covered is how to collect information for filing, fill in claim forms, follow-up delinquent claims, and handle items such as payments, co-payments, and write-offs.

**AMT 2423 Legal Procedures and Documents**  
*Prerequisites: AMT 1043 Document Formatting and
AMT 2153 Word Processing or equivalent
This course provides an overview of general legal information including the history of law, court system structure, litigation procedures, and legal terminology. The course includes the study of law office management and procedures including docket control, ethical concerns, law office equipment, and the computerized preparation of legal documents and correspondence, emphasizing accurate spelling and use of legal terms.

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 2113 MICROCOMPUTERS 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 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.

AGRICULTURAL COMMUNICATION

AGRI 2002 AGRICULTURE SEMINAR
This course provides the student with an opportunity to visit potential employers within the Agriculture Communication field. With approval of the course instructor, the student will spend a minimum of two workdays visiting such a business or industry. The student will interview employees and observe the employees performing production jobs and will then write a report and give an oral report highlighting their experiences.

AGRI 2103 COMMUNICATION IN AGRICULTURE
This course provides the student with an opportunity to apply agriculture terminology while writing and editing agriculture news articles. The student will interview an agriculture producer and write an article highlighting the interview and give a three minute talk explaining and highlighting the interview. The student will examine the role of media and the impact of media in agriculture and other related fields.

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 is also 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 will also 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 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 2000-4 TOPICS IN ALLIED HEALTH SCIENCE  
This course provides selected learning opportunities in specific areas of health sciences.

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 are also 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 2001-4 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 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 2143 ANATOMY AND PHYSIOLOGY OF REPRODUCTION
This course provides the opportunity to examine the reproductive systems of livestock as such systems produce new offsprings. 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.

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
This course is a study of the principal elements of two-dimensional design. Those elements include color, perspective, fundamental drawing concepts and compositional elements. By using a variety of materials students will apply the information to a series of studio assignments. Students will develop their skills of observation.

ART 1023 BASIC ART II
Prerequisite: ART 1013 Basic Art I
This course is a study and analysis of three-dimensional art forms. By using a variety of materials and processes, the student will complete a series of studio assignments. Students will continue to develop their drawing skills and skills of concepts and observation.

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 and perceptions and the application of color principles to a variety of design problems. Students will solve problems in color composition and color harmonies using a variety of mediums. Students will also develop an understanding of subtractive and additive color principles.

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, artist and their cultures from the Prehistoric
ART 1123 ART APPRECIATION II
This course is a study of the arts, artist and their cultures from the Early Renaissance to the present.

ART 1153 ADVERTISING LAYOUT
Prerequisites: ART 1013 Basic Art I
This course will cover typography and concepts of advertising through graphic design. Students will work in a variety of medias including the computer.

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 2073 Graphic Arts Photography
This course is a study of photograph as an art form. Students will develop a better understanding of the camera and different darkroom techniques. The development of photograph and new trends are covered in this course.

ART 2093 OIL PAINTING I
This course will develop skills in opaque painting, stressing form and content, visual appreciation and individual expression. Students will develop their skills with emphasis on painting methods, materials, composition and color theory.

ART 2103 OIL PAINTING II
Prerequisites: ART 2093 Oil Painting I
This course will continue to develop the student’s skills in opaque painting. The course will continue to stress form and content, visual appreciation and individual expression.

ART 2113 FIGURE DRAWING
This course includes study in gesture and finished drawings of the model. Emphasis is placed on pose, composition and a variety of media. Students will develop a basic knowledge of human anatomy and are encouraged to develop a personal style.

ART 2123 NATIVE AMERICAN PAINTING
This course introduces the student to the symbolism, heritage, and painting techniques involved in Native American art.

ART 2213 SCULPTURE
Prerequisites: ART 1013 Basic Art I or approval of the instructor
Sculpture is a creative approach to sculpture techniques and form exploration using a variety of mediums.

ART 2233 POTTERY I
Prerequisite: ART 2233 Pottery I
This course covers a variety of building techniques, glazing and ceramics terminology. Students will develop basic hand building skills such as pinch, coil and slab. Student will also learn basic glaze theory and application and develop a basic knowledge of the firing process.

ART 2243 PAINTING
This course offers opportunity for the development of more proficiency in self-expression in painting. Experimenting with new materials and techniques, the student may use oil paints, watercolors, and/or acrylics.

ART 2263 POTTERY II
Prerequisite: ART 2233 Pottery I
This course continues to develop the students’ skills in a variety of ceramic techniques from hand building to wheel throwing. Students will continue to develop their glazing and knowledge of ceramics and terminology. Students will develop their personal style within the medium.

ART 2283 PERSPECTIVE: DRAWING AND PAINTING
Prerequisites: ART 1013 Basic Art
Perspective is an introduction to the essentials of perspective and use of compositional principles for further instruction in drawing and painting. This course uses a variety of medias.
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

AVIATION TECHNOLOGY

ATEC 1113 AVIATION MAINTENANCE TECHNOLOGY - ELECTRICITY
Course may be waived with a valid Department of Transportation Federal Aviation Administration certificate.
The student will calculate and measure capacitance, inductance and electrical power. The student will also measure voltage, current, resistance, and continuity and understand the relationship of each. The student will read and interpret aircraft electrical circuit diagrams including solid-state devices and logic functions, and inspect and service batteries. Laboratory experiences are an integral part of this course. This course will be offered though a technology center Federal Aviation Administration accredited Aviation Maintenance Technology program.

ATEC 1519 AVIATION MAINTENANCE TECHNOLOGY - GENERAL
Prerequisite: ATEC 113 Aviation Maintenance Technology - Electricity.
Course may be waived with a valid Department of Transportation Federal Aviation Administration certificate.
The student will read, understand and perform the following: aircraft drawings, weight and balance, fluid lines and fittings, materials, and processes, ground operation and servicing, cleaning and corrosion control, maintenance forms and records, maintenance publications, mechanic privileges and limitations. Laboratory experiences are an integral part of this course. This course will be offered though a technology center FAA accredited Aviation Maintenance Technology program.

ATEC 2319 AVIATION MAINTENANCE TECHNOLOGY - AIRFRAME
Prerequisite: ATEC 1519 Aviation Maintenance Technology - General.
Course may be waived with a valid Department of Transportation Federal Aviation Administration certificate.
The student will be able to read, understand and perform the following: aircraft electrical systems, aircraft structures, aerodynamics, assembly and rigging, nonmetallic structural repair, aircraft fabric covering and finishes, aircraft welding, hydraulics and pneumatics, landing gear and position/warning system, arbin atmosphere control systems, instrument and communication/navigation systems, ice/rain/fire protection systems, fuel systems, airframe inspections. Laboratory is an integral part of this course. This course will be offered though a technology center FAA accredited Aviation Maintenance Technology program.

ATEC 2519 AVIATION MAINTENANCE TECHNOLOGY - POWERPLANT
Prerequisite: ATEC 1519 Aviation Maintenance Technology - General.
Course may be waived with a valid Department of Transportation Federal Aviation Administration certificate.
The student will be able to read, understand and perform the following: powerplant E electrical system; powerplant wiring system; fundamentals of turbine engines; powerplant instrumentation and fire protection; turbine intake, exhaust, cool, lube, and start systems; turbine fuels and metering, turbine ignition systems; turbine engine removal, overhaul, and installation; turbine engine inspection, repair, alteration, and troubleshooting; basic propeller systems; complex propeller system; fundamentals of reciprocating engines; reciprocating induction, exhaust, cool, lube and start systems; reciprocating fuels and metering; reciprocating ignition systems; reciprocating engine removal, overhaul and installation; reciprocating engine inspection, repair, alteration, and troubleshooting. Laboratory experiences are an integral part of this course. This course will be offered through a technology center FAA accredited Aviation Maintenance Technology program.
BIOLOGICAL SCIENCE

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 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 discusses the ethics, personality traits, and development of attitudes necessary for business success.

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; homeownership; 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**
*Prerequisites: ENGL 1113 English Composition I, and ENGL 1213 English Composition II, and SPCH 1113 Fundamentals of Speech 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 2103 INTERNATIONAL BUSINESS PRACTICE FIRM**
*Prerequisites: Approval of the Program Coordinator or CMSC 1223 Business Applications Software*
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.

**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, bailments, 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 GENERAL CHEMISTRY WITH LAB**
*Prerequisite: MATH 0123 Intermediate Algebra or required score on placement exam.*
General Chemistry with lab 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.

**CHEM 1311 CHEMISTRY I LAB**
*Prerequisite: MATH 1513 College Algebra
Corequisite: CHEM 1314 Chemistry I*
This course provides selected experiments designed to complement lecture coverage in CHEM 1314 and teach appropriate “wet” and instrumental methods/techniques of chemical explorations. 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.
**CHEM 1314 CHEMISTRY I**
*Prerequisite: MATH 1513 College Algebra*
*Corequisite: CHEM 1311 Chemistry Lab*
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.

Note: This course is designed for students with strong math and science ability who typically progress to CHEM 1413 General Chemistry II and CHEM 1412 General Chemistry II Lab.

**CHEM 1412 CHEMISTRY II LAB**
*Prerequisite: CHEM 1314 Chemistry I and CHEM 1311 Chemistry I Lab (or equivalent)*
*Corequisite: CHEM 1413 Chemistry II*
This course provides selected experiments designed to complement lecture coverage in CHEM 1413 including chemical kinetics, chemical equilibria, solubility/precipitation, redox reactions, electrochemistry, chemical thermodynamics, nuclear chemistry, organic chemistry, biochemistry and coordination chemistry. Emphasis will be placed on chemical analysis utilizing instrumental methods.

**CHEM 1413 GENERAL CHEMISTRY II**
*Prerequisite: CHEM 1314 Chemistry I and CHEM 1311 Chemistry I Lab (or equivalent)*
*Corequisite: CHEM 1412 Chemistry Lab II*
A continuation of CHEM 1314 General Chemistry I 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.

**CHEM 2112 ORGANIC CHEMISTRY I LAB**
*Prerequisite: CHEM 1311 Chemistry I Lab and CHEM 1314 Chemistry I (or equivalent)*
*Corequisite: CHEM 2113 Organic Chemistry I*
This course 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.

**CHEM 2113 ORGANIC CHEMISTRY I**
*Prerequisites: CHEM 1311 Chemistry I Lab and CHEM 1314 Chemistry I (or equivalent)*
*Corequisite: CHEM 2112 Organic Chemistry I Lab*
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.

**CHEM 2125 ORGANIC CHEMISTRY II**
*Prerequisite: CHEM 2113 and CHEM 2112 (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 are also 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 is 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 rational for decisions, and continually self-assess and evaluate the effects of their choices and actions on others. Content will explore the early childhood profession and its multiple historical, philosophical, and social foundations, including how these foundations influence current thought and practice. Opportunities will be provided to demonstrate a knowledge of and commitment to the 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 lab

**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 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 course providing computer experience in the use of spreadsheet, word processing, and filing software packages. Its purpose is to provide knowledge and experience which will allow the learning of a specific package in a minimum of time. This course fulfills the Redlands Community College computer literacy requirement.

**CMSC 1233 SPREADSHEET APPLICATIONS**
Prerequisite: BUS 1053 Business Math
This course is designed to teach the basic capabilities of one of the latest spreadsheet software packages (e.g., Microsoft Excel), which automates the development of business spreadsheets.

**CMSC 1243 DATABASE APPLICATIONS**
This course provides experience in using one of the latest microcomputer database programs (e.g., Microsoft Access) to organize, sort, and select records in building reports from stored files.

**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 1323 VISUAL BASIC**
Prerequisites: Approval of the instructor and CMSC 1213 Computer Science
This course provides the user with a foundation for using Visual BASIC 6 software. In this course the user creates an application using the VB Application Wizard and then develops a simple application from scratch. The course describes how to use common controls and simple code to create applications in Visual BASIC. This course also explains how to add many of the finishing touches and extra controls and arrays to create applications and explains how to prepare a Visual BASIC program for distribution.

**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 I
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

A. CRIMINAL JUSTICE CORE

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 2001-4 CRIMINAL JUSTICE SEMINAR
This course presents studies in selected topics of criminal justice.

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 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 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 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.

B. CORRECTIONAL SERVICES

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 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.

C. FORENSIC COMPUTER SCIENCE

CJ 1233 UNDERSTANDING COMPUTERS AND COMPUTER APPLICATIONS IN CJ
This course introduces computer applications of the 21st century law enforcement community. The computer is becoming the instrument of choice for committing crimes. This course introduces the computer, its components, and the technology used in its communication. In addition, an in-depth look will be emphasized on the applications currently used by law enforcement.

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 cyber crime, its detection, preparation of the successful cyber crime investigation, and the proper preparation for trial.

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.

D. LAW ENFORCEMENT

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 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 2452 CUSTODY AND CONTROL
Corequisite: CJ 2461 Defensive Driving and CJ 2472 Firearms
Prerequisite: Approval of the Instructor
This course instructs students in the necessary attitudes, knowledge, and psychomotor skills in the area of weaponless (openhand) 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 2461 DEFENSIVE DRIVING  
Corequisite: CJ 2452 Custody and Control and CJ 2472 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 2472 FIREARMS  
Corequisite: CJ 2452 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 ad income sides of the budget, exploration of basic budgetary terms and tools, examination of the benefits of a financial plan and analysis of personal financial planning and management skills and habits and how these skills and habits could impact the manner in which the professional would manage an early childhood center. Also included will be the development of an early childhood center business plan.

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 effect 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 participation 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 MEDICAL TECHNOLOGY

A. GENERAL EMT COURSES

EMT 1113 First Responder
Prerequisites: 18 years of age by end of the course (or approval of program coordinator)
This course is designed to instruct a student to the level of First 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 48 hours of classroom and laboratory instruction.

EMT 1117 Basic EMT
Prerequisites: 18 years of age by the end of the course. Recommended Corequisite: ZOOL 2231 with ZOOL 2233 or ZOOL 2234
This course is designed to provide the basic techniques of emergency care, preparing the student for certification by examination as an emergency medical technician basic. The course covers all emergency medical techniques currently considered to be within the responsibilities of the EMT basic in the state of Oklahoma. The course is also the primary pre-requisite for the U.S. Department of Transportation EMT paramedic curriculum. It consists of a minimum of 124 hours of classroom and lab instruction and 24 clinical hours in a supervised setting.

EMT 2001 Paramedic Refresher
Prerequisites: Paramedic Licensure (or approval of program coordinator)
The primary goal of the course is to review and update the knowledge and skills required to function as an EMT Paramedic, preparing the student for re-licensure. The course consists of a minimum of 48 hours of classroom and lab instruction.

EMT 2101 EMT Basic Refresher
Prerequisites: EMT Basic Licensure (or approval of program coordinator)
The primary goal of the course is to review and update the knowledge and skills required to function as an EMT Basic, preparing the student for re-licensure. The course consists of a minimum of 24 hours of classroom and lab instruction.

EMT 2121 EMT Intermediate Refresher
Prerequisites: EMT Intermediate Licensure (or approval of program coordinator)
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 re-licensure. The course consists of a minimum of 40 hours of classroom and lab instruction.

EMT 2211 Advanced Cardiovascular Life Support
Prerequisites: Current BLS Certification (or approval of program coordinator)
The Advanced Cardiovascular Life Support Course (ACLS) is designed to enhance previous knowledge and experience of health care providers who work (or are preparing for work) in settings where emergency cardiac care may be indicated. Content includes current information updates on cardiac emergencies, following a nationally recognized format. 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.
EMT 2111, EMT 2002, EMT 2003

EMT Seminar-Independent Study
Prerequisites: Approval of program coordinator
These courses are designed for advanced students who desire additional study in EMS topics of interest. Topics range from practicums to research activities.

EMT 2000 EMT Seminar
Prerequisites: Approval of program coordinator
This course is designed to provide selected learning opportunities in specific areas of emergency medical technology, generally continuing education.

B. Paramedic Courses

EMT 1123 Pathophysiology and Pharmacology
Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233 (or approval of program coordinator)
This course is designed to provide the skills and techniques of advanced emergency medical care and to prepare the student for clinical Paramedic courses. The course provides instruction in pathophysiology and pharmacology. The course is a required component of the EMT Paramedic program. It consists of 44 hours of classroom instruction and 8 hours of laboratory instruction.

EMT 1124 Advanced Topics in EMS
Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233 (or approval of 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 certification as an EMT Paramedic. The course provides content and skills instruction for topics in emergency medicine including trauma systems, hemorrhage control, shock, burns, and injuries to various body systems. It consists of 84 hours of classroom and laboratory instruction.

EMT 1133 Advanced Skills
Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233 (or approval of program coordinator)
This course is designed to provide the skills and techniques of advanced emergency medical care and to prepare the student for clinical Paramedic courses. The course provides instruction in advanced airway management, IV therapy, and medication administration. The course is a required component of the EMT Paramedic program. It consists of 36 hours of classroom instruction and a minimum of 32 hours of laboratory instruction.

EMT 1134 Trauma Care
Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233, EMT 1123, EMT 1124, EMT 1133 (or approval of program coordinator)
This course is designed for those who have successfully completed the introductory courses and are ready to begin courses that deal with specific patient issues. The course provides content and skills instruction for topics in emergency medicine including trauma systems, hemorrhage control, shock, burns, and injuries to various body systems. It consists of 84 hours of classroom and laboratory instruction.

Upon successful completion, students will receive certification in Prehospital Trauma Life Support.

EMT 1202 Clinical Experience I
Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233, EMT 1123, EMT 1124, EMT 1133, EMT 1134, (or approval of program coordinator)
This course provides opportunities for interaction with actual patients in controlled clinical settings. Satisfactory completion is a product of two components. The student must complete a minimum number of hours at specified locations. The student must also perform satisfactorily a minimum number of skills as outlined in the Paramedic Clinical Manual. Rotations include surgery (16 hrs), burn center (8 hrs), emergency department (40 hrs), and Advanced Life Support ambulance service (60 hrs).

EMT 1223 Scene Management
Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233 (or approval of 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 certification as an EMT Paramedic. The course provides content and skills instruction for various topics in emergency medicine including medical incident command, ambulance operations, rescue awareness, haz-mat incidents, and crime scene awareness. It consists of 32 hours of classroom instruction and a minimum of 32 hours laboratory instruction.

**EMT 1243 EKG INTERPRETATION**
*Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233 (or approval of program coordinator)*
This course is designed to serve as an introduction to emergency cardiac care. It includes content and skills instruction for topics in emergency medicine including anatomy and physiology review of the cardiovascular system, electrophysiology of the heart, cardiac monitoring, dysrhythmias, and 12 lead EKG interpretations. The course consists of 32 hours classroom instruction and 32 hours laboratory instruction and is a required part of the paramedic curriculum.

**EMT 2204 CARDIAC AND RESPIRATORY CARE**
*Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233, EMT 1123, EMT 1124, EMT 1243, (or approval of program coordinator)*
This course is designed to provide content and skills instruction in the areas of emergency cardiac and respiratory care. The course consists of 52 hours of classroom instruction and 24 hours of laboratory instruction. Upon successful completion, the student will receive certification in Advanced Cardiovascular Life Support. The course is a required part of the Paramedic curriculum.

**EMT 2212 CLINICAL EXPERIENCE II**
*Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233, EMT 1123, EMT 1124, EMT 1133, EMT 1243, EMT 2204, EMT 2224, EMT 2242, (or approval of program coordinator)*
This course provides opportunities for interaction with actual patients in controlled clinical settings. Satisfactory completion is a product of two components. The student must complete a minimum number of hours at specified locations. The student must also perform satisfactorily a minimum number of skills as outlined in the Paramedic Clinical Manual. Rotations include critical care unit (ICU, CCU, 32 hrs), dialysis (8 hrs), psychiatric unit (16 hrs), and an internship with an emergency physician (60 hrs).

**EMT 2232 OB/GYN**
*Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233, EMT 1124, EMT 1133 (or approval of program coordinator)*
This course provides content and skills instruction for assessment and treatment of patients experiencing obstetrical or gynecological emergencies. The course is a required part of the paramedic curriculum and consists of 30 hours of classroom instruction and 6 hours of laboratory instruction.

**EMT 2224 MEDICAL EMERGENCIES**
*Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233, EMT 1124, EMT 1133 (or approval of program coordinator)*
This course provides content and skills instruction for assessment and treatment of patients experiencing medical problems. Topics covered include neurology, endocrinology, allergies & anaphylaxis, gastroenterology, urology, and toxicology, environmental conditions, infectious and communicable diseases, Behavioral/psychiatric emergencies, and hematology. It consists of 54 hours of classroom instruction and 20 hours of laboratory instruction. The course is a required part of the Paramedic curriculum.

**EMT 2233 PEDIATRIC EMERGENCIES**
*Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233, EMT 1124, EMT 1133, EMT 1134, EMT 1243, EMT 2204, EMT 2222, EMT 2224 (or approval of program coordinator)*
This course provides content and skills instruction for assessment and treatment of pediatric patients. Topics covered 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 is a required part of the paramedic program and consists of 40 hours of classroom instruction and 16 hours laboratory instruction. Upon successful completion, the student will receive certification in Pediatric Education for Prehospital Providers.

**EMT 2242 SPECIAL NEEDS PATIENTS**
*Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233, EMT 1123, EMT 1124, EMT 1133 (or approval of program coordinator)*

This course provides content and skills instruction for assessment and treatment of patients with special needs. Topics covered include geriatrics, abuse and assault, special challenges, acute interventions for the chronic care patient, and assessment based management. The course is a required part of the paramedic curriculum and consists of 24 hours classroom instruction and 22 hours laboratory instruction.

**EMT 2252 CLINICAL EXPERIENCE III**
*Prerequisites: EMT 1117, ZOOL 2231, ZOOL 2233, EMT 1123, EMT 1124, EMT 1133, EMT 1243, EMT 2204, EMT 2224, EMT 2242, EMT 2232, EMT 2233 (or approval of program coordinator)*

This course provides opportunities for interaction with actual patients in controlled clinical settings. Satisfactory completion is a product of two components. The student must complete a minimum number of hours at specified locations. The student must also perform satisfactorily a minimum number of skills as outlined in the Paramedic Clinical Manual. Rotations include pediatric unit (24 hrs), labor & delivery (16 hrs), and an internship with a paramedic preceptor on an ALS ambulance (120 hrs).

**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 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 offers practice in writing essays based on literary readings.

**ENGL 1213 ENGLISH COMPOSITION II—HONORS**
*Prerequisite: ENGL 1113 English Composition I*
This course requires writing themes based on criticism of literary works. A research paper is required. Enrollment is limited to students who have
demonstrated superior writing skills.

**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.

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**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 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 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 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.

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**GEOGRAPHY**

**GEG 2083 PHYSICAL GEOGRAPHY**  
This is a survey course covering the principle elements of the environment, including a study of the physical, cultural, and economic relationships of people.

**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 1051 PHYSICAL GEOLOGY WITH LAB**
*Prerequisites: none*
This is a beginning course in geology, which includes the study of topographic maps, rocks, and minerals, geological process and agents, landforms, weathering, running water, ground water, glaciers, gravity, and volcanism. The course includes a hands-on study of the properties of minerals and rocks, how to read maps-topographic and geologic, and some interpretation of geologic formation. This course will satisfy the physical science requirement for graduation. 3 hours lecture credit, 1 hour lab credit

**HEALTH, PHYSICAL EDUCATION & RECREATION**

**HPER 1011 ELEMENTARY GOLF**
This course covers the fundamentals of golf. Specific techniques of golf are presented and applied experientially. An introduction to tennis technique is presented and applied.

**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 to 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 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 1251 ORIENTATION TO EXERCISE SCIENCE**
Note: Offered on a satisfactory-fail grading basis only. This course is an orientation to various aspects of exercise science and assistance in learning how to use facilities of the college and the department.
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 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 course covers the knowledge of and practical experience in the emergency care of injuries and sudden illness, and the content of the American Red Cross Standards and advanced first aid training.

HPER 2322 SPORTS OFFICIATION
This course covers the interpretation of rules and how to officiate at athletic games and meets.

HPER 2343 INTRODUCTION TO ATHLETIC TRAINING
Prerequisites: ZOOL 2233 Human Anatomy and Physiology I and ZOOL 2231 Human Anatomy and Physiology I Lab, HPER 1243, HPER 2592
This course is an introduction to methods of prevention and immediate care of athletic injuries. It covers basic information concerning health supervision of athletes and some basic wrapping and strapping techniques for common injuries. Materials fee.

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 2592 PRACTICAL ASPECTS OF ATHLETIC TRAINING
Prerequisite: HPER 1243 Care and Prevention of Athletic Injuries
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. This course will allow students—through lecture and lab experience—to become proficient in the skill of athletic prophylactic injury taping and wrapping. In addition students will learn the proper movement of the injured and how to use ambulatory aids to assist in the patient’s rehabilitation.

HPER 2601-3 ATHLETIC TRAINING PRACTICUM
Prerequisite: HPER 1243 Care and Prevention of Athletic Injuries or HPER 2592 Practical Aspects of Athletic Training
This practicum is offered to provide student athletic trainers with a clinical setting on the RCC campus. The purpose of the course is 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. For graduation a student must enroll in and pass two hours of HPER 2601-3.

HPER 2613 EXERCISE SCIENCE PRACTICUM
This practicum is offered in collaboration with selected agencies and programs in the area. The student is placed in a program or agency under the approved supervision for the purpose of developing professional skills and values. This class is to be taken in the student’s last semester of his/her sophomore year.

HPER 2623: PERSONAL TRAINER CERTIFICATION COURSE
Prerequisites: ZOOL 2233 Human Anatomy and Physiology I; ZOOL 2231 Human Anatomy and Physiology II; ZOOL 2241 Human Anatomy and Physiology II Lab; HPER 2103 Exercise Testing and Prescription; and HEC 1003 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.

HEALTH TECHNOLOGY

HTEC 2116 SURGICAL TECHNOLOGY THEORY I
Course may be waved with a valid Liaison Council on Certification for Surgical Technologists certificate.
In an applied setting, this course is designed to develop an understanding of theory in surgical technology. It will cover the necessary basic knowledge for assuming the responsibilities of a surgical technologist. Areas emphasized will be medical terminology, medical-legal aspects and care of surgical patients, supplies and equipment. This course will be offered through a technology center nation accredited health program.

HTEC 2124 SURGICAL TECHNOLOGY CLINICAL I
Prerequisite: HTEC 2116 Surgical Technology Theory I
Course may be waved with a valid Liaison Council on Certification for Surgical Technologists certificate.

In an applied setting, this course is designed to develop clinical skills in surgical technology. Areas emphasized will be medical terminology, medical-legal aspects and care of surgical patients, supplies and equipment. This course will be offered through a technology center national accredited health program.

**HTEC 2136 SURGICAL TECHNOLOGY THEORY II**  
*Prerequisite: HTEC 2116 Surgical Technology Theory I*  
Course may be waved with a valid Liaison Council on Certification for Surgical Technologists certificate.

In an applied setting, this course is designed to develop understanding of theory in surgical technology. This course will cover the necessary knowledge and techniques basic to effective performance as a scrubbed team member in the operating room. An intense review of the surgical specialties will focus on the normal structure and function of body parts, with discussion of common disorders requiring surgical intervention. Preparation and use of equipment and supplies for surgical procedures will be reviewed. The responsibilities of the surgical technologist in the care and safety of the patient during the general and specialty fields of surgery will be elaborated. This course will be offered through a technology center national accredited health program.

**HTEC 2144 SURGICAL TECHNOLOGY CLINICAL II**  
*Prerequisite: HTEC 2136 Surgical Technology Theory II*  
Course may be waved with a valid Liaison Council on Certification for Surgical Technologists certificate.

In an applied setting, this course is designed to develop clinical skills in surgical technologists beyond HTEC 2124. The student will experience clinical assignments in the operating room. Knowledge and performance as a scrubbed member of general surgery and specialty surgery teams will be stressed. Developing and improving skills in assisting the surgeon and in the organization of work by learning to use economy in time, motion and materials will be expected. Solo scrub experiences will be assigned, enabling the student to focus on anticipating the needs of the surgeon in order to expedite the procedure, thus minimizing the patient’s exposure to trauma, and displaying manual and mental dexterity in the use of surgical instruments and knowledge of the step-by-step procedure for specific surgical interventions. This course will be offered through a technology center national accredited health program.

**HTEC 2156 SURGICAL TECHNOLOGY THEORY III**  
*Prerequisite: HTEC 2136 Surgical Technology Theory II*  
Course may be waved with a valid Liaison Council on Certification for Surgical Technologists certificate.

In an applied setting, this course is designed to develop and advanced understanding of theory in surgical technology. Knowledge and techniques basic to effective performance as a team member in the operating room will be stressed. The responsibilities of the surgical technologist in the care and safety of the patient during and after surgical intervention and in the general and specialty fields of surgery will be reviewed. Adaptation, utilizing change-agent theory and conflict-resolution approaches will be discussed. This course will be offered through a technology center national accredited health program.

**HTEC 2164 SURGICAL TECHNOLOGY CLINICAL III**  
*Prerequisite: HTEC 2156 Surgical Technology Theory III*  
Course may be waved with a valid Liaison Council on Certification for Surgical Technologists certificate.

In an applied setting, this course is designed to develop advanced clinical skills in operating rooms of affiliating agencies. Selected learning experiences in general and specialty surgery will be included. Focus will also be directed toward anticipatory socialization and adaption to role transformation from student to graduate. This course will be offered through a technology center national accredited health program.

**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 1533 NATIVE AMERICAN HISTORY
Recommended prerequisite: HIST 1483 United States History to 1877 or HIST 1493 United States History, 1877 to Present
This course is a survey of the history and culture of representative Native American peoples within the continental U.S. from prehistory to contemporary times. Focus is upon tribal cultures and U.S. tribal policies.

HIST 1733 AFRICAN-AMERICAN HISTORY
Recommended prerequisite: HIST 1483 United States History to 1877 or HIST 1493 United States History, 1877 to Present
This course covers African American history beginning with the early West African civilization to the present. Special attention is devoted to the African American’s experience in America in the context of slavery, civil rights, and modern African American movements. An emphasis is placed on African American leaders and African American heritage.

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, 1500 TO 1815
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, 1815 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.

HIST 2233 HISTORY OF OKLAHOMA
This course is a survey of Oklahoma history from its beginning to the present, including its Native American background; formation into territories; achievement of statehood; and general cultural, economic, and political development.

HOME ECONOMICS

HEC 1013 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.

HORTICULTURE

HORT 1303 INTRODUCTION TO HORTICULTURE
This course provides the opportunity to examine career option in the field of horticulture. In addition, it introduces the basic principles of plant growth related to culture and utilization of fruits, vegetables, and ornamentals, as well as skills used in landscaping, nursery, and greenhouse propagation. This course is offered through a Technology Center.

HORT 1353 FERTILIZERS AND SOILS
This course covers the analysis of soils and how to determine fertilizer requirements for crops to be grown. Hands-on experience will be gained in taking soil samples, interpreting soil analysis data, and applying fertilizers according to crops to be grown. This course is offered through a Technology Center.

HORT 2001-4 HORTICULTURE SEMINAR
This course is a study of selected topics in horticulture. This course is offered through a Technology Center.
HORT 2373 PLANT PROPAGATION
This course covers the selection of plants for propagation and propagation skills. Hands-on experience will be gained in starting plants by seed, budding, grafting, and cuttings. This course is offered through a Technology Center.

HORT 2413 GREENHOUSE OPERATIONS
This course provides the opportunity to work in a greenhouse and to develop skills for a home gardener or for work in a commercial greenhouse. Hands-on experience in the operation of a green house and starting marketing bedding plants and vegetables will be gained. This course is offered through a Technology Center.

HORT 2433 FLORICULTURE
This course covers the principles of floral design as they apply to form, style, and composition. Hands-on experience will be gained in creating floral arrangements, wreaths, sprays, baskets, bouquets, corsages, wedding flower arrangements, and special occasion arrangements for the home, church, hotel, and public buildings. This course is offered through a Technology Center.

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 2613 LEADERSHIP DEVELOPMENT STUDIES
This course provides an understanding of leadership styles and philosophies as well as the development of personal leadership skills. It offers an introduction to varying leadership tasks such as time management, communication skills, crisis intervention, and team building.

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
Prerequisite: ITEC 1016 Hardware and Software.
This course teaches students how to use UNIX operating systems commands and, in the hands-on exercises, basic Sun Microsystems’ Solaris operating environment commands. 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.

ITEC 2113 WINDOWS XP
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 XP operating system. The objectives covered are derived from and designed to prepare the student for the Installing, Configuring and Administering Microsoft Windows XP Professional 70-270 Microsoft Certified Professional exam.

ITEC 2123 WINDOWS 2003
*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 2313 CISCO NET ACADEMY INTERNETWORKING I
This course is a series of four courses of the CISCO Networking Academy. The four courses are designed to prepare the student to design, construct, configure and maintain internetworking system using CISCO routers and switches. Areas specifically covered are: layered communications, the OSI Model; encapsulation; layer 1, layer 2; internetworking devices, IP addressing; oral exam 1; lab exam #1, ARP and RARP, topology, structured cabling, electronics and network management.

ITEC 2323 CISCO NET ACADEMY INTERNETWORKING II
*Prerequisite: ITEC 2313 CISCO Net Academy Internetworking I*
This course is the second in a series of four courses of the CISCO Networking Academy. The four courses are designed to prepare the student to design, construct, configure and maintain internetworking systems using CISCO routers and switches. Areas specifically covered are: review of semester 1, WAN’s and routers, router command line interface (CLI), router startup and setup, router configuration 1, IOS images, router configuration 2, TCP/IP, IP addressing - routing, routing protocols, network troubleshooting, review for finals, online, oral and skills-based final exams.

ITEC 2333 CISCO NET ACADEMY INTERNETWORKING III
*Prerequisite: ITEC 2323 Net Academy Internetworking II*
This course is third in a series of four courses of the CISCO Networking Academy. The four courses are designed to prepare the student to design, construct, configure and maintain internetworking systems using CISCO routers and switches. Areas specifically covered are: review, introduce threaded case study (TCS), LAN switching, VLAN’s, LAN design, IGRP, access lists and IPX.

ITEC 2343 CISCO NET ACADEMY INTERNETWORKING IV
*Prerequisite: ITEC 2333 Net Academy Internetworking III*
This course is third in a series of four courses of the CISCO Networking Academy. The four courses are designed to prepare the student to design, construct, configure and maintain internetworking systems using CISCO routers and switches. Areas specifically covered in this semester are: review of semester 3, TCS, WAN’s, frame relay, network management, review for finals, complete semester 4 TCS part of electronic portfolio, review for CCNA certification exam (Net+ exam optional).

**JOURNALISM**

JOUR 1133 INTRODUCTION TO PHOTOGRAPHY
Students will develop their skills in the process, printing and media used in black and white photography. This course is a study of the basic principles and techniques of photography. Included is a study of the fundamentals of camera operations, lighting, shooting, and developing black and white photographs.

JOUR 2001-3 JOURNALISM SEMINAR
This course is a study of selected topics in journalism.

JOUR 2263 INTERMEDIATE PHOTOGRAPHY
*Prerequisite: JOUR 1113 Introduction to Photography or Approval of the instructor.*
This course is designed for in-depth study of black-and-white photography. Some experience is provided
in aspects of portrait, still life, landscape, and architectural photography.

**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.

**LIFE SCIENCE**

**LFSC 2001-3 SEMINAR IN LIFE SCIENCE**
This course is a study of selected topics in the life sciences.

**MANAGEMENT**

**MGMT 1101-3 SUPERVISED WORK EXPERIENCE I**
*Prerequisite: Approval of the Career Education Coordinator*

This course is designed to provide practical work experience as preparation for careers. Credit is awarded for new learning which takes place through work experience and provided practical education. The number of hours rewarded depends on the number of hours worked per week during the semester. Further details can be obtained in the Career Education Office.

**MGMT 1121-3 SUPERVISED WORK EXPERIENCE II**
*Prerequisites: MGMT 1101-3 Supervised Work Experience I and approval of the Career Education Office.*

This course is designed to provide practical work experience as preparation for careers. Credit is awarded for new learning which takes place through work experience and provided practical education. The number of hours rewarded depends on the number of hours worked per week during the semester. Further details can be obtained in the Career Education Office.

**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 1342 MANAGEMENT SEMINAR—DECISION MAKING**
This course is designed to survey decision-making using a systematic approach. Topics apply to individual and group decisions using a variety of styles and procedures appropriate in personal and business settings.

**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: Completed Application for Internship and approval by the supervising faculty and Approval by the Career Education Coordinator. 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 2111-3 SUPERVISED WORK EXPERIENCE III
Prerequisites: MGMT 1121-3 Supervised Work Experience II and approval of the Career Educational Coordinator.
This course is designed to provide practical work experience as preparation for careers. Credit is awarded for new learning which takes place through work experience and provided practical education. The number of hours rewarded depends on the number of hours worked per week during the semester. Further details can be obtained in the Cooperative Education Office.

MGMT 2121-3 SUPERVISED WORK EXPERIENCE IV
Prerequisites: MGMT 2111-3 Supervised Work Experience III and approval of the Career Educational Coordinator.
This course is designed to provide practical work experience as preparation for careers. Credit is awarded for new learning which takes place through work experience and provided practical education. The number of hours rewarded depends on the number of hours worked per week during the semester.

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 MANAGEMENT
Prerequisites: CMSC 1223 Business Applications Software and Approval of the Program Coordinator
Using an international business model, 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 percents and their application.

MATH 0103 GENERAL COLLEGE MATHEMATICS  
This course presents fundamental operations on whole numbers, decimals, and fractions. Also included are percents, measurements, simple statistics and geometry and real numbers.

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, concept of function, systems of equations, exponents, quadratic equations and inequalities, radical expressions and equations, and complex numbers.

MATH 1023 STRUCTURAL CONCEPTS IN ARITHMETIC  
A fundamental course in arithmetic concepts and basic skills for elementary teachers.

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 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 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 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 or an ACT Math subscore 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**
*Prerequisite/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 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 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 AP Calculus*
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 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 course includes a minimum of three clock hours of laboratory per week with exercises reinforcing lecture topics as well as basic identification and safety techniques.

**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**
Prerequisite: MUS 1123 Fundamentals of Music
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 partwriting, music analysis, ear-training, dictation, and sight-singing.

**MUS 1343 Music Appreciation**
Prerequisite: MUS 1134 Music Theory I
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 2041 Class Piano I**
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.

**NURSING**

**NURS 1102 Role Transition I**
Prerequisite: A score at the 76th percentile or higher on a standardized test is required prior to class enrollment
This course is designed to facilitate role transition into the associate degree nursing program for students with health care experience and/or related educational backgrounds. Areas of focus include program philosophy, roles and concepts of the associate degree nurse, role change, nursing process, human needs framework, and developmental principles. The course is designed to allow students to demonstrate proficiency of attainment of course objectives and
outcomes found in NURS 1116 Fundamentals of Nursing.

NURS 1116 FUNDAMENTALS OF NURSING
Prerequisites: Acceptance into Category II and CHEM 1314 Chemistry I and Chem 1311 Chemistry I Lab or 1214 General Chemistry and 1211 General Chemistry Lab or CHEM 1214 General Chemistry (lab inclusive)
Prerequisites/Corequisites: ZOOL 2233 Human Anatomy and Physiology I and ZOOL 2231 Human Anatomy and Physiology I Lab and ENGL 1113 English Composition I and PSY 1113 Elements of Psychology

Fundamentals of nursing is a 16-week course that introduces the concepts of the individual, health, and nursing as the dynamic core of the program supported by a human needs framework and developmental principles. The theory component of the course introduces scientific foundations basic to each of the three roles of the associate degree nurse. The campus laboratory provides the opportunity to practice nursing skills in a simulated setting. Theoretical foundations and skills are then applied to client care in the clinical setting. The course is designed to facilitate attainment of program objectives as stated in the Nursing Student Handbook.

NURS 1201 ROLE TRANSITION II
Prerequisite: A score at the 76th percentile or higher on a standardized test is required prior to class enrollment and Approval of Nursing Program Director.

This course is designed to facilitate role transition into the associate degree nursing program for students with health care experience and/or related educational backgrounds. Areas of focus include nursing process, human needs framework, and developmental principles as applied to adult medical-surgical clients. The course is designed to allow students to demonstrate proficiency of attainment of course objectives and outcomes found in NURS 1224 Adult Health Problems.

NURS 1224 ADULT HEALTH PROBLEMS
Prerequisite: NURS 1116 Fundamentals of Nursing
Prerequisites/Corequisites: ZOOL 2243 Human Anatomy and Physiology II and ZOOL 2241 Human Anatomy and Physiology II Lab and ENGL 1213 English Composition II and PSY 2163 Developmental Psychology

Adult Health Problems is an 8-week course that utilizes the human needs framework and developmental principles to provide care for adults with common health problems. Learning experiences in both theory and clinical course components stress using each step of the nursing process with increasing skill in a variety of medical-surgical settings. The overall course content is designed to facilitate student acquisition of additional competencies in each of the three roles of the associate degree nurse. The course is designed to facilitate attainment of program objectives as stated in the Nursing Student Handbook.

NURS 1234 PARENTAL-CHILD NURSING
Prerequisites: NURS 1116 Fundamentals of Nursing and NURS 1224 Adult Health Problems
Prerequisites/Corequisites: ZOOL 2243 Human Anatomy and Physiology II and ZOOL 2241 Human Anatomy and Physiology II Lab and ENGL 1213 English Composition II and PSY 2163 Developmental Psychology

Parental-Child Nursing is an 8-week course that stresses the normalcy of the maternity cycle and child health from birth through adolescence. The nursing process, along with the human needs framework and developmental principles, are utilized to organize family-centered care for maternity and pediatric clients. Selected health problems common to maternity and pediatric clients are included in the course. Clinical learning experiences occur in different settings to facilitate student attainment of course objectives. Course content is planned to provide competencies in each of the three roles of the associate degree nurse. The course is designed to facilitate attainment of program objectives as stated in the Nursing Student Handbook.

NURS 1301 ROLE TRANSITION III
Prerequisite: A score at the 76th percentile or higher on a standardized test is required prior to class enrollment and approval of Nursing Program Director.

This course is designed to facilitate role transition into the associate degree nursing program for students with health care experience and/or related educational backgrounds.
backgrounds. The nursing process, along with the human needs framework, developmental principles and principles of family-centered care, are utilized to plan care for maternity and pediatric clients. This course is designed to allow students to demonstrate proficiency of attainment of course objectives and outcomes found in NURS 1234 Parental-Child Nursing.

NURS 2000-4 NURSING TOPICS
This course provides selected learning opportunities in specific areas of nursing.

NURS 2138 COMPLEX PHYSICAL AND MENTAL ILLNESS
Prerequisite: NURS 1234 Parent-Child Nursing
Prerequisites/Corequisites: MICR 2133 Microbiology and MICR 2131 Microbiology Lab and SOC 1113 Introduction to Sociology and POLS 1113 Elements of Psychology
Complex Physical and Mental Illness is a 16-week course that utilizes the human needs framework and developmental principles to focus on nursing care for adults experiencing more complex physical and mental problems. Learning experiences in acute medical-surgical and psychiatric care, as well as long-term care, are included in the course. At the completion of the course, the student will have competencies in each of the three roles of the associate degree nurse. The course is designed to facilitate attainment of program objectives as stated in the Nursing Student Handbook.

NURS 2244 COMMUNITY-BASED NURSING
Prerequisite: NURS 2138 Complex Physical and Mental Illness
Prerequisite/Corequisite: HIST 1483 United States History to 1877 or HIST 1493 United States History, 1877 to Present
Community-Based Nursing is an 8-week course that builds on knowledge gained in all prior nursing courses to promote health and provide health care services at the community level. The human needs framework and developmental principles are applied to community-based approaches to health promotion, disease treatment, and prevention. Planning, implementation, and evaluation in the nursing process are approached from the perspective of three levels of the associate degree nurse. This course is designed to facilitate attainment of program objectives as stated in the Nursing Student Handbook.

NURS 2256 MANAGEMENT AND COORDINATION OF NURSING
Prerequisite: NURS 2244 Community-Based Nursing
Prerequisite/Corequisite: HIST 1483 United States History to 1877 or HIST 1493 United States History, 1877 to Present
Management and Coordination of Nursing is an 8-week course designed to facilitate the transition from nursing student to graduate nurse. A variety of components of the management process will be explored both in theory and through clinical experiences. Contemporary trends and issues related to nursing practice are examined. The course is also designed to facilitate the attainment of program objectives as stated in the Nursing Student Handbook.

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**  
*Prerequisites: none*  
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 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. 4 hours lecture credit, 1 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**  
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**  
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**  
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**  
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, disassociative, 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.

**RELIGION**

**RELG 1123 INTRODUCTION TO THE NEW TESTAMENT**  
This course is a survey of the origin and development of Christianity, beginning with an introduction to the New Testament, continuing through the story of the earthly life of Jesus Christ as recorded in the Gospels, and ending with the growth of the Christian movement as presented in the book of Acts and later in the New Testament.

**RELG 1143 INTRODUCTION TO THE OLD TESTAMENT**  
This is a survey course covering the leading facts in the religious history of the Hebrew people. While the course is neither exhaustive nor technical, some attention has been given to background materials such as the geography, culture, and customs of the ancient Hebrew world.

**SOCIOCIOLOGY**

**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 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. Covered also will be how to become aware of educational resources available in the community. The course is designed to provide opportunities for participation in and planning of family and community activities that relate to the early childhood profession. Also listed as ECE 2043 Parent and Community Relations.

SOC 2063INTRODUCTION 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 2113HUMAN SEXUALITY
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 2153 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 will be how to use the knowledge of 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 ECE 2053 Child Growth and Development.

SOC 2163 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. Content will include 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 ECE 2063 Behavior and Guidance of Young Children.

SOC 2173 PROBLEMS IN SOCIOLOGY
Prerequisite: SOC 1113 Introduction to 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.

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**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.

**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 Zoolgy 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 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 credit, 1 hour 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 2234 Human A&P I with Lab**
*Prerequisite: Introductory General Chemistry Course*
This course emphasizes cytology and histology in relation to the overall structure and function of the human body and the following body systems: integumentary, skeletal, muscular, nervous, and special senses. Some major diseases are discussed with respect to these body systems. Includes laboratory where appropriate use and care of the dissecting and compound microscopes are emphasized. Emphasis will focus on histology, muscular system, skeletal system, nervous system and special senses, with dissection of various major organs. 3 hours lecture credit, 1 hour lab credit

**ZOOL 2234 Human A&P II with Lab**
*Prerequisite: Introductory General Chemistry Course and ZOOL 2234 Human Anatomy & Physiology I with Lab*
This course is a continuation of ZOOL 2234 Human Anatomy & Physiology I with lab. Emphasis will be given to a more critical and comprehensive study of the major body systems concerning physiological processes. The systems included are endocrine, respiratory, digestive, circulatory, urinary, reproductive, and human development. Opportunities to perform various microscopic examinations, dissection of various organs and organisms, and other hands-on activities are included. Genetics and development are explored. Students are encouraged to become involved in individual and group activities. 3 hours lecture credit, 1 hour lab credit
ADMINISTRATION

Larry F. Devane, President—B.S.Ed., Emporia State University; M.S.Ed., Emporia State University; Ph.D., Kansas State University.

William Baker, Vice President of Instruction and Student Services—B.S., Park University; M.A., Webster University.

Jack Bryant, Vice President of Contracted, Continuing and Online Education—A.A., Connors State College; B.A., Northeastern State University; M.Ed., University of Central Oklahoma.

Karen Boucher, Vice President of Finance and Campus Services—B.S.Ed., Southwestern Oklahoma State University; M.Ed., Southwestern Oklahoma State University; Administrative Certification, University of Oklahoma.

PROFESSIONAL STAFF

Terri Barger, School Relations Advisor/Coordinator—B.A., Southwestern Oklahoma State University.

Jackie Bilyeu, Coordinator of Cooperative and Off-Campus Programs—B.S., University of Science and Arts of Oklahoma.

Larry Clements, Director of Print Shop and Mailing Services/Photographer and Instructor—Certificate, Oklahoma State University School of Technical Training; CGCM.

Penny Coggins, Director of Grants Development & Title III ---- B.A., Ladycliff College; M.S., Kansas State University; Ph.D., Kansas State University.

Athena Copeland, Scholars for Excellence in Child Care Coordinator
B.A., University of Science and Arts of Oklahoma; M.B.A., University of Phoenix.

Christine Dettlaff, Director of Learning Resources Center Coordinator—B.A., California State University; M.L.I.S. University of Oklahoma.

Steve Eck, Director of Athletics/Student Activities and Men’s Basketball Coach—B.A., Kansas Newman University.

Joel Figgs, Retention Specialist and Honors/Phi Theta Kappa Advisor—B.S., Emporia State University; M.S., Emporia State University.

Sonya Flaming, Career Education Coordinator/Instructor—B.S.Ed., Southwestern Oklahoma State University; M.Ed., Southwestern Oklahoma State University.

Neil Fobes, Title III Agriculture Technician ---- B.S., Cameron University.

Jannetta Glenn, Manufacturing Alliance Extension Agent—B.S., Mid-America Bible College.

Dennis Harris, Director of Records/Registrar—B.S., Oklahoma State University; M.S., Oklahoma State University; M.B.A., Oklahoma City University.

Tricia Hobson, Director of Enrollment Management—B.S., Oklahoma State University; M.Ed., Southwestern Oklahoma State University.

Barbara J. Knop Cox, Director of Developmental Education and Assessment—B.S., Oklahoma State University; M.S., Oklahoma State University.

Melinda King, Director of Aging Services—A.S., Northern Oklahoma College; B.S., Oklahoma State University.

Juanita Krittenbrink, Liberal Studies and Management Sciences Division Director/Instructor—B.A.Ed., University of Central Oklahoma; M.Ed., University of Central Oklahoma; Ed.D., University of Oklahoma.


Randle Lee, Director of Institutional Advancement ---- B.A., East Texas State University.

Tamie McCabe, Project AIMS Basic Skills Specialist—B.S., Southwestern Oklahoma State University; M.Ed., Southwestern Oklahoma State University.

Troy Milligan, Director of Institutional Research and Administrative Technology—B.S.Ed., University of Oklahoma; M.Ed., University of Oklahoma.


L. Sue Moore, Project AIMS Counselor—B.A., University of Central Oklahoma; M.Ed., University of Central Oklahoma.

Kathi Morrison, Financial Aid Counselor

G. Steve Osborn, Director of Project AIMS—A.A., Tulsa Community College; B.A., University of Oklahoma; M.Ed., University of Oklahoma.

Susan Schwarz, AIMS Counselor/Advisor—B.S., Southwestern Oklahoma State University; M.Ed., Southwestern Oklahoma State University.

Alison Severns, Title III Nursing Program Coordinator ----B.S.N., University of Oklahoma; M.S.N., University of Oklahoma.

Rose Marie Smith, Nursing Program Director—B.S.N., University of Oklahoma; M.S.N., University of Oklahoma.


Tammy Wasson, GEAR-UP Coordinator—B.A., University of Oklahoma; M.S., Oklahoma State University.

Jenny Wilson, Financial Aid Coordinator----B.S., Northwestern Oklahoma State University
FULL-TIME FACULTY

Eric Bilderback, Agriculture & Applied Research Studies Instructor ----- A.S., Eastern Oklahoma State College; B.S., Oklahoma State University; M.A., Southern Nazarene University.

Peggy Clifton, Mathematics Instructor—B.S., Oklahoma Baptist University; M.Ed., Southwestern Oklahoma State University.

David Dalbow, Science Instructor ---- B.S., University of Oklahoma; Ph.D., University of Oklahoma.

R. Dale Fike, Business & Information Technology Instructor—A.A., Porterville College; B.A., Fresno State College; M.Ed., University at Buffalo.

William Gorden, Jr., Political Science Instructor—B.A., University of Oklahoma; M.A., University of Oklahoma; M.L.A., Oklahoma City University; J.D., Oklahoma City University School of Law.

Laura Gruntmeir, Child Development, Early Childhood Education, Psychology and Sociology Instructor—B.S., Kansas State University; M.H.R., University of Oklahoma; Ed.D., Oklahoma State University.

Larkin Hall, Emergency Medical Technology Instructor—Certified Emergency Medical Technician, Redlands Community College; Emergency Medical Technology Paramedic, Cardiac Life Support-ACLS; A.A.S, Redlands Community College.

Linda Hasley, Communicative Arts Instructor—B.A., Southwestern Oklahoma State University; M.A., University of Oklahoma.

Todd Hobson, Criminal Justice Instructor ---- B.A., University of Central Oklahoma; M. Ed., University of Central Oklahoma.

Randy Keck, Golf Coach ---- A.A., Coffeyville Community College; B.S., University of Central Oklahoma; M.S., East Central University.

Ronald Klepper, Science Instructor—B.S., Oklahoma State University; M.Ed., University of Central Oklahoma.

Justin Lynn, Agriculture Instructor—A.A.A., Dodge City Community College; B.S., Kansas State University.

Karla Mueggenborg, Communicative Arts Instructor—B.S., Oklahoma State University; M.Ed., University of Central Oklahoma.

Matt Newgent, Baseball Coach and HPER Instructor—A.A., Redlands Community College; B.A., University of Indianapolis; M.B.A., University of Indianapolis.

Martha Piper, Nursing Instructor—B.S.N., East Central University; M.S.N., University of Oklahoma.

Kelly Rupp, Communicative Arts Instructor—B.A., Pittsburgh State University; M.A., Pittsburgh State University.

Beth Scott, Nursing Instructor—Emergency Medical Technician Basic, Oklahoma City Community College; B.S.N., University of Central Oklahoma; M.S.N., University of Oklahoma.
Reonna Slagell Gossen, Science Instructor—B.S., Oklahoma State University; M.S., Oklahoma State University.

Bruce Storm, Criminal Justice Instructor—B.S., University of Central Oklahoma; M.A., University of Central Oklahoma.

Robert Sweetland, Math and Science Instructor—B.A., Fort Lewis College; M.A.T., Colorado State University.


Laci Tompkins, Women’s Basketball Coach and Coordinator of Student Activities—B.A., University of Science and Arts of Oklahoma; B.S., University of Science and Arts of Oklahoma; M.Ed., University of Central Oklahoma.

Anthony Truelove, Fitness & Athletic Trainer Instructor—B.S., University of West Alabama; M.A., University of West Alabama.

Lori Vicsek, Nursing Instructor—A.A.S., Redlands Community College; B.S.N., Southwestern Oklahoma State University, M.S.N. University of Oklahoma.

Sarah Kristin Vincent, Women’s Volleyball Coach—B.S., University of Central Oklahoma.

Sandra Warren, Business and Information Technology Instructor—B.S., Southwestern Oklahoma State University; M.Ed., University of Central Oklahoma.

Denise Wynia-Wedel, Fine Arts Instructor—B.A., University of Central Oklahoma; M.A., University of Central Oklahoma.

Edward Zweiacher, Agriculture Instructor and Gallery Curator—A.A., Redlands Community College; B.S., Panhandle Oklahoma State University; M.S., Texas Tech University.

**ADJUNCT FACULTY**

Jennifer Alig, Science Instructor—B.S., University of Oklahoma; M.S., University of Oklahoma.

Samir Alwazzi, Math Instructor—B.S., University of Oklahoma; M.S., University of Central Oklahoma; Ph.D., University of Oklahoma.

Marion Andresen, Math Instructor—A.S., Redlands Community College; B.S., University of Central Oklahoma.

Janet Britton, Mathematics Instructor—B.S., Northern Oklahoma College; M.A., Southwestern Oklahoma State University.

Tim Brogan, Business Instructor—B.B.A., University of Central Oklahoma; M.B.A., University of Central Oklahoma.
Steven Brown, Science Instructor ---- B.S., Oklahoma State University; M.Ed., University of Central Oklahoma.

James G. Caster, Social Science Instructor — B.A., University of Oklahoma; B.A. Law, University of Oklahoma; B.A., Oklahoma City University; J.D., University of Oklahoma School of Law; Ph.D., University of New Mexico.

Francine Cline, Developmental Education Instructor ---- B.S., Southwestern Oklahoma State University; M.Ed., Southwestern Oklahoma State University.

Roger L. Coe, Business Instructor — B.B.A., Ohio University; M.B.A., University of Central Oklahoma.

Terry Corbett, Psychology Instructor ---- B.S., University of Central Oklahoma; M.A., Southern Nazarene University.

Anita Cornelius, English Instructor — B.A., Oklahoma State University.

Jayme Correll, Management and Psychology Instructor ---- B.S., Southwestern Oklahoma State University; M.A., University of Tulsa.

Virginia Crane, Physical Education Instructor — Certificate of Completion, National Dance–Exercise Instructors Training.

Kasi Danker, Chemistry Instructor — A.S., Oklahoma City Community College; B.S., University of Central Oklahoma.

Brent Davis, Criminal Justice Instructor — B.B.A., University of Oklahoma.

Tamara Dawson, Business Instructor — B.S., Southern Nazarene University; M.S.M., Southern Nazarene University.

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Doyle Earles, Social Science Instructor — B.S., Southwestern Oklahoma State University; M.Ed., Southwestern Oklahoma State University.

James Eischen, D.V.M., Equine Instructor — B.S., Oklahoma State University; D.V.M., Oklahoma State University.

Jamie Evens, Developmental Studies Instructor ---- B.A., University of Oklahoma; M.Ed., Southwestern Oklahoma State University.

Larry Fisher, Mathematics Instructor — B.S., Southwestern Oklahoma State University; M.Ed., University of Central Oklahoma.

Jamey Gilliland, Philosophy Instructor ---- A.A., Wallace Community College; B.S., University of Alabama.
Dana Golbek, Mathematics Instructor—B.S.Ed., Northwestern Oklahoma State University.

Robert Grantham, Business Instructor—A.A., University of Maryland; B.S., University of Albuquerque; J.D., University of Oklahoma.

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Geoff Kingsley, Social Science Instructor—A.A., York College; B.S., Oklahoma Christian University; M.Ed., University of Central Oklahoma.

Brenda A. Kossuth, Nursing Instructor—B.S.N., University of Central Oklahoma.

Kim Kroener, Child Development Instructor ---- B.S., University of Central Oklahoma; MHR, University of Oklahoma.

Karen Landolfi, Psychology and Sociology Instructor—B.A., Eastern New Mexico University; M.A., Oklahoma City University.

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Michael J. Lopez, Psychology and Sociology Instructor—B.A., Oklahoma City University.

Robert MacArthur, HPER Instructor ---- A.A., El Reno Junior College; B.S., Northeastern Oklahoma State University.

Lance Madison, HPER Instructor ---- A.A.S., Vincennes University; B.S., Eastern Illinois University.

Salah F. Mahmoud, Information Technology Instructor—B.S.E.E., Wichita State University.

Angus McAntire, Criminal Justice Instructor ---- B.A., University of Central Oklahoma; M.Ed.,
University of Central Oklahoma.

**Scott E. McCann, Criminal Justice Instructor**—B.S., Oklahoma State University; J.D., Oklahoma City University School of Law.

**Mark McCoy, Criminal Justice Instructor**—B.S., Western Michigan University; M.S., National University; Ed.E., Oklahoma State University.

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**Wendell Moore, HPER Instructor**—A.S., Hutchinson Community College; B.S., Georgia Southern University.

**Rhett Morgan, Math Instructor**—B.S., Southwestern Oklahoma State Oklahoma.

**Francie Moss, Business Instructor**—B.S., Southwestern Oklahoma State University; M.Ed., University of Central Oklahoma.

**Angela Mote, Child Development Instructor**—B.S., Oklahoma State University; M.S., Oklahoma State University.

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**Paula Novotny, Business Instructor**—A.A., Redlands Community College; B.S., University of Central Oklahoma.

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**Melissa Pratt, Psychology Instructor**—A.A., Redlands Community College; B.A., University of Central Oklahoma; M.A., University of Central Oklahoma.

**Karen Quigley, Behavioral Science Instructor**—B.S.Ed., University of Central Oklahoma; M.Ed., University of Central Oklahoma.

**Denise E. Raney, Sign Language Instructor**—B.S., Texas A & M University; M.S., Lamar University.

**Rebecca Ratterman, Business Instructor**—B.A., Southwestern Oklahoma State University; M.Ed., Southwestern Oklahoma State University.

**Anna Rinehart, HPER Instructor**—B.S., Oklahoma State University; M.S., University of Oklahoma.

**Tim Rose, Art Instructor**—B.A., University of Central Oklahoma; M.Ed., University of Central Oklahoma.

**Beth Schieber, English Instructor**—B.S., University of Central Oklahoma; M.Ed., University of Central Oklahoma.

**Leslie Settle, Nursing Instructor**—B.S.N., Texas Tech University.

**Cheryl Shultz, Home Economics Instructor**—B.S., Southern Nazarene University.
Jennifer Simmons, Nursing Instructor—A.A.S., Redlands Community College; B.S.N., Southwestern Oklahoma State University.

Paul Simon, Behavioral Science Instructor—B.A., Southwestern Oklahoma State University; M.Ed., Southwestern Oklahoma State University.

Randy E. Stewart, Humanities and Philosophy Instructor—B.S., East Central University; M.L.A., Oklahoma City University.

Linda Stone, English Instructor—A.A., Redlands Community College; B.A., University of Central Oklahoma; M.A. University of Central Oklahoma.

Brenda Stratton, Nursing Instructor—A.A.S., Redlands Community College; B.S., Southwestern Oklahoma State University.

Francis Stucki, Business Instructor—B.S., University of Central Oklahoma; M.Ed., University of Central Oklahoma.

Matt Sullivan, Science Instructor ---- B.S., University of Oklahoma.


Val Terry, Child Development and Early Childhood Education Instructor—B.S., Oklahoma State University; M.S., Oklahoma State University.

Bill Thompson, Business Instructor—B.S., Lipscomb University; M.S., Nova University; Psy.D., Nova University.

Audrey Thomson-Elliott, English and Business Instructor ---- B.A., University of Edinburgh; M.B.A., Embry Riddle University.

A. Burge Troxel, Humanities Instructor ----B.S., Oklahoma State University; Th.M., Dallas Theological Seminar; D.Min., Dallas Theological Seminar.

Nita G. Twyman, Music Instructor—A.A., Oklahoma City Southwestern College; B.M.E., Southern Nazarene University; M.Music, Oklahoma City University.


Russell Wilson, Math Instructor ---- B.A., University of Oklahoma.

Mary Wright, HPER and Spanish Instructor—A.A.S., Redlands Community College; B.A., University of Central Oklahoma.
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