UNIVERSITY CATALOG
Oklahoma’s Only University of APPLIED Technology
OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY

2017-2018 UNIVERSITY CATALOG

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

Catalog revision date: August 18, 2017. Most recent revision will be posted on the OSUIT website at the address listed below.

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

OSUIT information is available via the Internet:

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

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

Greeting new students who have made the decision to attend OSUIT is one of the best parts of my job. But, I believe the absolute best part of being president is being able to shake the hands of our graduates when they have completed their post-secondary studies and are moving into the workforce. I am so proud of our graduates because, with a 90 percent job placement rate, they immediately go to work in high-paying careers where the demand continues to go unmet.

It is a genuine privilege to be able to tell new students about the many opportunities that await them at OSUIT, because this college not only helps students achieve their academic goals, we also transform lives by educating and preparing our students to join an increasingly technological and globally competitive workforce.

If you have chosen to attend OSUIT, you have already made one of the smartest decisions you could possibly make for your future. If you apply yourself and take full advantage of the opportunities this institution offers, you will gain the relevant skills and knowledge to really excel in your career.

Please use this catalog to successfully navigate your college education and then use your college education to successfully navigate the rest of your life. I am pleased to offer my greeting to you now, but I really look forward to shaking your hand when you graduate. Until then...

Good luck and enjoy your studies at OSUIT,

Dr. Bill R. Path
President

OKLAHOMA’S ONLY UNIVERSITY OF APPLIED TECHNOLOGY
# Academic Calendar

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Cowboy Up! New Student Orientation</td>
<td>Aug 30</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Sep 4</td>
</tr>
<tr>
<td>Move-In Day/Cowboy Up! New Student Orientation</td>
<td>Sep 5</td>
</tr>
<tr>
<td>Classwork Begins (7:30 am)</td>
<td>Sep 6</td>
</tr>
<tr>
<td>Last Day to Add (1st Half Classes)</td>
<td>Sep 8</td>
</tr>
<tr>
<td>Last Day to Add (Full Semester Classes)</td>
<td>Sep 12</td>
</tr>
<tr>
<td>Last Day to Drop with Refund (1st Half Classes)</td>
<td>Sep 19</td>
</tr>
<tr>
<td>Attendance Tracker Opens</td>
<td>Sep 20</td>
</tr>
<tr>
<td>Last Day to Withdraw with Auto W Grade (1st Half Classes)</td>
<td>Oct 10</td>
</tr>
<tr>
<td>Mid-Semester</td>
<td>Oct 20</td>
</tr>
<tr>
<td>Mid-Term &amp; 1st Half Final Grades Due by 4 pm</td>
<td>Oct 24</td>
</tr>
<tr>
<td>Move-In Day/Cowboy Up! New Student Orientation (2nd Half Classes)</td>
<td>Oct 25</td>
</tr>
<tr>
<td>Classwork Resumes/2nd Half Classes Begin (7:30 am)</td>
<td>Oct 26</td>
</tr>
<tr>
<td>Last Day to Add (2nd Half Classes)</td>
<td>Oct 30</td>
</tr>
<tr>
<td>Last Day to Drop with Refund (2nd Half Classes)</td>
<td>Nov 1</td>
</tr>
<tr>
<td>Last Day to Withdraw with Auto W Grade (Full Semester Classes)</td>
<td>Nov 17</td>
</tr>
<tr>
<td>Student Break</td>
<td>Nov 22</td>
</tr>
<tr>
<td>Thanksgiving Day Holidays</td>
<td>Nov 23 – 24</td>
</tr>
<tr>
<td>Classwork Resumes (7:30 am)</td>
<td>Nov 27</td>
</tr>
<tr>
<td>Last Day to Withdraw with Auto W Grade (2nd Half Classes)</td>
<td>Dec 5</td>
</tr>
<tr>
<td>Instructional Period Ends</td>
<td>Dec 15</td>
</tr>
<tr>
<td>Graduation Exercises (2 pm)</td>
<td>Dec 15</td>
</tr>
<tr>
<td>Student Break</td>
<td>Dec 18 – Jan 3</td>
</tr>
<tr>
<td>All Final Grades Due by 4 pm</td>
<td>Dec 19</td>
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## SPRING SEMESTER 2018

<table>
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<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Move-In Day/Cowboy Up! New Student Orientation (8 am &amp; 1 pm)</td>
<td>Jan 3</td>
</tr>
<tr>
<td>Classwork Begins (7:30 am)</td>
<td>Jan 4</td>
</tr>
<tr>
<td>Last Day to Add (1st Half Classes)</td>
<td>Jan 8</td>
</tr>
<tr>
<td>Last Day to Add (Full Semester Classes)</td>
<td>Jan 10</td>
</tr>
<tr>
<td>Last Day to Drop with Refund (1st Half Classes)</td>
<td>Jan 15</td>
</tr>
<tr>
<td>Martin Luther King Holiday</td>
<td>Jan 15</td>
</tr>
<tr>
<td>Last Day to Drop with Refund (Full Semester Classes)</td>
<td>Jan 18</td>
</tr>
<tr>
<td>Attendance Tracker Opens</td>
<td>Jan 19</td>
</tr>
<tr>
<td>Last Day to Withdraw with Auto W Grade (1st Half Classes)</td>
<td>Feb 9</td>
</tr>
<tr>
<td>Mid-Semester</td>
<td>Feb 22</td>
</tr>
<tr>
<td>Move-In Day/Cowboy Up! New Student Orientation (2nd Half Classes)</td>
<td>Feb 26</td>
</tr>
<tr>
<td>Mid-Term &amp; 1st Half Final Grades Due by 4 pm</td>
<td>Feb 26</td>
</tr>
<tr>
<td>Classwork Resumes/2nd Half Classes Begin (7:30 am)</td>
<td>Feb 27</td>
</tr>
<tr>
<td>Last Day to Add (2nd Half Classes)</td>
<td>Mar 1</td>
</tr>
<tr>
<td>Last Day to Drop with Refund (2nd Half Classes)</td>
<td>Mar 5</td>
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<tr>
<td>Spring Break</td>
<td>Mar 19 – 23</td>
</tr>
<tr>
<td>Classwork Resumes (7:30 am)</td>
<td>Mar 26</td>
</tr>
<tr>
<td>Last Day to Withdraw with Auto W Grade (Full Semester Classes)</td>
<td>Mar 27</td>
</tr>
<tr>
<td>Last Day to Withdraw with Auto W Grade (2nd Half Classes)</td>
<td>Apr 9</td>
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<tr>
<td>Instructional Period Ends</td>
<td>Apr 20</td>
</tr>
<tr>
<td>Graduation Exercises (2 pm)</td>
<td>Apr 20</td>
</tr>
<tr>
<td>All Final Grades Due by 4 pm</td>
<td>Apr 24</td>
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## SUMMER SEMESTER 2018

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<tr>
<th>Event</th>
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<tr>
<td>Move-In Day/Cowboy Up! New Student Orientation (8 am &amp; 1 pm)</td>
<td>May 2</td>
</tr>
<tr>
<td>Classwork Begins (7:30 am)</td>
<td>May 3</td>
</tr>
<tr>
<td>Last Day to Add (1st Half Classes)</td>
<td>May 7</td>
</tr>
<tr>
<td>Last Day to Add (Full Semester Classes)</td>
<td>May 9</td>
</tr>
<tr>
<td>Last Day to Drop with Refund (1st Half Classes)</td>
<td>May 16</td>
</tr>
<tr>
<td>Memorial Day Holiday</td>
<td>May 28</td>
</tr>
<tr>
<td>Interim Session (see dates below)</td>
<td>Jun 4 – Jul 27</td>
</tr>
<tr>
<td>Last Day to Withdraw with Auto W Grade (1st Half Classes)</td>
<td>Jun 8</td>
</tr>
<tr>
<td>Cowboy Up! New Student Orientation (8 am &amp; 1 pm)</td>
<td>Jun 20</td>
</tr>
<tr>
<td>Mid-Semester</td>
<td>Jun 21</td>
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<tr>
<td>Summer Break</td>
<td>Jun 25 – Jul 6</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>Jul 4</td>
</tr>
<tr>
<td>Move-In Day/Cowboy Up! New Student Orientation (2nd Half Classes)</td>
<td>Jul 9</td>
</tr>
<tr>
<td>Classwork Resumes/2nd Half Classes Begin (7:30 am)</td>
<td>Jul 10</td>
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<tr>
<td>Last Day to Add (2nd Half Classes)</td>
<td>Jul 12</td>
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<tr>
<td>Last Day to Drop with Refund (2nd Half Classes)</td>
<td>Jul 16</td>
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<td>Last Day to Withdraw with Auto W Grade (Full Semester Classes)</td>
<td>Aug 1</td>
</tr>
<tr>
<td>Last Day to Withdraw with Auto W Grade (2nd Half Classes)</td>
<td>Aug 13</td>
</tr>
<tr>
<td>Instructional Period Ends</td>
<td>Aug 24</td>
</tr>
<tr>
<td>Graduation Exercises (2 pm &amp; 7 pm)</td>
<td>Aug 24</td>
</tr>
<tr>
<td>All Final Grades Due by 4 pm</td>
<td>Aug 28</td>
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<table>
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<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Classwork Begins (7:30 am)</td>
<td>Jun 4</td>
</tr>
<tr>
<td>Last Day to Add (Interim Session Only)</td>
<td>Jun 6</td>
</tr>
<tr>
<td>Last Day to Drop with Refund (Interim Session Only)</td>
<td>Jun 8</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>Jul 4</td>
</tr>
<tr>
<td>Last Day to Withdraw with Auto W Grade (Interim Session Only)</td>
<td>Jul 13</td>
</tr>
<tr>
<td>Interim Session Ends</td>
<td>Jul 27</td>
</tr>
<tr>
<td>All Final Grades Due by 4 pm</td>
<td>Jul 31</td>
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  General Motors ASEP (AAS)
Pro-Tech (AAS)
Toyota T-TEN (AAS)

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Administration, Faculty & Staff
Board of Regents for Oklahoma State University & the A&M Colleges
Oklahoma State Regents for Higher Education
Administration
Faculty
Professional Staff
Graduate Performance Guarantee

Oklahoma State University Institute of Technology (OSUIT) certifies that this graduate has achieved graduate competencies identified by the appropriate academic program and its advisory committee. If the graduate is judged to be lacking in job performance skills identified as learning outcomes for the program of study, OSUIT will provide up to nine (9) tuition-free credit hours or equivalent of additional education.

Special conditions that apply to the Guarantee are as follows:

1. The graduate must have earned the AAS degree from OSUIT beginning April 1993 or thereafter in a technical program identified in the current college catalog.

2. The graduate must have completed the AAS degree at OSUIT with a majority of the credits being earned at OSUIT and must have completed the degree within a four (4) year time span.

3. Graduates must be employed full-time in an area directly related to the program or concentration as certified by the Office of Academic Affairs.

4. Employment must commence within 12 months of graduation.

5. The employer must identify deficiencies and certify in writing, within 90 days of the graduate’s initial employment that the employee is lacking specific entry-level skills guaranteed by OSUIT as a part of the degree program.

6. The employer, graduate, department head, chief academic officer and the appropriate faculty will develop a written educational plan for the needed education.

7. Education will be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the education plan.

8. All education must be completed within three (3) semesters from the time the educational plan is agreed upon.

9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees, room and board, tools and other course-related expenses.

10. The Guarantee certifies only that the graduate has achieved competencies identified as appropriate by the academic department and its program advisory committee.

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

OSU Institute of Technology
Office of the President
1801 East 4th Street
Okmulgee, OK 74447-3901
918-293-5256
HISTORY OF OSUIT

Oklahoma State University Institute of Technology (OSUIT) has a very rich history. In facilities that served as a veteran’s hospital during World War II, OSUIT opened its doors in 1946 to alleviate over-crowding on the OSU-Stillwater campus due to the post-war enrollment boom. Sponsored by the Veterans Administration, the first class of 500 veterans enrolled to learn agricultural and mechanical trades. With no state or local revenue support, the college served only veterans and other agency-sponsored students for several years, and plans were to close the campus when the veterans’ demand for training had subsided. By 1956, the college had a sound reputation for quality technical education and became a permanent part of Oklahoma’s higher education system.

OSUIT is located in east central Oklahoma approximately 40 miles south of Tulsa. Oklahoma, named for the Choctaw word meaning “red people,” is the home of 39 federally recognized Native American tribes – a larger number of tribes than in any other state. The town of Okmulgee also enjoys a rich Native American heritage. Okmulgee is the historical, as well as the present day, national capital city for the Muscogee (Creek) Tribe. The word Okmulgee is Creek for “bubbling water.” The Muscogee (Creek) Nation capitol complex is situated approximately two (2) miles from the OSUIT campus.

OSUIT is among very few state-supported, technical colleges with a mission focused primarily on technical-occupational career preparation. The majority of the students enroll with an expectation of employment and positive career advancement upon graduation.

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

PHILOSOPHY

OSUIT believes the opportunity to participate in education should be readily available and accessible to every person without regard to race, ethnic origin, religion, gender, handicap or level of income and that these factors should not be impediments to an individual’s academic and social growth and development. The institution believes learning is a lifelong process that helps individuals develop their potential and increase their awareness of and capabilities for making reasoned choices. Differences among persons, particularly in goals, learning styles and attitudes, require a variety of means to satisfy the educational needs of individuals. The institutional environment should be responsive to varied needs of the students and other constituencies the institution serves. To this end, the institution is committed to providing educational opportunities through close collaboration with other educational institutions, the private and public sector, government entities, and the various business and industry-based organizations that serve the residents of Oklahoma.

MISSION

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

VALUES

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

ACCREDITATION

OSUIT’s programs of study are approved by the Board of Regents for the Oklahoma Agricultural & Mechanical Colleges, the Oklahoma State Regents for Higher Education (OSRHE) and the Oklahoma State Accrediting Agency.

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

SPECIALIZED ACCREDITATION

AUTOMOTIVE TECHNOLOGIES – NATEF

The OSUIT Automotive Collision Repair Technologies and Automotive Service Technologies degree programs are accredited by the National Automotive Technician’s Education Foundation (NATEF).

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

NATEF also works with students to increase career awareness opportunities in the automotive repair industry.

Contact Information:

NATEF, 101 Blue Seal Drive, S.E. Suite 101, Leesburg, VA 20175; 1-703-669-6650; www.natef.org

CIVIL ENGINEERING TECHNOLOGY, INSTRUMENTATION ENGINEERING TECHNOLOGY, INFORMATION TECHNOLOGIES – ABET

The Accreditation Board for Engineering and Technology (ABET) is a nonprofit, non-governmental organization that accredits college and university programs in the disciplines of applied science, computing, engineering, and engineering technology.

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

Contact Information:
ABET, 415 North Charles Street, Baltimore, MD 21201; 1-410-547-7700; www.abet.org

NURSING – ACEN/OBN
The OSUIT Nursing Program meets the requirements of the Oklahoma Board of Nursing (OBN) and is entitled to be known as an approved associate degree nursing education program in the State of Oklahoma. The program has been awarded accreditation by the Accreditation Commission for Education in Nursing (ACEN) for achievement of Quality and Excellence in Nursing Education.

Contact Information:
ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326; 1-404-975-5000; www.acenursing.org
OBN, 2915 North Classen Blvd, Suite 524, Oklahoma City, OK 73106; 1-405-962-1800; nursing.ok.gov

ORTHOTIC & PROSTHETIC TECHNOLOGIES – NCOPE/CAAHEP
The National Commission on Orthotic and Prosthetic Education (NCOPE) is the accreditation body for the orthotics and prosthetics (O&P) profession. As such, its primary mission and obligation is to ensure educational and residency programs meet the minimum standards of quality to prepare individuals to enter the O&P profession.

NCOPE serves in cooperation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for accreditation of educational programs. CAAHEP is a nationally recognized non-profit organization that accredits educational programs in 22 allied health disciplines.

The NCOPE system currently accredits over 2,000 education programs across the nation.

Contact Information:
CAAHEP, 1361 Park Street, Clearwater, FL 33756; 1-727-210-2350; www.caahep.org
NCOPE, 330 John Carlyle St, Suite 200, Alexandria, VA 22314; 1-703-836-7114; www.ncope.org

SCOPE
OSUIT’s scope is college-level, advancing technology curricula and services, co-curricular student life and public service.

Emphasis is placed on:
- Associate and baccalaureate degree programs in advancing technologies that fulfill critical workforce needs for technical professionals;
- General education coursework that contributes to the development of critical-thinking lifelong learners, whose interpersonal and communication skills, problem-solving abilities and knowledge of ethics prepare them to be productive employees and citizens;
- Programs and services which aid in the development and retention of students;
- Continuing education and public service programs that meet the needs of Oklahoma citizens;
- Technologically advanced learning resource facilities and educational infrastructure which meet the needs for academic excellence;
- Student experiences which foster leadership, participation and maturity;
- Recruitment and sustenance of a diverse, qualified faculty and staff;
- Institutional planning program review processes that focus on academic excellence and continuous improvement of support services;
- Strategic alliances and partnerships with government, business and industry that serve to enhance economic development;
- External resources that are required to provide program excellence;
- Accountability through assessment of student learning, competency, satisfaction, exit placement and career success.

PHILOSOPHY OF GENERAL EDUCATION
General education at OSUIT employs current technology and diverse learning methods to engage students in interactive learning processes. Students are introduced to broad based knowledge and skills, as well as the analytical and evaluative tools needed to lead productive and fulfilling lives in leadership and community service. This latitude in learning complements each program to enhance students’ flexibility and, consequently, provides them with more options in the workplace.

PHILOSOPHY OF ASSESSMENT OF STUDENT LEARNING
Assessment of student learning at OSUIT is driven by the University’s mission statement, and is an essential part of the enduring process of enhancing and improving curricular and co-curricular student learning. The academic schools determine student learning outcomes and then systematically gather, document, analyze, and interpret evidence of student learning. Assessment is one way that schools and programs affirm their strengths and plan improvements that contribute to the University’s overall effectiveness.

INSTITUTIONAL CORE OUTCOMES
Core outcomes are essential, broad-based workplace skills that cut across occupational and academic disciplines. The assessment of student learning is held in high regard at OSUIT and, in alignment with requirements of HLC, faculty have developed six (6) core outcomes that are wholly integrated in the curriculum. These core outcomes are:

1. Effectively communicate electronically, verbally, and in writing;
2. Demonstrate logical, systematic problem-solving techniques;
3. Develop and display a sense of personal, social and professional ethics;
4. Explain the cultural heritage and primary elements of the history and government of the US people, especially as it impacts one’s industry or field of study;
5. Access and use technology appropriate to one’s industry or field of study;
6. Provide opportunities for students to effectively utilize learned technologies and processes to aid various constituencies in the community.

GRADUATE PLACEMENT
OSUIT takes great pride in its highly successful graduates. To maintain high graduate placement success, each school takes responsibility for working with employers to foster positive employment opportunities.

Employer and graduate feedback continually reflect that high percentages of OSUIT graduates find gainful employment in full-time positions related to their fields of study.

DISCLOSURE OF GRADUATION RATES
OSUIT, in compliance with the Student Right-to-Know Act, makes its completion and graduation rates available to any enrolled or prospective student. This information is available online through the Office of Institutional Research at osuit.edu/research.
ADMISSIONS
Office of Admissions & Records
Grady W. Clack Center
918-293-4680
1-800-722-4471, Ext. 4680
osuit.edu/admissions
osuit.admissions@okstate.edu

ADMISSIONS PROCESS
When to Apply: Students are encouraged to apply several months prior to the semester in which they would like to attend.

How to Apply: Students can apply online on the Office of Admissions & Records website (osuit.edu/apply) or in person at the Office of Admissions & Records.

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

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

GENERAL POLICIES
All students must meet the criteria for both the high school curricular requirements and the high school performance requirements as defined by OSRHE. The following high school curricular requirements have been established for students seeking admission to Oklahoma colleges and universities:

Fifteen units of high school coursework are required for college admission to public colleges and universities in the State System. The following high school curricular requirements have been established for students seeking admission to Oklahoma colleges and universities.

These include:

- Four (4) units of English (Grammar, Composition, Literature);
- Three (3) units of Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics);
- Three (3) units of Laboratory Science (Biology, Chemistry, Physics, or any lab science certified by the school district; General Science with or without a lab may not be used to meet this requirement.);
- Three (3) units of History and Citizenship Skills (including one (1) unit of American History and two (2) additional units for subjects of History, Economics, Geography, Government, Non-Western Culture); and
- Two (2) additional units of courses that fit into one (1) of the categories above or foreign language or computer science.

SPECIAL PROGRAM REQUIREMENTS
Certain programs have additional admission criteria and enrollment procedures. Admission to OSUIT does not guarantee acceptance into any specific program of study.

The number of students allowed to enroll in these programs is often limited. Applicants generally must have completed the OSUIT application process and be accepted to the institution prior to being reviewed for acceptance into the special program. Additional requirements for admission to restricted programs may be obtained by contacting the respective school office.

OSUIT’s admissions process includes submitting an application for admission and all necessary paperwork to complete the applicant’s admission requirements, which are determined by the Admission Policies & Requirements.

IMMUNIZATION RECORDS
All new students are required by Oklahoma law to provide evidence of having been immunized against measles, mumps, and rubella (a two [2] shot series), and against Hepatitis B (a three [3] shot series). If this information is not received during the student’s first (1st) semester, a hold will be placed on future enrollment until the requirement is met. Students may sign a waiver if shot records cannot be provided.

ADMISSION POLICIES & REQUIREMENTS
The admission policies of OSUIT are those approved in OSRHE Policy 3.9, Institutional Admission and Retention.

Students may be admitted in one (1) of the following admission categories:

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

FIRST-TIME COLLEGE STUDENTS
A first-time college student is a student with six (6) or fewer attempted credit hours, excluding developmental education (zero [0]-level courses), pre-college work, and credit hours accumulated by concurrently enrolled high school students.

Admission of First-Time College Students
Students Seeking Admission to Associate in Science (AS) or Bachelor of Technology (BT) Degree Programs
Any individual who meets the following requirements is eligible for admission:

- Is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the General Education Development (GED®) test, such as the GED®, High School Equivalency Test (HiSET®), or Test Assessing Secondary Completion (TASC);
- Has met the curricular requirements as set forth by OSRHE policy; and
- Has participated in ACT® or SAT® testing or a similar acceptable battery of tests.

Students Seeking Admission to Associate in Applied Science (AAS) Degree or Certificate Programs
Any individual who meets the following requirements is eligible for admission:

- Is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the General Education Development (GED®) test, such as the GED®, High School Equivalency Test (HiSET®), or Test Assessing Secondary Completion (TASC); and
- Has participated in ACT® or SAT® testing or a similar acceptable battery of tests.

First-Time College Student Requirements:
High School Graduates
Graduates from an accredited high school are eligible for admission, provided the applicant:

- Submits an Application for Admission;
- Participates in ACT® testing or SAT® testing;
- Submits an official High School transcript*
- and
- Participates in placement exams as explained under Placement Assessments.

Non-High School Graduates
A non-high school graduate is eligible for admission, provided he or she is 18 years of age or older, his or her high school class has graduated, and he or she:

- Submits an Application for Admission;
- Participates in ACT® testing or SAT® testing;
- Submits official transcripts* of previous academic history including GED® certificate if taken; and
- Participates in placement exams as explained under Placement Assessments.

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

TRANSFER STUDENTS
A transfer student is any undergraduate student with greater than six (6) attempted credit hours, excluding developmental education (zero [0]-level courses), pre-college work, and credit hours accumulated by concurrently enrolled high school students.

Admission of Transfer Students
Admission by Transfer within the State System
Undergraduate students entering OSUIT by transfer from another State System institution must meet both the high school curricular requirements and academic performance standards of OSUIT and must have a grade point average (GPA) high enough to meet the institution’s retention standards based on at
Admission by Transfer from Non-State System Institutions
Undergraduate students wishing to transfer from non-State System institutions to OSUIT may do so by meeting the entrance requirements of OSUIT. The following admission criteria also apply.

- Each non-resident applicant must be in good standing with the institution from which the applicant plans to transfer;
- Transcripts from colleges and universities accredited by HLC or other regional associations will be given full value; and
- Transcripts from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student’s degree program and when representatives of OSUIT have had an opportunity to fully validate the courses or programs.

Transfer Student Requirements
Individuals who have enrolled in one (1) or more colleges prior to enrollment at OSUIT must provide the following documentation, dependent upon the number of hours completed at previous colleges.

Students with Fewer than 24 Credit Hours
- Submit an Application for Admission;
- Participate in ACT® testing or SAT® testing;
- Submit an official High School transcript*; and
- Participate in placement exams as explained under Placement Assessments.

Students with 24 or More Credit Hours
- Submit an Application for Admission;
- Participate in ACT® testing or SAT® testing;
- Submit an official college transcript* from each college attended; and
- Participate in placement exams as explained under Placement Assessments.

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

SPECIAL ADMISSION
Under certain circumstances the institution is allowed to admit students under a special admission category. OSRH&ES allows each institution to determine if the student meets one (1) of the following criteria for special admission to the University.

Special Non-Degree Seeking Student
Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in no more than nine (9) credit hours without submitting academic credentials or meeting the academic curricular or performance requirements of the institution of desired entry. Retention standards will be enforced. Once a student has completed the designated number of hours, the student is required to meet the formal admission or transfer criteria for the institution of desired entry in order to enroll in additional coursework.

Adult Admission
Students who are 21 years of age or older or on active military duty may be admitted based on criteria established at the campus level. Related to the curricular requirements, students admitted under the adult admission category must demonstrate proficiency to the satisfaction of the entering institution in the curricular area the student desires to pursue.

Non-High School Graduate
Any non-high school graduate is eligible for admission as follows:
- The student must have participated in the ACT® or SAT® test.
- The student’s high school class of his or her peers must have graduated.

The student must satisfy the high school curricular requirements for the institution to which the student is applying, as certified by the school or, for home study, the parent.

Home Study or Non-Recognized Accredited or Unaccredited High Schools
An individual who is a graduate of a private, parochial, or other nonpublic high school which is not accredited by a recognized accrediting agency is eligible for admission as follows:
- The student must have participated in the ACT® or SAT® test.
- The student’s high school class of his or her peers must have graduated.

CONCURRENT ENROLLMENT OF HIGH SCHOOL JUNIORS & SENIORS
A high school junior or senior may be enrolled in collegiate level general education or technical courses, provided he or she meets both the admissions and curricular requirements set by OSRH&ES. Concurrent students must be able to satisfy all curricular requirements for graduation from high school (including curricular requirements for college admission) no later than the spring semester of their senior year. All concurrent students are required to submit an official high school transcript, placement testing scores (ACT®, Pre-ACT® [10th Grade], SAT®, PSAT® 10 and/or ACCUPLACER®), and a signed Concurrent Application prior to each semester of concurrent enrollment.

Admission Requirements of Concurrent High School Students
A high school junior or senior enrolled in an accredited high school may, if the student meets the requirements set forth by OSRH&ES, be admitted provisionally as a special student. Minimum standards for admission of concurrent high school students are as follows:

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence-Based Reading</td>
<td>480</td>
</tr>
<tr>
<td>Writing</td>
<td>530</td>
</tr>
</tbody>
</table>
3. Submitting ACCUPLACER® scores at or above the minimum required score on each component as listed below:

<table>
<thead>
<tr>
<th>Component</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Comprehension</td>
<td>75</td>
</tr>
<tr>
<td>Writing Skills</td>
<td>80 or 70-79 plus WritePlacer score of 5 or above</td>
</tr>
<tr>
<td>Arithmetic</td>
<td>70</td>
</tr>
<tr>
<td>Elementary Algebra</td>
<td>74</td>
</tr>
</tbody>
</table>

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

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

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

Course Workload for Concurrent High School Students

A high school student may enroll in a combined number of high school and college level courses per semester not to exceed a full-time college workload of 19 semester credit hours. A student may enroll in a maximum of nine (9) semester credit hours during a summer semester without being enrolled in high school classes during the summer term. For the purpose of calculating workload, one-half (1/2) school unit shall be equivalent to three (3) semester credit hours of college work. Non-academic high school units are excluded from the workload calculation. Students wishing to exceed these limits may request an enrollment exception, which are reviewed on a case-by-case basis.

Continuing Enrollment

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

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

2017-2018 BACHELOR OF TECHNOLOGY ADMISSION STANDARDS

Students may be admitted to a Bachelor of Technology program contingent upon completion of an Associate in Applied Science degree or higher and submission of both OSUIT and Bachelor of Technology admission applications.

TRANSFER OF CREDIT

Transfer of Credit from Domestic and International Institutions

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

Acceptable transfer credit is evaluated on a course-by-course basis for college-level credit earned at institutions who are fully accredited by any of the recognized seven (7) US regional associations.

The evaluation is based on course content, as described in the catalog of the institution. Evaluation of transfer credit may require additional documentation, such as program requirements and course syllabi, to determine acceptable transfer credit courses.

International transcripts submitted for transfer must be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES, www.naces.org/members.html). Students must submit both the official college transcript and the evaluation summary prepared by the evaluation services agency to the Registrar’s Office.

Transfer of Credit within the State System

Transfer of credit from colleges and universities within the State System accredited by HLC or other regional associations will be given full value.

Uniform Course Numbering within the State System

In order to provide for a more effective and efficient system of the transfer of students’ credits among institutions of Oklahoma higher education, OSRHE adopted the following uniform system of numbering for identification of courses offered at all institutions in the State System.

A course number will consist of four (4) digits as follows:

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

Transfer of Credit from Non-State System Institutions

Transcripts from institutions outside the State System will be evaluated based on course content, as described in the catalog of the institution. Evaluation of transfer credit may require documentation such as program requirements and course syllabi.

Acceptable transfer credit is evaluated on a course-by-course basis for college-level credit earned at institutions who are fully accredited by any of the recognized seven (7) US regional associations.

Transcripts from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student’s degree program and when representatives of OSUIT have had an opportunity to fully validate the courses or programs.
**Transfer of Credit from Military Experience or Service**

OSUIT has a generous policy for awarding credits for military and work experience, and follows the American Council on Education (ACE®) recommendations through use of the following means:

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

**CREDIT FOR PRIOR LEARNING**

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

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

Advanced standing credit will be applied to a student’s transcript upon the successful completion of 12 semester credit hours (not including zero [0]-level courses) at the institution.

An individual who has applied to OSUIT as a degree-seeking student can request an assessment of prior learning through one (1) or more of the following means:

1. **Standardized Tests**
   - Nationally recognized industry certification exams
   - The College Board Advanced Placement (AP®) Program ([apcentral.collegeboard.com](http://apcentral.collegeboard.com))
   - College Level Examination Program (CLEP®) ([clep.collegeboard.org](http://clep.collegeboard.org))
   - The Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST®) ([getcollegecredit.com](http://getcollegecredit.com))
   - Excelsior College Examinations (ECE) ([excelsior.edu/exams](http://excelsior.edu/exams))

2. **Challenge Exams**
   Proficiency tests are developed and administered by the academic area responsible for the course offering. Exams are typically technical in scope and may involve hands-on as well as written components. These challenge exams are given in a supervised setting following institutional guidelines.

3. **Transcribed Credit**
   Degree-relevant prior learning credit awarded and transcribed by other accredited institutions.

4. **Evaluation of Military Training and Experience**
   Advanced standing credit for military experience is based on criteria and recommendations contained in publications of ACE®.
   Documentation submitted for evaluation may include items such as:
   - Army, Navy, Marine and Coast Guard-Joint Services Transcript (JST)
   - Community College of the Air Force Transcript
   - DANTES Transcript

5. **Individual Student Portfolios**
   Individual portfolios using CAEL or other standardized guidelines.

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

**Advanced Standing Credit**

All advanced standing credit awarded for prior learning meets the following requirements:

- A student may not request advanced standing credit for any course that s/he has already taken, regardless of the grade earned.
- If a student wishes to request advanced standing credit for a course that s/he is currently enrolled in, the assessment must be completed prior to or during the first (1st) week of classes.
- Advanced standing credit awarded to a student must be validated by successful completion of 12 or more semester hours (not including zero [0]-level courses) of academic work at OSUIT;
- All credit earned through advanced standing shall be so designated the neutral grade of Credit By Exam - Passing (CBE-P) on the transcript following the course entry;
- All credit must be validated on a course-by-course basis;
- Neither the ACT® nor the SAT® shall be utilized by State System institutions for awarding credit; and
- Credit awarded for prior learning may be applied to a degree program subject to meeting the requirements of the institution conferring the degree.

**ACADEMIC PROFICIENCY**

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

Students must demonstrate academic proficiency in reading, writing, and mathematics in one (1) of six (6) ways:

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

   | Evidence-Based Reading and Writing | 480 |
   | Math | 530 |

4. Submitting ACCUPLACER® scores at or above the minimum required score on each component as listed below:

   | Reading Comprehension | 75 |
   | Writing Skills | 80 or 70-79 plus WritePlacer score of 5 or above |
   | Arithmetic | 70 |
   | Elementary Algebra | 74 |

5. Submitting COMPASS® scores at or above the minimum required score on each component as listed below:

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

6. Submitting a valid high school transcript reflecting an unweighted cumulative GPA of 2.50 or higher.

Prior to enrollment, students are required to meet with an academic advisor for an advisement session. During this session, factors such as placement assessment scores, high school GPA, intervening time span since the student’s last
If an applicant is denied admission on any of these grounds, there must be substantial evidence supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:

- The applicant must be advised of the grounds of the denial;
- The applicant must be informed of the facts which form the basis of the denial; and
- The applicant must be afforded an opportunity to appeal her or his or her admission denial before a committee.

### INTERNATIONAL ADMISSIONS

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

**INTERNATIONAL STUDENT ADMISSION & ADMISSION OF NON-NATIVE SPEAKERS OF ENGLISH**

International undergraduate students are required to meet academic performance standards equivalent to those required of domestic students. Additionally, first-time international students for whom English is a second (L2) language shall be required to present evidence of proficiency in the English language prior to admission, either as first-time students to the system or by transfer from another non-system college or university. OSRHE adopted this policy to ensure that students will have a reasonable chance to succeed at a higher education institution based on their ability to comprehend, read, and write the English language.

**ADMISSION OF INTERNATIONAL STUDENTS**

Students must meet one (1) of the standards described below to demonstrate their competency in English. Institutions may not waive this admission requirement as part of the alternative admissions category within OSRHE’s general policy on admission.

#### First-Time International Students

**1. Standardized Testing**

Students must meet the minimum score set by OSRHE on either the Test of English as a Foreign Language (TOEFL®) or the International English Language Testing System (IELTS) Examination.

Results of the TOEFL® taken at international testing centers and special testing centers will be accepted at all State System colleges and universities. Results of the TOEFL® administered at institutional testing centers will only be accepted by the administering institution.

**2. Intensive English Program (IEP)**

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

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

#### 3. High School Performance

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

**International Transfer Students**

**1. Non-Native Speakers of English**

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

**2. Native English Speakers**

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

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

**INTERNATIONAL STUDENT REQUIREMENTS**

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

- Have graduated from high school or secondary school;
- Can show English proficiency in any of these ways:
  - TOEFL® internet-based score of at least 61 or computer-based score of at least 173 or paper-based score of at least 500
  - IELTS score of at least 5.5
  - Native English speaker;
- Have submitted an international application for admission; and
- Can show financial support for the estimated cost of attendance

* TOEFL® and IELTS test results are valid only if taken within the last two (2) years.
ENROLLMENT OF INTERNATIONAL STUDENTS

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

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

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

ADMISSION OF UNDOCUMENTED IMMIGRANTS

In accordance with Title 70, O.S., Section 3242 (2007) (also known as HB 1804 of the First Regular Session of the 51st Legislature), an individual who cannot provide the institution with valid documentation of US nationality or an immigration status permitting study at a postsecondary institution, but who has graduated from a public or private high school in Oklahoma, may be eligible for enrollment and resident tuition. The individual must provide the same documentation as a domestic student and is required to file an affidavit of intent with the institution.

To be eligible for enrollment and resident tuition under HB 1804, the undocumented immigrant student must:

1. Have graduated from a public or private high school in Oklahoma (Note: GED® or homeschool education will not establish eligibility for any student.);
2. Have resided in Oklahoma with a parent or legal guardian while attending a public or private high school in Oklahoma for at least two (2) years prior to graduation;
3. Satisfy admission standards, as determined by OSRHE, for the institution in which the student intends to enroll;
4. Have secured admission and enrolled in an institution within the Oklahoma State System of Higher Education; and
5. Do one (1) of the following:
   a. Provide to the institution a copy of a true and correct application or petition filed with the US Citizenship and Immigration Services to legalize the student’s immigration status; or
   b. File an affidavit with the institution stating that the student will file an application to legalize their immigration status at the earliest opportunity the student is able to do so, but in no case later than:
      - One (1) year after the date on which the student enrolls for study at the institution; or
      - If there is no formal process to permit children of parents without lawful immigration status to apply for lawful status without risk of deportation, one (1) year after the USCIS provides such a formal process.

DEFERRED STUDENTS

Students meeting the 2012 Deferred Action criteria will be permitted to apply at OSUIT. Students will need to submit paperwork to the Office of Admissions & Records regarding their status and approval for Deferred Action from US Citizenship and Immigration Services/Department of Homeland Security.

ASSESSMENT & TESTING

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

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

The following policy applies to all students taking placement assessments:

1. All examinations will be coordinated through OSUIT Assessment Center and will cover the following areas: Reading, Math, and Writing (English) skills.
2. Students will be allowed to take the exam (or each component) up to three (3) times. There is no charge for the initial exam, but a $5.00 retesting fee will apply to all other attempts.
3. Initial testing must be completed prior to enrollment and retesting must be completed within the first (1st) week of the semester. Any changes to a student’s schedule due to retesting must be processed during the first (1st) week of the semester. No retesting will be allowed after the fifth (5th) day of the academic term.
4. Retesting will not be allowed in a subject area after a student has enrolled in a course, earned a grade for the course or withdrawn from the course.

CAREER ASSESSMENT

Comprehensive career assessments are available as a free service to help current and prospective students make informed career decisions. Skilled professionals guide the individual through activities to determine values, interests, abilities, aptitudes and personality traits. After these characteristics are aligned with career areas, the salary, current demand and future outlook of specific jobs can be examined. The educational requirements for a specific job and the colleges in Oklahoma and surrounding states with offerings pertinent to those jobs are also identified.

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

ACT® RESIDUAL TESTING

Residual ACT® Testing at OSUIT is conducted for students who 1) are enrolled, 2) have been admitted, or 3) are applying to OSUIT and cannot take the ACT® on a regularly scheduled national test date because the date does not meet OSUIT’s deadlines.

Students who do not plan to attend an OSU System institution should not take the Residual ACT® on the OSUIT campus.

OSRHE Policy on ACT® Residual Testing

Students may only take the ACT® Residual test once during the year in which the respective ACT® Residual examination is valid (November 1 through October 31) and the test date shall not coincide with a national ACT® test date. Students are encouraged to participate in one (1) of the six (6) nationally scheduled ACT® test dates when possible.

ACT® Residual testing on the OSUIT campus is available at various times during the year. A schedule of test dates is available on the Assessment Center web page at osuit.edu/student/assessment/act_residual_test.

Please note:

- Due to limited seating, students should register for the Residual ACT® by calling 918-293-5254.
- A picture ID is required for admission to the testing room. Examples of picture IDs are a current driver’s license, military ID, etc.
- OSUIT cannot accept faxed copies of IDs.
- The test fee is $40.00, payable at the Bursar’s Office the day of the test. Payment should be in the form of cash, money order, cashier’s check, or personal check. The cashier cannot process credit card or debit card payments.
- Students should arrive by 8:00 a.m. on the test date, and the test begins promptly at 8:30 a.m. No one will be admitted to the testing room after the timed portion of the test has begun.
- ACT® permits the use of calculators on the Mathematics test. Acceptable calculators include basic four (4) function, scientific, or graphing calculators. Programmable calculators are not permitted. OSUIT does not provide calculators for use on the test.
- No food, drinks, books or other materials are allowed in the testing area.
PEARSON VUE TEST SITE

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

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

COMPUTER PROFICIENCY REQUIREMENT

OSUIT recognizes that many business, industrial, educational, and personal activities involve the use of computers. Therefore, all OSUIT graduates will demonstrate competency in the use of a computer to perform one (1) or more of the following functions:

- Word processing,
- Database management,
- Programming,
- Spreadsheet use,
- Multimedia and graphic design, and/or
- Presentations

A student may satisfy the computer proficiency requirement by completing the course CS 1013 Computer Literacy & Applications or any other course designated by an academic school as satisfying this requirement.

The following policy applies to all students interested in seeking advanced standing credit for CS 1013 Computer Literacy & Applications:

1. All examinations will take place in the OSUIT Assessment Center and will cover the following areas: Windows®, Basic Word®, Basic Excel®, and PowerPoint®. Students may take one (1) or more components per visit to the Assessment Center. However, all components of the exam must be completed within a one (1) week period.

2. Students will be allowed to take the exam (or each component) only once. Note: Students who have previously enrolled in CS 1013 Computer Literacy & Applications will not be permitted to seek Advanced Standing in the course.

3. Testing must be completed within or prior to the first (1st) week of the semester.

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

REGISTRAR

Office of the Registrar
Grady W. Clack Center
918-293-4682
1-800-722-4471, Ext. 4682
osuit.edu/registrar
osuit.registrar@okstate.edu

GENERAL ENROLLMENT POLICIES

Important enrollment dates and deadlines are shown on the official Academic Calendar on page 2, and additional information can be obtained through the Office of Admissions & Records.

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

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

After enrollment, a program advisor works with the student to outline a plan of study and identify course requirements. Students are urged to review their academic progress each semester with an advisor from their school. Students who are currently enrolled may pre-enroll for the subsequent semester during the final weeks of each semester.

Courses used to fulfill general education requirements are identified in the Course Descriptions section by code letters that follow the course prefix and number. These code letters designate the general education category for which the course may be used.

- Analytical & Quantitative Thought (A) The study of systems of logic and the mathematical sciences.
- Humanities (H) These courses concentrate on the ideas, beliefs, arts and literature that bring cultures to life.
- Social & Behavioral Sciences (S) Human behavior in relation to the social and physical environment.
- Diversity (D) These courses emphasize socially constructed groups in the US.
- International Dimension (I) These courses emphasize contemporary cultures outside the US.
- Scientific Investigation (L) Laboratory experience aimed at interpreting scientific hypotheses.

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

Occasionally, students will transfer a course that appears to fulfill the criteria and goals for a general education course, but the transcript does not indicate a general education designation. The advisor may request substitution by this course by submitting a Substitution Form, along with a course syllabus or course description, to the Dean of Arts & Sciences. A copy of this request should also be sent to the Registrar’s Office.

LATE ENROLLMENT

Initial enrollment for a semester will not be permitted after the first (1st) three (3) days of classes of that semester. A late fee will be assessed for those students enrolling during the first (1st) three (3) days of class.

RESIDENT CLASSIFICATION

“In-state” resident status is a classification for a postsecondary student who has lived continuously in Oklahoma for at least 12 months not primarily as a postsecondary student, has established domicile in Oklahoma, or meets requirements associated with in-state status including sections 3.18.4 and 3.18.7 of OSRHE Policy 3.18, In-State/Out-of-State Status of Enrolled Students (see below).

A person’s domicile is his or her true, fixed, permanent home or habitation. It is the place where he or she intends to remain and to which he or she expects to return. These two (2) factors define it as a “domicile.” The burden of proof of residence status or domicile shall be upon the applicant. Students filing an appeal for re-classification of their residence status shall do so on forms provided in the Registrar’s Office.

3.18.4 Dependent and Independent Persons

A. The legal residence of a dependent person is the residence of the student’s parents, the parent who has legal custody of the student, or the parent with whom the student habitually resides. If the student is under the care of those other than the parents, the legal residence is that of the student’s legal guardian.

B. In-state/out-of-state classification of students with extenuating circumstances (e.g., divorced parents with joint custody when one [1] parent or legal guardian lives out-of-state and/or claimed the student as a dependent on a tax return, etc.) may be considered on a case-by-case basis.

C. A dependent person may establish independent person status through circumstances including events such as marriage, formal court action, and
A. Active Uniformed Services

The following shall be eligible for in-state status:

1. Members of the uniformed services, along with their dependent children and spouse, who provide evidence that they are on full-time active duty status of more than 30 days in the uniformed services and stationed in Oklahoma or temporarily present through military orders. Further, when members of the armed services are transferred out-of-state, the member and his/her spouse and dependent children shall continue to be classified as in-state as long as they remain continuously enrolled.

2. Regardless of the residency of the student, dependent children or spouse of a person who is currently serving as a member of the active uniformed services of the US on full-time active duty status of more than 30 days for whom Oklahoma is the home of record.

3. A person who files with the institution within the State System at which s/he intends to register a letter of intent to establish residence in the state and who:
   a. is entitled to educational or training assistance under Section 3319 of Title 38 of the United States Code by virtue of a relationship to a person who is currently serving on active duty, and
   b. resides in the state while enrolled in the institution, regardless of the student’s formal state of residence or the active service member’s home of record.

4. Former full-time active uniformed services personnel who remain in Oklahoma after their service may retain their in-state status without the 12 month requirement if they establish domicile as defined in this policy.

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

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

1. Is a person who:
   a. was discharged or released from a period of not fewer than 90 days of active duty uniformed service, less than five (5) years before the date of enrollment in the course(s) concerned, and
   b. is pursuing a course of education with educational assistance under Chapters 30 or 33 of Title 38 of the US Code while living in Oklahoma; or

2. Is a person who:
   a. is entitled to assistance under Section 3319 of Title 38 of the US Code by virtue of a relationship to a person who was discharged or released from a period of not fewer than 90 days of active duty uniformed services, and
   b. enrolls in the course(s) concerned within five (5) years of the date the related person was discharged or released from a period of not fewer than 90 days of active duty uniformed services; or

3. Is a person who:
   a. is entitled to assistance under Section 3311(b)(9) of Title 38 of the United States Code by virtue of a relationship to a person who was in the line of duty while serving in the active duty uniformed services.

C. Discharged or Released from Active Uniformed Service (Oklahoma Home of Record) Person, or dependent children or spouse of a person, who was discharged or released from a period of not fewer than 90 days of active duty uniformed service, less than five (5) years before the date of enrollment in the course(s) concerned and for whom Oklahoma is the home of record.

D. Military Reserve Member on Full-Time Active Duty

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

E. Reserve Officer Training Corps (ROTC)

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

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

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

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

1. As described in 3.18.7.A or 3.18.7.D, is discharged or released from active duty service; or
2. As described in 3.18.7.B.1, 3.18.7.B.2 or 3.18.7.C, exceeds the five (5) year period after being discharged or released from active duty uniformed service; or
3. As described in 3.18.7.B.3, has exhausted education assistance provided under Section 3311(b)(9) of Title 38 of the United States Code. Students classified upon admission as in-state are eligible to apply for state scholarship and financial aid programs.

COURSE LOAD

Enrollment for a typical semester at OSUIT is between 12 and 18 semester credit hours, and students who enroll in 12 or more semester credit hours are considered full-time. Normally, students may not enroll in more than 19 credit hours in a semester. However, in special cases students may be permitted to enroll in a maximum of 22 credit hours. Enrollment in over 19 credit hours in a semester must be approved by the Vice President of Academic Affairs.

ADDITIONAL COURSE REQUIREMENTS

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

Students may drop a course through midnight of the tenth (10th) business day of the full semester, or through midnight of the fifth (5th) business day of the first (1st) or second (2nd) half semesters. Some courses may require the approval of the student’s advisor or academic dean. A Change of Enrollment Form must be processed through the Office of Admissions & Records or the Registrar’s Office prior to the add/drop deadline for the process to be complete.
AUDITING COURSES
Students auditing a class must obtain approval from the school dean and schedule the class as an audit through the Office of Admissions & Records or the Registrar’s Office. Fees for auditing are the same as fees for enrolling in for-credit courses. No credit or letter grade will be given for courses audited.

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

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

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

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

In cases when a course is linked to a corequisite course, the University reserves the right to administratively withdraw any student who misses 20% or more of either course from both courses, regardless of their attendance in the other course. This policy applies to both face-to-face and online courses. Students receiving support from government agencies or other sponsors must also adhere to policies stipulated by the specific sponsor.

Students should be aware that being administratively withdrawn from or dropping a course may impact their financial aid. Please see OSUIT Policy 2-021 Student Attendance for complete details.

DEGREES AWARDED
OSUIT awards Associate in Science, Associate in Applied Science, and Bachelor of Technology degrees in recognition of successful completion of programs of study.

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

• Submit a graduation application to his or her academic program office within the first [1st] four [4] weeks of the semester of graduation; and
• Complete all required courses in his or her program(s) as listed in the academic catalog coinciding with the appropriate plan of study.

The minimum degree requirements for graduation follow:

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

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

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

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

<table>
<thead>
<tr>
<th>Graduation GPA</th>
<th>Distinction</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.8 or higher</td>
<td>Summa cum laude</td>
</tr>
<tr>
<td>3.5 – 3.79</td>
<td>Magna cum laude</td>
</tr>
<tr>
<td>3.0 – 3.49</td>
<td>Cum laude</td>
</tr>
</tbody>
</table>

CERTIFICATES
A student may earn a certificate by satisfying all certificate requirements as listed in the certificate curriculum description. A graduation/retention GPA of 2.0 or higher is required for completion of a certificate, and a minimum of 25% of the coursework applied to the certificate must be satisfactorily completed at OSUIT. Certificates are awarded at the end of the semester in which a candidate files for completion. Completion of the certificate will be noted on the student’s official transcript.
**CHANGES IN PROGRAM REQUIREMENTS**

Modifications to program requirements are fully applicable to any student entering the degree or certificate program after the changes are made. These modifications are also applicable to students already enrolled in the program provided the new requirements do not adversely affect a student's anticipated graduation date.

As a general rule, a student may stop out for one (1) semester without penalty as long as that program is active. Students who stop out for two (2) or more semesters will be required to re-enter the program under the current degree or certificate plan of study.

From time to time, degree and certificate programs are deleted. When this happens active students are given a deadline to complete the program, and after the final deletion date for the program the program is no longer available. Any student (active or inactive) who fails to finish the requirements by the established deadline will have to convert to an active degree or certificate program.

**STUDENT CLASSIFICATION**

Undergraduate students will be classified according to the following number of credit hours earned:

<table>
<thead>
<tr>
<th>Total Credit Hours Earned</th>
<th>Classification*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 30</td>
<td>Freshman</td>
</tr>
<tr>
<td>31 – 60</td>
<td>Sophomore</td>
</tr>
<tr>
<td>61 – 90</td>
<td>Junior</td>
</tr>
<tr>
<td>91 +</td>
<td>Senior</td>
</tr>
</tbody>
</table>

* Students enrolled in AAS and AD degree programs are limited to classification as freshmen or sophomores.

**TRANSCRIPTS OF COLLEGE CREDIT**

The Registrar's Office will provide up to 10 copies of a student's transcript upon the student's request. Transcripts will be withheld if the student has outstanding financial obligations to the institution and/or has not completed the Direct Loan Exit Interview (if required).

**GRADING SYSTEM**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter Grade</th>
<th>Comment</th>
<th>Grade Point per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>80 - 89</td>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>70 - 79</td>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>60 - 69</td>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>0 - 59</td>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

* Note: This grading scale does not apply to the Nursing program. See page 79 for additional information.

**Other Grading Symbols**

I - An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an F, and no student may be failing a course at the time that a grade of I is awarded. To receive a grade of I, the student should have satisfactorily completed a substantial portion of the required coursework for the semester. When reporting an I grade, the instructor will record in detail the conditions for removal of the I, with time limitations not to exceed two (2) semesters. Grades of I not changed by the instructor to a credit-bearing grade or an F within the specified time limit will remain as a permanent I and will not contribute to the student's GPA.

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

W - An automatic withdrawal grade of W is issued when a student initiates a withdrawal during the allowable withdrawal period. The withdrawal period for an automatic W begins the 11th day of classes (approximately one-eighth [1/8] of the session) for classes meeting the full length of regular sessions. The withdrawal period for classes of shorter duration begins the day following approximately one-eighth (1/8) of the length of the class. The last day for an automatic W to be assigned is the last day of the 11th week (approximately 75% of the class length) of classes meeting the full length of a regular semester. For classes of shorter duration, the last day for an automatic W corresponds to the day that coincides with 75% of the class. For any drop or withdrawal accepted after this deadline, a grade of W or F will be assigned depending upon the student's current standing in the class. If an F grade is assigned, it is calculated in the student's GPA. The W grade is GPA neutral.

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

**Credit By Exam (CBE)**

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

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

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

- N - An N grade indicates that the semester grade was not submitted by the instructor by the appropriate deadline. The N grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The N grade is GPA neutral.

**GRADE POINT AVERAGE (GPA)**

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

Overall (cumulative) GPA is calculated similarly using the sum total from all semesters of all collegiate-level courses attempted at all accredited institutions of higher education. In either case, the grades I, AU, W, AW, CBE-P, P and N are GPA neutral and are not used to calculate the GPA.

**GRADE CHANGES**

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

**STUDENT APPEAL OF FINAL GRADE**

Upon the completion of a course in which a student is officially enrolled and upon receipt of the final grade, a student who believes his or her grade is incorrect may appeal the receipt of said grade through the following appeal process.
The student will first attempt to resolve the difference of opinion relating to the grade by speaking with the faculty member.

If resolution cannot be obtained through communication with the faculty member, the student should then consult the dean of the school in which the course is taught.

If resolution cannot be obtained through the dean, a request for a formal appeal hearing may be submitted to the Vice President of Academic Affairs. A request for an academic appeal hearing must be submitted in writing, documenting previous attempts for resolution and the rationale for the appeal.

If justifiable rationale exists for the appeal and proper procedures were followed in requesting the appeal, the Vice President of Academic Affairs will direct the Chair of the Academic Appeals Board to convene an appeal hearing.

The academic appeal process must be formally initiated within four (4) months after the grade was assigned or six (6) weeks after a student begins a new semester, whichever comes first. Otherwise, the grade awarded will be assumed to be correct and an appeal will not be granted.

ACADEMIC REGULATIONS

RETENTION STANDARDS

OSRHE has adopted a progressive policy concerning satisfactory academic performance. Students failing to maintain an appropriate GPA will be placed on either academic notice or academic probation as a condition of continued enrollment.

ACADEMIC NOTICE

Students attempting 30 or fewer credit hours and having an overall (cumulative) GPA of 1.7 to less than 2.0 will be placed on academic notice. Academic notice is a warning designed to alert a student to the possibility of future difficulties in maintaining academic progress. Academic notice does not lead to academic suspension.

ACADEMIC PROBATION

Any student whose overall (cumulative) GPA falls below the level designated below for a given semester is on academic probation. Academic probation can lead to academic suspension.

Students will be placed on academic probation if they fall below the following requirements:

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Overall (Cumulative) GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 30 semester hours</td>
<td>( \geq 1.7 )</td>
</tr>
<tr>
<td>31 + semester hours</td>
<td>( \geq 2.0 )</td>
</tr>
</tbody>
</table>

All courses in which a student has a recorded grade will be counted in the calculation of the GPA.

Any student not maintaining satisfactory progress toward his or her academic objective as indicated above will be placed on probation for one (1) semester. At the end of that semester, the student must have a semester GPA of 2.0 in regularly graded coursework (or meet the minimum overall [cumulative] GPA standard required above) in order to continue enrollment as a student at OSUIT. Students not meeting either of these criterion will be immediately placed on academic suspension and may not be reinstated until one (1) regular semester has elapsed.

ACADEMIC SUSPENSION

Any student who was on academic probation the previous semester and who fails to raise his or her GPA to the required overall (cumulative) level or to achieve a 2.0 semester GPA will be suspended from the institution.

Academic Suspension Appeals

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

Academic suspension appeal procedures require that the suspended student document any extraordinary personal circumstances that contributed to his or her academic deficiencies. Such events must be highly unusual, such as the death of an immediate relative, a serious illness, severe financial distress, or personal crisis. The student must provide appropriate documentation of such circumstances and must provide evidence showing how these circumstances were a factor in his or her academic performance.

The student should submit the completed appeal request form for approval by the appropriate school dean for the student’s major. The completed form must then be submitted to the Vice President of Academic Affairs prior to the beginning of the desired semester of entry. The Vice President of Academic Affairs will make an administrative ruling relative to the request.

Readmission of Suspended Students

Students who are academically suspended by OSUIT will not be allowed to re-enter OSUIT for at least one (1) regular semester except as noted above. Suspended students can be readmitted only one (1) time.

An academically suspended student who is readmitted will be placed on probationary status and must maintain a 2.0 GPA each semester attempted while on probation or raise his or her overall (cumulative) GPA to the designated level (see Academic Probation on page 19). Any student that fails to meet these requirements will be permanently academically suspended.

Should a reinstated student be academically suspended a second (2nd) time from the institution, he or she cannot be readmitted to the institution until such time as he or she has demonstrated, by attending another institution, the ability to succeed academically by raising his or her overall (cumulative) GPA to the minimum retention standards.

Reinstatement of Suspended Transfer Students

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

Such transfer students are placed on academic probation and must maintain a minimum semester GPA of 2.0 in regularly graded coursework (or meet the minimum overall [cumulative] GPA standard as listed under Academic Probation on page 19) in order to continue enrollment as a student at OSUIT. Students not meeting either of these criterion will be immediately placed on academic suspension and may not be reinstated until one (1) regular semester has elapsed.

Appropriate academic services, advisement, counseling and tutorial assistance are provided to support student success.
ACADEMIC FORGIVENESS PROVISION

Circumstances may justify a student being able to recover from academic problems in ways that do not permanently jeopardize his or her academic standing. However, the student’s academic transcript should be a full and accurate reflection of the student’s academic history. Therefore, in situations which warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and for which grades were earned. The academic forgiveness provisions reflected in such matters determine how the retention and graduation GPA is calculated.

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

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

1. Course Repeat

A student may repeat courses and have only the second (2nd) grade earned, even if it is lower than the first (1st) grade, count in the calculation of the retention/graduation GPA.

A maximum of four (4) courses, not to exceed a total of 18 credit hours, may be repeated in which the original grade earned was a D or F. The original grade and replacement grade shall both be recorded on the transcript for the semester in which each grade was earned.

If a student repeats an individual course more than once, all grades earned (with the exception of the original grade) are used to calculate the retention/graduation GPA. Grades for any courses repeated after the first (1st) four (4) courses (or 18 credit hours) that the student repeats will be averaged with original grades.

2. Academic Reprieve

Academic reprieve is a provision allowing a student who has experienced extraordinary circumstances to disregard up to two (2) semesters in the calculation of his or her retention/graduation GPA.

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

- At least three (3) years must have elapsed between the period in which the grades were earning for which the student is requesting a reprieve and the reprieve request.
- Prior to requesting the academic reprieve, the student must have earned at least 12 credit hours (not including zero (0)-level courses) with a GPA of 2.0 or higher and no grade lower than a C in any course.
- The request may be for one (1) semester or term of enrollment or for two (2) consecutive semesters or terms of enrollment. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student’s request is for two (2) consecutive semesters, the institution may choose to grant reprieve for only one (1) of the two (2) semesters.
- The student must petition for consideration of an academic reprieve according to institutional policy.
- All courses remain on the student’s transcript, but are not calculated in the student’s retention/graduation GPA. Coursework with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, this coursework may not be used to fulfill credit hour requirements.
- Students who have been granted academic renewal (see below) are not eligible for academic reprieve.

3. Academic Renewal

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

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

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

- At least five (5) years must have elapsed between the last semester being renewed and the renewal request.
- Prior to requesting academic renewal, and after the elapsed five (5) years, the student must have earned a GPA of 2.0 or higher with no grade lower than a C in all regularly graded coursework (totaling a minimum of 12 credit hours) excluding zero (0)-level, activity, or performance courses.
- The request will apply to all courses completed before the date specified in the request for renewal.
- The student must complete the Academic Forgiveness Form (available in the Registrar’s Office).
- All courses remain on the student’s transcript, but are not calculated in the student’s retention/graduation GPA. Neither the content nor credit hours of renewed coursework may be used to fulfill any degree or graduation requirement.
- Students who have been granted academic reprieve (see previous) are not eligible for academic renewal.

FINANCIAL AID & SCHOLARSHIPS

Office of Financial Aid & Scholarships
Grady W. Clack Center
918-293-4684
1-800-722-4471, Ext. 4684
osuit.edu/financial_aid_scholarships
osuitfinancialaid@okstate.edu

GENERAL POLICIES

Student financial aid awards depend upon two (2) major factors: financial need and the availability of funds. To determine need, an evaluation must be made of the financial circumstances of both the applicant and the applicant’s family.

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

HOW TO APPLY

The first (1st) step in obtaining financial assistance at OSUIT is to file a Free Application for Federal Student Aid (FAFSA). Applications are available on the web at fafsa.ed.gov. This should be done before the beginning of December for best results.

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

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

STUDENT ELIGIBILITY

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

- The applicant must be enrolled as a regular student in an eligible program of study leading to a degree or certificate.
- The applicant must meet one (1) of the following criteria:
  - A US citizen or US national (This includes citizens of American Samoa, Swains Island and Northern Mariana Islands.)
  - A US permanent resident (Documentation of the Form I-151 or Form I-551 from the US Immigration and
Naturalization Services may be requested to prove eligibility for financial assistance.

- A citizen of certain Pacific Islands (Otherwise-eligible citizens of the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau may receive assistance through Federal Pell Grants, Federal Supplemental Educational Opportunity Grants and Federal Work-Study.)
- An eligible non-citizen (Documentation of eligible non-citizen status from the US Immigration and Naturalization Services will be requested to prove eligibility for financial assistance.)

- The applicant must maintain satisfactory academic progress in an eligible program of study.
- The applicant must provide a high school diploma, GED® certificate, or proof of completion of a secondary school education in a home school setting.
- The applicant must have a social security number.
- The applicant must sign a statement of educational purpose/certification statement of refunds and default in order to receive federal student aid. A signature warrants that a refund is not owed on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, or Federal Stafford Loan and that the amount borrowed under those loan programs does not exceed the allowable limits. The student also agrees to use student aid only for educational related expenses.
- The applicant must register with the Selective Service. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18 years of age, are citizens or eligible non-citizens, and are not currently on active duty in the armed services. (Citizens of the Federated States of Micronesia, the Marshall Islands, and Palau are exempt from registering.)
- The applicant must demonstrate financial need. Exceptions are eligible for PLUS and Federal Unsubsidized loans.

FINANCIAL AID ELIGIBILITY
A student may receive financial assistance for an approved degree program for no longer than a maximum of 150% of the credit hours required to complete that program. Should the maximum number of hours allowed for a degree be exceeded, the student will be suspended from financial aid. A student with extenuating circumstances may appeal to the Office of Financial Aid & Scholarships to obtain permission to exceed the maximum hours limit. Extenuating circumstances include, but are not limited to, credits lost through change of major and transfer between institutions.

FINANCIAL AID PROGRAMS AVAILABLE

Federal Pell Grant
Federal Pell Grants are available to help undergraduate students pay for their education after high school. For Federal Pell Grant purposes, an undergraduate is a student who has not earned a bachelor’s or professional degree. Federal Pell Grants provide a foundation of financial aid to which aid from other federal and non-federal sources may be added. Federal Pell Grants do not have to be repaid, and students can receive Pell Grant funding for the equivalent of six (6) full-time years.

Additional information on Federal Pell Grants can be found on the US Department of Education’s website at www2.ed.gov/programs/fpg.

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

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

Federal Iraq & Afghanistan Service Grant
A student who is not eligible for a Federal Pell Grant, but whose parent or guardian was a member of the US Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001, may receive this grant. Students apply by completing the FAFSA.

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

Federal Supplemental Educational Opportunity Grant (FSEOG)
Federal Supplemental Educational Opportunity Grants are available to undergraduate students with exceptional financial need as determined by the Financial Aid & Scholarships Office. Priority must be given to Federal Pell Grant recipients. FSEOG grants do not have to be repaid. Funds are limited.

Additional information on the FSEOG program can be found on the US Department of Education’s website at www2.ed.gov/programs/ fseog/index.

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

Federal Direct Loans
Federal Direct Loans are low-interest loans made to students attending OSUIT at least half-time (enrolled in a minimum of six [6] credit hours per semester). These loans are made by the federal government.

Federal Direct Loans must be repaid beginning six (6) months after graduating, leaving school, or dropping below half-time status. The Federal Subsidized Direct Loan is based on financial need. The loan amount will depend on financial need as determined by the University’s financial aid office. Subsidized loans do not accrue interest while the student is attending school, but can only be received for 150% of the published time frame of the degree.

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

A student must complete a master promissory note and entrance counseling and must be enrolled in and attending a minimum of six (6) semester credit hours before loans will be disbursed.

Additional information can be found online at www.direct.ed.gov.

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

Parent PLUS loans are credit-based. For further information on Federal PLUS loans, contact OSUIT’s Financial Aid & Scholarships Office or visit the Federal Student Aid website at www.direct.ed.gov/parent.

OKLAHOMA’S PROMISE (OHLAP)
OSUIT is committed to helping academically eligible Oklahoma’s Promise recipients achieve the dream of a college education at OSUIT. Oklahoma’s Promise, previously known as OHLAP, is administered by OSRHE. Qualifying Oklahoma students in grades 8-10 can sign up to participate in the program. Once a student graduates from high school and completes the curriculum and conduct requirements for the program, he or she will receive funding from Oklahoma’s Promise to cover the cost of tuition at OSUIT.

All Oklahoma’s Promise financial aid recipients will be subject to OSUIT’s Satisfactory Academic Progress (SAP) policy. If a student is ineligible to receive federal or state financial aid as defined by OSUIT’s SAP policy, she/he will not be eligible to receive Oklahoma’s Promise funding.
College students receiving the Oklahoma’s Promise award are required to maintain a minimum college GPA of 2.0 for courses taken through their sophomore year, and a minimum college GPA of 2.5 for courses taken during their junior year and thereafter.

For more information, contact Oklahoma’s Promise at 405-225-9131 or okpromise@osrhe.edu or visit the website at www.okhighered.org/okpromise.

HEROES PROMISE

Oklahoma students who are not already eligible for Oklahoma’s Promise and who lost a military parent in the line of duty since January 1, 2000, may be eligible for a state award with recipient requirements similar to Oklahoma’s Promise. Students can sign up for the award up to age 21, regardless of family income.

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

UNDOCUMENTED IMMIGRANT STUDENTS

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

The new legislation identifies two (2) categories of undocumented immigrant students:

1. Category I
   Students enrolled in a degree program during the 2006-07 year or any prior school year who received a resident tuition benefit pursuant to the pre-HB 1804 statute and pre-HB 1804 policy. (Students are “grandfathered” and remain eligible for resident tuition and state financial aid under the pre-HB 1804 law and pre-HB 1804 policy.)

2. Category II
   Students enrolling in a postsecondary education institution in 2007-08 and thereafter. These students are subject to the new restrictions under HB 1804 and the OSRHE policy that became effective November 1, 2007.

OKLAHOMA’S PROMISE FOR UNDOCUMENTED STUDENTS

While students participating in Oklahoma’s Promise also fall into either Category I or Category II, SB 820 provides unique treatment of these students with respect to their eligibility to receive the Oklahoma’s Promise award.

Should you have questions regarding your eligibility status, please contact the Financial Aid & Scholarships Office at 918-293-4684 or osuitfinancialaid@okstate.edu.

SCHOLARSHIPS

Various types of scholarships may be offered to graduating high school seniors, transfer and adult students interested in attending OSUIT, and continuing OSUIT students. Several on- and off-campus organizations and individuals also offer scholarships to OSUIT students.

OSUIT Foundation scholarships are funded by individuals, agencies, and organizations who set the scholarship awarding requirements. A separate scholarship application is not required for these scholarships. Students who are enrolled full-time (i.e., 12 semester credit hours or more) and are meeting satisfactory academic progress, as well as any additional requirements set forth by the donor, will be considered for these scholarships. Students must be enrolled at least five (5) weeks prior to the beginning of the semester for scholarship consideration.

For further scholarship information, visit the scholarship website at go.osuit.edu/student/financial_aid_scholarships/scholarships.

OTHER FINANCIAL ASSISTANCE

Veterans and students who are eligible to receive financial benefits under federal or state funded rehabilitation programs should contact the funding agency’s education liaison representative for assistance and benefits approval.

Although OSUIT’s Financial Aid & Scholarships staff can assist with providing contact information for many of these agencies, it is the student’s responsibility to work directly with the funding agency to process benefits requests.

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

<table>
<thead>
<tr>
<th>Total Hours Attempted from All Institutions</th>
<th>1 - 30 Credit Hours</th>
<th>31 or More Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Graduation/Retention GPA</td>
<td>1.7</td>
<td>ETD or ITD 2.5</td>
</tr>
<tr>
<td>Percentage of Total Cumulative Hours Attempted</td>
<td>67%</td>
<td>67%</td>
</tr>
</tbody>
</table>

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

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

FAILURE TO MAINTAIN SATISFACTORY ACADEMIC PROGRESS

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

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

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

FINANCIAL AID SUSPENSION

A student denied assistance based on the Satisfactory Academic Progress Policy can submit a written appeal to the Student Financial Aid Appeals Committee. An appeal form is available in the Grady W. Clack Center or online on the Financial Aid & Scholarships website at osuit.edu/financial_aid_scholarships.

The appeal should address mitigating or extenuating circumstances that affected the student’s academic performance (e.g., severe physical injury, mental trauma, etc.). The appeal should also include information regarding why satisfactory academic progress has not been met and what has changed that will allow satisfactory academic progress to be met if the appeal is approved. A student is highly encouraged to include supporting documentation of any claims.

A student not eligible for financial aid for exceeding the maximum number of hours allowed for a degree completion should also have his or her academic advisor complete the Remaining Hours Required for Degree Completion Form if extenuating circumstances require the student to exceed the maximum hours limit. The form is available in the Grady W. Clack Center and online on the Financial Aid website.

The decision of the Student Financial Aid Appeals Committee is final and is communicated to the student in writing. If an appeal is approved, the student will have an individual Plan of Study. The Plan of Study will be a roadmap for the student meeting eligibility standards and graduating from
Financial Aid Eligibility for Students with a Previous Degree

Students who have received an associate degree or higher from any institution may complete a Request to Receive Financial Aid with a Previous Degree Form to determine financial aid eligibility.

IMPORTANT DATES

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

ATTENDANCE IN CLASS & FINANCIAL AID ELIGIBILITY

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

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

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

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

A student who leaves school and does not notify the school of his or her withdrawal is considered to be “unofficially withdrawn.” As OSUIT is required to take attendance, the withdrawal date will be calculated on the last day of class attendance, as applicable, or the last date of an academically related activity in which the student participated.

A payment owed but not paid by the student to the financial aid program may result in the student’s inability to receive a transcript or re-enroll in classes until the debt is satisfactorily repaid.

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

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

PAYMENT OF ACCOUNT

To maintain good financial standings with OSUIT and thereby continue to participate in its educational programs, services, and benefits, a student must meet all financial obligations incurred at the institution on or before the start of the semester. Therefore, students must select a payment option prior to the start of a given semester. Failure to do so will result in cancellation of a student’s scheduled classes.

Monthly billing statements are sent via the student’s OKEY email address. A one percent (1%) monthly service charge will be assessed to any unpaid balance beginning the 15th day of the second (2nd) month of each semester. Accounts must be paid in full to enroll in subsequent semesters.

Payments via check or money order may be mailed to the OSUIT Bursar’s Office, Grady W. Clack Center, 1801 E. 4th Street, Okmulgee, OK 74447. Mailed payments should include the student’s campus ID number. Visa, MasterCard, American Express, and Discover payments may be made online at my.okstate.edu.

Payments by check that are returned as insufficient will be charged back to the student’s account. A $20 insufficient check fee will be assessed on all returned checks.

Failure to meet the terms of a payment option once a semester has started may entitle OSUIT to declare the full balance plus collection costs immediately due and payable by law, refuse subsequent registration for any classes, drop current classes, deny future enrollment in any payment plan, and withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs (up to 22% of the original debt) are paid in full. The University will also exercise the right to request an Oklahoma State Tax refund hold to offset the outstanding debt.
PAYMENT OPTIONS
Payment in Full - Students may pay their account balance in full online on myOKSTATE or in person at the Bursar’s Office. There is no additional fee if the student is paying in full.

Payment Plan - As a service to students, OSUIT offers the ability to pay student accounts in monthly payments each semester. Students will need to apply for this service each semester online at my.okstate.edu. Students must enroll in the payment plan program each semester. A $20 Payment Plan Fee will be assessed each semester for enrolling in the payment plan. Veterans with certified enrollment from Veterans Services will have the $20 Payment Plan Fee waved. Failure to pay an installment within 10 days of the due date may result in termination of the program and assessment of additional fees.

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

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

Third Party Sponsor/Scholarship - Students can use a third party method of payment, under the condition that the Bursar’s Office can verify the payment source or that the student can provide acceptable documentation of the payment source. Students with agency sponsorships must provide the Bursar’s Office with the proper documentation and/or forms each semester of enrollment to ensure proper credit to the student’s account. This is the responsibility of the student, not the Bursar’s Office nor the agency. If the agency does not pay the charges that were billed to them, the charges will be transferred back to the student’s account. The student will then be responsible to pay the balance.

SERVICES
Refund checks resulting from financial aid disbursements are mailed out every Wednesday. Work-study paychecks are available at the Bursar’s Office every other Friday. A valid OSUIT ID is required to pick up work-study checks.

All students are encouraged to enroll in direct deposit. Students may enroll for work-study direct deposit at the Human Resources Office, which is located across from the Bursar’s Office. Students may enroll for a financial aid refund direct deposit online at my.okstate.edu.

PARKING PERMITS
Each student and employee vehicle that is parked on campus is required to display a valid OSUIT parking decal. These decals may be obtained at the Bursar’s Office. Decals are valid from September to August. The first (1st) decal is issued at no charge. Replacement decals are $15.

COST OF TUITION & FEES
The required fees and tuition for OSUIT are established by OSRHE. Fees do not include the costs of individual textbooks, tool kits, uniforms, or other materials which vary according to the student’s program of study. Students who enroll in programs of study that require individual tool kits, uniforms, or other materials will obtain these items as specified by the instructor. In most cases these items can be purchased through the institution. The costs will vary from program to program and are subject to change without notice.

Incidental and personal expenses for items such as clothing and entertainment will vary with the individual student.

2017-2018 TUITION & FEES

<table>
<thead>
<tr>
<th>Residency Status</th>
<th>Total Tuition &amp; Fees Per Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oklahoma Resident</td>
<td>$175.00</td>
</tr>
<tr>
<td>Non-Resident *</td>
<td>$362.00</td>
</tr>
</tbody>
</table>

* Non-resident tuition is calculated by adding the non-resident tuition fee of $187.00 to the Oklahoma general enrollment tuition and fees of $175.00. Non-resident fee waivers are applied only to the non-resident portion of a student’s tuition charges.

ADDITIONAL FEES (PER CREDIT HOUR)

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmental Course Supplementary Fee</td>
<td>$18.50</td>
</tr>
<tr>
<td>Prior Learning Assessment Evaluation Fee **</td>
<td>$5.00</td>
</tr>
<tr>
<td>Late Enrollment Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Online Course (WEB)*</td>
<td>$25.00</td>
</tr>
<tr>
<td>Hybrid Course (HY)*</td>
<td>$18.75</td>
</tr>
<tr>
<td>Blended Course (BL)*</td>
<td>$12.50</td>
</tr>
<tr>
<td>Select GRD, MMT, PHO &amp; VIS Courses</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

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

* See distance course delivery method definitions on page 27.

Please note: Additional lab and materials fees may apply to specific programs and/or courses. Tuition and fees will vary based on program and are subject to change without notice.

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

Information regarding tuition, fees, and room and board costs may be found online at osuit.edu/admissions/paying_for_college.

TUITION/FEE REFUND POLICY
Refunds are made to those students who withdraw completely from OSUIT in accordance with OSRHE policy.

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

Tuition/fee refunds also may be made for individual courses dropped within the first (1st) 10 business days of the semester for 15-week semester courses.

Students who enroll in one (1) or more courses that do not attend or participate in a course by the end of the refund period will be billed for the course. Students must drop a course within the first (1st) 10 business days of the semester in order to receive a refund and not be charged for the course.

Non-credit courses dropped prior to the first (1st) class meeting will be fully refunded. No refund will be given after the first (1st) class meeting.

The above refund schedules apply to 15-week courses. For courses of shorter duration, check with the Admissions Office for a refund schedule. Students with courses scheduled to meet less than the full 15-week semester will reflect adjusted refund periods based on the beginning date and length of the individual course(s).

The Bursar’s Office is open Monday through Friday, 8:30 a.m. to 4:30 p.m., and may be reached at 918-293-4681.
GENERAL POLICIES

STUDENT PRIVACY RIGHTS
As required by the Family Educational Rights and Privacy Act (FERPA) of 1974, OSUIT advises students of their privacy rights. OSUIT may disclose information to parents of students in three (3) ways:

1. By obtaining the student’s written consent, if the student is independent; or
2. By having the parents sign an affidavit (available from the Registrar’s Office) establishing the student’s dependency as defined by Internal Revenue Code of 1954; or
3. By having the student grant proxy access rights to a parent, guardian, or other person by logging into my.okstate.edu and selecting “Self-Service,” and then selecting the “Proxy Access” tab.

Students of OSUIT have the right to:

• inspect and review information contained in their educational records;
• challenge the contents of their educational records;
• have a hearing held if the outcome of their challenge is not satisfactory;
• submit an explanatory statement for inclusion in their educational record if the outcome of their hearing is unsatisfactory;
• prevent disclosure, with certain exceptions, of personal information from their educational record; and/or
• secure a copy of the institutional policy which includes the location of all educational records.

OSUIT has declared the following to be open directory information:

• student’s name, local and permanent address or hometown;
• student’s telephone number and electronic (email) address assigned/provided by the institution or provided to the University by the student;
• student’s year of birth;
• program(s) of study undertaken;
• dates of attendance at OSUIT;
• degrees, honors, and awards granted or received and dates granted or received;
• academic classification such as 1st year, 2nd year, etc.;
• status (full-time/part-time);
• most recent educational institution previously attended;
• advisor;
• participation in official organizations and activities; and
• parents’ names and addresses (city, state and zip only).

STUDENT RIGHTS & RESPONSIBILITIES

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

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

The purpose of the Student Rights and Responsibilities Governing Student Behavior document is to inform the student body of the standards of behavior expected of students in the OSUIT community, the processes in place for enforcing the rules, and the University’s response to violations. The University makes this document available on the website at go.osuit.edu/student/residential_life/SQR. Printed copies are available in the following offices: Academic Affairs, Residential Life, Student Conduct, and the Residential Life Office in each Residence Hall.

DRUG-FREE SCHOOLS & COMMUNITIES ACT

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

ACADEMIC SERVICES

ACADEMIC ADVISORS

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

COUNSELING SERVICES

At times, students may experience emotional issues that interfere with their educational and personal goals. When students need help with these issues, counseling offers a safe way to begin addressing their concerns. A master’s level counselor is available to assist in finding solutions to problems. Through listening and exploration, counselors can support students while they meet challenges, develop new skills, understand their feelings and improve their ability to function productively.

Some people benefit from a single counseling session, while others may attend regular sessions for a brief period of time. OSUIT’s time-limited counseling services are not appropriate for serious mental health needs which require longer-term therapy. In such cases, we will help students identify more suitable services in the community.

Counseling services are free to all current OSUIT students. Sessions are confidential with a few exceptions, including court orders, health and safety emergencies, imminent threats of danger to oneself or to others, and cases of child or elder abuse.

Faculty and staff may refer students to Counseling Services by calling 918-293-4988. More information can be found on the counseling website at osuit.edu/counseling.

SERVICES TO STUDENTS WITH ACADEMIC OR PHYSICAL ACCOMMODATIONS

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

Students are considered “otherwise qualified” and covered under current disability legislation if, with or without reasonable accommodations, they meet the same academic, professional, technical and behavioral standards as those without disabilities.

Equal access is most commonly provided through reasonable academic accommodations and adjustments in the classroom or physical modifications to make classrooms and other learning environments accessible.
Definition
A student may be eligible to receive one (1) or more reasonable accommodations if he or she has a disability and is otherwise qualified to enroll or participate in an OSUIT course or program. Current disability legislation defines an individual with a disability as someone who:
- Has a physical or mental impairment which substantially limits one (1) or more major life activities;
- Has a record of such impairment; or
- Is regarded as having such impairment.

Policies and Procedures
It is the responsibility of each student who desires reasonable accommodation at OSUIT to identify themselves as an individual with a disability and to make a request for accommodation to the Director of Academic Accommodations. The Director will then meet with the student to discuss the requirements of the student’s selected course(s) or degree program and appropriate accommodations.

Students must provide documentation of their disability before accommodations are approved. Documentation must originate from a medical or licensed professional and have been issued within the last three (3) years.

Once accommodations are approved, the Director will work with the student to develop an accommodation plan, which is a document certifying (but not specifically disclosing) the student’s disability and the reasonable accommodations to be provided for each course.

It should be noted that students remain responsible for fulfilling all other University academic conduct requirements despite receiving accommodations, and students must visit with the Director to develop a new accommodation plan for each semester that they will need accommodations.

While there are many options for reasonably accommodating a student, OSUIT strives to preserve essential course and degree requirements and to maintain a safe learning environment for the benefit of all students. As such, reasonable accommodations are considered those that provide equal access to disabled students without:
- Making a substantial change to essential course or degree requirements;
- Posting a direct threat to the health or safety of others; or
- Posing an undue financial or administrative burden on the University.

It is the student’s responsibility to inform each of his or her instructors that they have an accommodation letter on file. Accommodation letters are made available to instructors by means of a secure folder on the University’s shared drive. The file only contains information on approved accommodations and is limited to instructor access. No confidential information is contained within the file.

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

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

LASSO CENTER
The Learning and Student Success Opportunity (LASSO) Center provides students with tutoring assistance for most OSUIT courses, ACCUPLACER® and ACT® test preparation, and test proctoring services. The Office for Academic Accommodations (Student Disability Services) is also contained within the LASSO Center.

The LASSO Center is integral to the success of those students enrolled in college preparatory classes (developmental classes), and staff work closely with instructors and students to ensure student success. The LASSO Center also provides Summer Success Camps for entry-level assessment preparation in an effort to eliminate a student’s need to enroll in college preparatory classes.

In conjunction with the college preparatory instructors, LASSO staff use a hands-on, applied approach to instruction and tutoring. Instruction includes large and small group activities, hands-on materials, and continuous discussion of topics and how they relate to the student’s primary field of study. Every effort is made to present each skill using visual, auditory and kinesthetic learning styles.

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

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

Reference service is provided both online and physically to assist students with locating information.

Interlibrary Loan is offered as a service by the Library to obtain materials not readily available on campus.

Other services available include 3D printing, the Tech To-Go Program, photocopying, faxing, scanning, lamination, wireless access, and a color printer.

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

OKEY ACCOUNT INFORMATION
The OKEY system is the key to all of the various OSU online student services. It gives students the login information they need to access OSU’s online systems, including email, the Online Classroom (OC), student self-service, and the free Microsoft Software website. All of these services can be accessed through OSUIT’s online myOKSTATE portal (my.okstate.edu).

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

STUDENT EMAIL
All currently enrolled OSUIT students are given an OSU email address. Each student selects an email address when setting up her or his OKEY account. University email can then be accessed by logging in with the OKEY email address and password through myOKSTATE.

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

MICROSOFT CAMPUS AGREEMENT
OSU has an agreement with Microsoft that allows currently enrolled OSUIT students to receive free software upgrades, ranging from the latest version of Microsoft Office to the Windows operating system.

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

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

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

OSUIT offers full degree programs and a large array of individual courses online and in other distance learning formats. Distance learning courses at OSUIT provide students with...
additional scheduling options to achieve their learning goals and are offered in three (3) formats: online, hybrid and blended.

- **Online (WEB):** Courses in which 100% of instruction occurs online.
- **Hybrid (HY):** Courses in which at least 75% of instruction time occurs online, with remaining instruction occurring face-to-face.
- **Blended (BL):** Courses in which 25% to 74% of instruction time occurs online, with remaining instruction occurring face-to-face.

Students enrolled in distance learning courses will be assessed an Electronic Media Fee. See fee structure on page 24 for more information.

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

**COMPUTER LABORATORIES**

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

The Library provides an open access computer lab for all students. Both PCs and Macs are available in this lab and are loaded with a variety of software, including specific program-related applications. Hours of availability may vary by semester. Call 918-293-5384 or 918-293-5080 for more information.

Additional computer labs are located in the Wilson Commons, Donald W. Reynolds Technology Center, and Noble Center for Advancing Technology, as well as in most of the academic areas. Hours of availability may vary due to scheduled classes. Contact the appropriate school’s office or an instructor for more information regarding use of these facilities.

**MILITARY & VETERAN SERVICES**

**Office of Military & Veteran Services**

Grady W. Clack Center

918-293-4972

1-800-722-4471, Ext. 4972

osuit.edu/military

vetservices@okstate.edu

**VETERAN SERVICES**

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

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

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

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

**PRIOR LEARNING CREDIT POLICY FOR VETERANS**

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

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

**YELLOW RIBBON**

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

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

**MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNTS**

The Military Spouse Career Advancement Accounts (MYCAA) program provides up to $4,000 of financial assistance over a two (2) year period for military spouses who are pursuing degree programs, licenses, or credentials leading to employment in portable career fields. For more information, visit the Veterans Services page at osuit.edu/military.

**SERVICEMEMBERS OPPORTUNITY COLLEGES**

The Servicemembers Opportunity Colleges (SOC) is a consortium of over 1,900 institutions pledged to working with service members and veterans earning degrees while pursuing demanding, transient careers. As a member, OSUIT is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and work experiences.

SOC is sponsored by 15 national higher education associations. The military service branches, the National Guard Bureau and the Office of the Secretary of Defense serve as cooperative agencies. Visit the SOC website at www.soc.aascu.org for additional information.
Student Organizations & Service Learning

Campus Organizations
Students are given opportunities to develop leadership skills through involvement with more than 20 student organizations available on campus. Membership to these clubs is open to all students. For a complete listing of OSUIT’s clubs and organizations, go to go.osuit.edu/student/life/clubs.

Phi Theta Kappa
Phi Theta Kappa has recognized academic excellence in two-year colleges since 1918 and has become the largest and the most prestigious honor society serving two-year colleges around the world. Membership is based primarily upon academic achievement. Invitation to membership may be extended by OSUIT’s President after a student has completed 12 hours of college credit and earned a GPA of 3.5 or greater.

Membership in Phi Theta Kappa Honor Society will open new doors for one’s academic journey. The organization offers a myriad of opportunities, such as $35 million in scholarships, social opportunities, opportunities to stimulate academic performance, and personal development through programs based on Phi Theta Kappa’s hallmarks of Scholarship, Leadership and Service.

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

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

Service Learning
Service learning is a special form of community service designed to promote student learning and development. Optional service learning opportunities stimulate academic performance, increase students’ understanding of the responsibilities of living in a democratic society, and encourage students to become involved in the social problems facing their communities. Whether students “learn to serve” or “serve to learn,” the service learning component is a valuable tool for academic growth and success.

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

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

-campus-

Campus Facilities

Student ID Cards
Each new student is issued a photo identification card as part of the enrollment process. This card is used to establish the student’s identity at OSUIT and authorizes access to certain campus facilities and services. The card should be carried by the student at all times for identification purposes. There is no charge for the first (1st) card; however, a fee of $15 is charged for replacement cards.

Student Union
Located in the center of campus, the Student Union houses OSUIT’s Cafeteria, Bookstore, Post Office, Copy Center, and Campus Health Services.

In addition, the Student Union has three (3) lounges available for general student use. The PSO Lounge has an attached solarium and provides both indoor and outdoor seating. Students use the PSO Lounge as a meeting place in-between classes and as an alternative eating location. The Viersen and ONG Lounges, more removed from areas of activity, are perfect for studying or quiet conversation. The Student Union also houses the Veterans Lounge, which provides a quiet area for the institution’s veteran students to eat, study, or relax.

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

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

Book Rental Program & the OSUIT Online Bookstore
Students can order or rent text books, supplies, and many other items online and have them delivered at home or pick them up from the OSUIT bookstore. The online bookstore is accessible at osuit.edu/bookstore.

Book Reservation Program
Students may take advantage of having their textbooks prepackaged and ready for pick-up by participation in the OSUIT Book Reservation Program. By filling out the book reservation form and attaching a copy of their class schedule for the upcoming semester, students may choose to pay by credit card (MasterCard or Visa) or have their textbooks charged to their Bursar’s accounts.

Bookstore Exchanges & Refunds
No exchanges or refunds will be made without a receipt. Refunds on required textbooks will be given during the first (1st) two (2) weeks of a semester if the course is dropped by a student or cancelled by OSUIT, provided the book is in new condition and accompanied by cash register receipt and official proof of a class schedule change.

Any cash, check or credit card refunds will be credited to a student’s bursar account and a check will be issued by OSUIT. There are no cash refunds.

Books must be free of markings other than the Bookstore price label. The Bookstore will be the sole judge when determining the condition of books.

Student Account Charging
OSUIT students may charge their textbooks and class supplies to their OSUIT Bursar’s account by presenting a current OSUIT student ID card and current class schedule to the Campus Bookstore staff. Account charges are accepted from the first (1st) Monday following the previous semester’s graduation through the end of the first (1st) two (2) weeks of the semester.

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

Used Books Are Not Guaranteed
All sales on used books are final. No returns will be accepted.

Book Buy Back
Used books are only bought by the Campus Bookstore during the last three (3) class days of the semester. Books will only be bought if they are in good resalable condition and are needed for the following semester.

Check Cashing
The Bookstore is unable to cash personal or payroll checks.

Tools
Tool sales are final and nonreturnable.

For more information, please contact the Campus Bookstore at 918-293-4952 or see the bookstore website at osuit.edu/bookstore.

Campus Dining Services
The Student Union Cafeteria includes a soup and salad bar, hot entrees, fresh vegetables and accompaniments, desserts, a grill for cooked-to-order hamburgers, a sub-style sandwich bar, convenience foods and a wide variety of beverages.

In addition to the dining facilities provided by OSUIT in the Student Union, the School of Culinary Arts offers gourmet dining in the State Room and Tech Room as part of the program’s classroom experience. A convenience store is also provided in the commons area of the Miller-Kamm Residence Halls.
For more information, please contact Campus Dining Services at 918-293-5087 or visit the website at osuit.edu/food_dining_services.

University Market Convenience Store
The University Market Convenience Store is located in the commons area of the campus residence halls. Freshly made sub-style sandwiches and wraps, freshly cooked pizza, and freshly made pastries are only a few of the choices available to students and guests. Laundry supplies and toiletries are also available through the University Market Convenience Store. Declining balance accounts and cash are accepted for food items and toiletries, but nonfood purchases are cash only. The University Market Convenience Store hours are:

Monday – Friday: 7:00 a.m. – 10:00 p.m.
Saturday – Sunday: 2:30 p.m. – 10:00 p.m.

STATE ROOM & TECH ROOM DINING
The State Room dining room and Tech Room restaurant, located in the Culinary Arts building, offer unique dining experiences with cuisine prepared by Culinary Arts students. For reservations, call the message line at 918-293-5010, email okm-dining@okstate.edu, or place a reservation online at osuit.edu/academics/culinary_arts/content/culinary_dining-reservations.

CAMPUS HEALTH SERVICES
The OSUIT Infirmary, located in the Student Union, is open Monday through Friday when school is in session, from 11:30 a.m. until the doctor has seen all patients who are waiting. Students may obtain medical advice from the college physician. Students who need hospitalization, x-rays or lab work are referred to the Muscogee (Creek) Nation Medical Center and must pay for the cost of services received. The college physician and nurse practitioner can write a prescription to the pharmacy of the student’s choice, but the student is responsible for paying for the medication.

For additional information, please see the Campus Health Services website at osuit.edu/health_services.

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

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

- Currently employed full-time OSUIT faculty and staff, their spouses and dependent minor children (dependent children are considered to be 18 years of age or younger living at home with their parents).
- Campus Health Services understands the importance of wellness programs for the continuing health and productivity of the institution’s valued students and workforce and is committed to empowering its students, faculty and staff to make healthy lifestyle choices to reduce health risks and improve their overall quality of life through assessment, education, goal setting and referrals.
- OSUIT is devoted to providing its students, faculty and staff with meaningful information and the motivation and enthusiasm necessary to adopt and maintain a health and wellness mindset as a part of their long-term lifestyles.
- Immunizations

Oklahoma state law requires that all new students who attend Oklahoma colleges and universities for the first (1st) time provide proof of immunization for certain diseases. If a student cannot verify his or her immunization record, he or she will need to be re-immunized. Medical, religious and moral exemptions are allowed by law, and such requests must be made in writing using the Certificate of Exemption Form.

This requirement shall not apply to students enrolling in courses delivered via the Internet or distance learning in which the student is not required to attend class on campus. International students should contact the Office of International Student Services with questions regarding this notice.

STUDENT HEALTH INSURANCE PLAN
Student health insurance is available to eligible students attending OSUIT.

- The plan is provided by Academic Health Plans and underwritten by United Healthcare.
- The plan is administered by OSU Human Resources (405-744-6247).
- For more information on the student insurance plan please visit My AHP Care at okstate.myahpcare.com.

How do I know if I am eligible for the Student Health Insurance?
Domestic Students
All undergraduate students taking nine (9) or more credit hours (three [3] hours in summer).

International Students
All international students taking one (1) or more credit hours are required to have health insurance. All international students will be required to purchase the OSU Student Health Insurance Plan and the plan costs will be billed to the student’s Bursar’s account.

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

COPY CENTER
The Copy Center, located in the Student Union, offers duplicating, collating and binding services to the campus. Black and white and color copiers are available for copy needs. The Copy Center has a wide selection of paper to choose from and can accommodate projects ranging from resumes and reports to formal presentations. All services must be paid for when orders are placed. For more information contact the Copy Center at 918-293-5036 or see the website at go.osuit.edu/student/union/services/copy_center.

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

All normal post office services are available except for cash on delivery (C.O.D.) and money orders. Post office boxes can be rented each semester for a small charge, which is based on box size. Box assignments and rental payments are made at the Campus Post Office.

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

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

RECREATION & ATHLETIC FACILITIES
Covelle Hall houses a gymnasium with a regulation size basketball court, a volleyball court, two (2) racquetball/handball courts, a weight room, an aerobic/cardio workout room, an auditorium, men’s and women’s locker rooms and a coed sauna.

Students with a current student ID and their spouse and/or children (under the age of 21) are eligible to use the facilities and check out equipment. Children under the age of 16 must be accompanied and supervised by a parent.

Outdoor facilities include a softball field, a flag football field, three (3) basketball courts, and the Recreational Trails System which includes a one and a half (1 ½) mile exercise trail and a quarter mile observation garden trail.

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

The OSUIT Child Care Center is in compliance with fire, health and licensing standards required by the Oklahoma State Department of Human Services and participates in the Oklahoma State Department of Education Child Nutrition Program.

Before and after school care is available for up to one and a half (1 1/2) hours before and after classes.

Drop-in child care is offered, if space is available, on an occasional basis.

Additional information concerning the OSUIT Child Care Center can be obtained online at go.osuit.edu/student/union/services/child_care_center or by contacting the center manager at 918-293-4934.

VENDING & LAUNDRY SERVICE

Campus Vending & Laundry Service operates over 50 soft drink, snack and juice machines in a variety of locations on the OSUIT campus. In addition, Campus Vending and Laundry Service also operates and oversees 40 card- and coin-operated laundry machines on campus.

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

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

CAMPUS GUEST HOUSE

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

In accordance with University policy, Guest House space may be available for use by/to:

- Professional candidates interviewing for employment with OSUIT;
- OSUIT Alumni who have been invited by the University to campus to participate in a special event or activity;
- Guests of OSUIT who have been invited by the University to campus to participate in a special event or activity; and
- Select University personnel in need of remaining on campus during inclement weather or during other campus emergency situations.

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

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

RESIDENTIAL LIFE & FOOD SERVICES

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

All students taking 12 or more semester credit hours are required to live in the dorms, unless one (1) of the following applies:

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

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

Each housing contract is for two (2) semesters. If campus housing is not available, permission may be granted to live off campus for a specified time with the understanding that the student will return to live on campus when campus housing becomes available.

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

For complete information concerning living in housing, to request a contract, or to arrange a tour, contact the Residential Life Office at 918-293-4939, 918-293-4912 or via email at steven.w.hudson@okstate.edu.

STUDENT LIFE

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

Students may request an official OSUIT Activities Transcript through the Student Life office during their last semester of enrollment. The Activities Transcript is an official record of the out-of-class, extracurricular activities and accomplishments of students.

PETS

For reasons of health and safety, pets are not permitted on the OSUIT campus, in residence halls or motor vehicles.

BICYCLES & RECREATIONAL ITEMS

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

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

REGENTS’ RESOLUTION ON DISRUPTIVE CONDUCT

Be it resolved by the Board of Regents of the Oklahoma Agricultural & Mechanical Colleges that this statement, known as the “Emergency Disciplinary Procedure in Cases of Disruption to the University’s Educational Process,” contains the following provisions be enacted.

A. DEFINITION OF DISRUPTIVE CONDUCT

OSUIT has long honored the right of the individual to free discussion and expression, peaceful demonstration and petition and peaceful assembly. That these rights are a part of the fabric of this institution and of the nation as stated in the Bill of Rights is not questioned. They must remain secure. It is equally clear, however, that in a community of learning willful disruption of the educational process, destruction of property and interference with the rights of other members of the community cannot be tolerated.

B. RESPONSIBILITY OF THE STUDENT

Any student, who willfully by use of violence, force, coercion, threat, intimidation or fear, obstructs, disrupts, or attempts to obstruct or disrupt the normal operations or functions of the University or who orally or in writing advises, procures or incites others to do so shall be subject to dismissal from the University.
The following, while not intended to be exclusive, illustrates the offenses encompassed herein:

- occupation of any University building or part thereof with intent to deprive of its use; blocking the entrance or exit of any University building or corridor or room therein; setting fire to or by any other means substantially damaging any University building or property, or display of or attempt or threat to use, or use of firearms, explosives, other weapons or destructive means or devices, except as necessary for law enforcement, in any University building or on the University campus;
- violation of university parking regulations;
- violation of university traffic regulations.

C. RESPONSIBILITY OF THE PRESIDENT

When it appears that there is a violation of Section A or B, it shall be the duty of the President (and he is fully authorized to act) to take all steps which he deems advisable to protect the assumed and designated interests of OSU and to see that its rules, regulations and policies are enforced. He shall assure that any person or persons found guilty after proper hearing shall be disciplined in accordance with the existing OSU Student Disciplinary Regulations.

In carrying out these duties, the President may call upon any member of the University administration, any member of the faculty, or any agency of the University created to deal with cases arising under Section A. Action by any state or Federal Court shall not preclude the University from exercising its disciplinary authority.

D. RESPONSIBILITY OF THE BOARD OF REGENTS

The Board of Regents recognizes that by the Constitution and Statutes it has the power to make such rules and regulations for the management of the University as it may deem necessary and expedient, not inconsistent with the constitution and laws of the state. While the Regents fully appreciate their obligation in this respect, they further recognize that in dealing with those offenses against the University defined in Section A, hereof, they must impose the duty and authority of enforcing the policies set forth herein in the principal Executive Officer of the University, the President. It will be the responsibility of the Regents to furnish all possible assistance to the President when requested by him.

Subject to the provisions of Sections A through D, it shall be the duty of the President to exercise full authority in the regulation of student conduct and in matters of student discipline. In the discharge of this duty, delegation of such authority may be made by the President to Administrative or other officers of the institution, in such manner and to such extents as may by the President be deemed necessary and expedient; provided, that on the discharge of his duty it shall be the duty of the President to secure to every student the right of due process.

The text of this resolution shall be printed in the Student Regulations sections of the Student Handbook of the University and in the Institutional Catalog. The Student Handbook may be accessed at go.osu.edu/student/residential_life/SQR.

TRAFFIC & PARKING VIOLATIONS

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

- Parking without a permit. Parking permits are available online through the Bursar’s Office website (osu.edu/bursar).
- Parking in restricted or prohibited areas.
- Failure to park in a marked parking area. All parking areas are marked with white or yellow stripes. If not marked as a space, it is not a legal parking space.
- Failure to stop for stop signs or a pedestrian in crosswalk.
- Exceeding speed limit.
- Careless driving.
- Repairing vehicle or changing oil.
- Any other traffic and parking violations.

Any other traffic and parking violations will be fined accordingly.

OPPERATING VEHICLES ON CAMPUS

The following regulations are applicable to all students and employees operating vehicles on campus:

- All vehicles used by students and employees must have a current OSUIT parking permit.
- Parking permits are available online through the Bursar’s Office website (osu.edu/bursar) and will be mailed to the address provided on the application.
- Campus parking permits must be visible at all times.
- The fixed permit must be mounted on the front windshield or back glass and must be readable through tinted glass.
- Parking permits may not be transferred between vehicles.
- Washing vehicles on campus is prohibited.
- Abandoning and/or junking vehicles on the OSUIT campus is prohibited. Any vehicle determined to be abandoned or junked will be towed and stored at the owner’s expense after a reasonable effort has been made to contact the owner.
- Speed limit on campus streets is 20 miles per hour unless otherwise posted.
- Parking lot speed limit is 10 miles per hour.
- Double parking is prohibited.
- Parking in spaces reserved for visitors is prohibited.
- Parking in spaces reserved for persons with disabilities requires an appropriate permit.
- Motorists must stop for pedestrians in crosswalks.
- Bicycles ridden at night must be equipped with lights or have reflectors on the front, rear, and sides.
- Skateboards, inline skates, roller skates, bicycles, scooters, and any other personal transportation device, excluding documented ambulatory aids as prescribed by a medical doctor, are prohibited on all campus sidewalks.
- Parking and/or driving on the lawn, curbs, or sidewalks is prohibited.
- Parking in service vehicle parking spaces is prohibited.
- All parking spaces are marked with white or yellow lines. If not marked as a space, it is not a legal parking space.
- Students and employees are required to comply with all other state traffic laws.
- Wheel locks will be applied to vehicles which have been ticketed for repeated parking violations and/or failure to display a parking permit. Damage to wheel locks will be charged to the student’s account.
- Parking vehicles against the normal flow of traffic is prohibited.

Any individual who violates any of the above regulations will be fined accordingly.

CAMPUS POLICE

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

ANNUAL SECURITY REPORT


The OSUIT police department publishes this information to inform members of the campus community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures so that community members can make informed decisions relative to their safety. The crime statistics reflect incidents that occurred on the OSUIT campus or on public property adjacent to the campus.

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

2014-2016 CAMPUS CRIME STATISTICS

<table>
<thead>
<tr>
<th>Offense</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homicide</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (F)</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses (NF)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>1</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny</td>
<td>11</td>
<td>14</td>
<td>10</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Assault &amp; Battery</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Date Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>52</strong></td>
<td><strong>42</strong></td>
<td><strong>32</strong></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Offense</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criminal Incidents</strong></td>
<td><strong>67</strong></td>
<td><strong>94</strong></td>
<td><strong>52</strong></td>
</tr>
<tr>
<td><strong>Non-Criminal Incidents</strong></td>
<td><strong>119</strong></td>
<td><strong>136</strong></td>
<td><strong>84</strong></td>
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</table>

Arrests

<table>
<thead>
<tr>
<th>Offense</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>13</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Drugs</td>
<td>2</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Weapons</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Traffic</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>All Others</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Arrests</strong></td>
<td><strong>16</strong></td>
<td><strong>9</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

Disciplinary Referrals

<table>
<thead>
<tr>
<th>Offense</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>20</td>
<td>28</td>
<td>0</td>
</tr>
<tr>
<td>Drugs</td>
<td>0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Weapons</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Disciplinary Referrals</strong></td>
<td><strong>22</strong></td>
<td><strong>33</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

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

Disciplinary referrals include incidents involving alcohol and weapons that do not involve an arrest and indicate that the circumstances did not actually constitute a crime, but rather a violation of institutional policies. Likewise, referrals for incidents involving drugs that do not include an arrest indicate that there was evidence of drugs present, but insufficient evidence to support criminal charges.

The full annual report is available online at osuit.edu/safety/annual_security_report.

WORKFORCE & ECONOMIC DEVELOPMENT

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

ECO NOMIC DEVELOPMENT & TRAINING

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

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

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

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

ADULT BASIC EDUCATION

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

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

M-POWER PROGRAM

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

OSUIT AT THE MIDAMERICA INDUSTRIAL PARK

OSUIT-MAIP
MidAmerica Industrial Park
4059 Redden Street
Pryor, OK 74361
918-825-4678
maip.osuit.edu

OSUIT developed a unique partnership with the MidAmerica Industrial Park (MAIP) in Pryor, Oklahoma, in 1998, and has been offering a multitude of services and programs at the park since that time.

The 9,000-acre MAIP is one of the largest rural industrial parks in the country and is home to over 75 manufacturing and processing companies. The park is operated and administered by the Oklahoma Ordinance Works Authority, who extended an invitation to OSUIT to offer coursework on-site and has supported the University’s endeavors at the park by constructing a 25,000 square foot facility for the OSUIT Advanced Training Center at MAIP (OSUIT-MAIP).

This center offers workforce training programs in subject areas that cater to the prevailing technical skills required by the companies within the park and surrounding communities.

OSUIT-MAIP is the perfect place for the local student who is looking to increase skill sets and earning potential. The University maintains close relationships with the employers within the park and is the go-to place when searching for high skilled technical employees.

For additional information contact the OSUIT-MAIP offices at 918-825-4678 or visit maip.osuit.edu.
2017-2018 Programs of Study

SCHOOL OF ARTS & SCIENCES
- General Studies
  (Degree Seeking: Undeclared Majors)
- Allied Health Sciences (AS)
- Business (AS)
- Enterprise Development (AS)
  Business Administration Option
  General Studies Option
- Pre-Education (AS)
  Elementary, Early Childhood or Special Education Concentration
- Pre-Professional Studies (AS)
  General Studies Concentration
  Pre-Nursing Concentration

SCHOOL OF AUTOMOTIVE TECHNOLOGIES
- Automotive Collision Repair Technologies (AAS)
- Automotive Service Technologies –
  Chrysler MOPAR CAP (AAS)
  Ford ASSET (AAS)
  General Motors ASEPT (AAS)
  Pro-Tech (AAS)
  Toyota T-TEN (AAS)

SCHOOL OF CONSTRUCTION TECHNOLOGIES
- Air Conditioning & Refrigeration Technology (AAS)
- Construction Technology (AAS)
  Construction Management Option
  Electrical Construction Option
- High Voltage Lineman (AAS)

SCHOOL OF DIESSEL & HEAVY EQUIPMENT
- Diesel & Heavy Equipment –
  Aggreko Selectech (AAS)
  CAT® Dealer Prep (AAS)
  Komatsu ACT (AAS)
  Truck Technician (AAS)
  Western Equipment Dealers Association (WEDA)
  Technician (AAS)

SCHOOL OF ENGINEERING TECHNOLOGIES
- Civil Engineering/Surveying Technologies (AAS)
- Engineering Graphics & Design Drafting Technolgies (AAS)
- Engineering Technologies (AAS)
  Electrical/Electronics Technologies Option
  Instrumentation Technology Option
- Manufacturing Technologies (AAS)
- Watchmaking & Microtechnology (AAS)
- Civil Engineering Technology (BT)
- Instrumentation Engineering Technology (BT)

SCHOOL OF INFORMATION TECHNOLOGIES
- Information Technologies (AAS)
- Information Technologies (AS)
- Information Technologies (BT)
  Cybersecurity & Digital Forensics Option
  Network Infrastructure Option
  Software Development Option

SCHOOL OF NURSING & HEALTH SCIENCES
- Nursing (AAS)
- Orthotic & Prosthetic Technologies (AAS)

SCHOOL OF VISUAL COMMUNICATIONS
- 3D Modeling & Animation (AAS)
- Graphic Design Technology (AAS)
- Photography Technology (AAS)

AVAILABILITY
All programs listed here are planned for the 2017-2018 academic year. Although every effort is made to present accurate offerings, a listing in this catalog is not a guarantee of availability. Degree requirements may be revised from time to time, and the official document will be the electronic catalog posted on the campus website. All programs of study available through OSUIT are offered with the approval of OSRHE.
THE CORNERSTONE TO CAPSTONE EXPERIENCE

OSUIT is committed to the success of its students academically and professionally. For this reason the campus has instituted a unique, full-spectrum process called the “Cornerstone to Capstone Experience,” designed to enable students to see the “light at the end of the tunnel” from their very first (1st) semester.

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

COLLEGE CORNERSTONE

The first (1st) step in this process is the College Cornerstone course. In this course students learn to use the leading edge technology available on campus to become savvy, self-motivated learners and to assess their strengths as learners and technical high performers.

With the guidance of Cornerstone facilitators and their technical advisors, students evaluate where they are, where employers expect them to be upon graduation, and how they can begin the journey to reaching their goal.

CAREER CORNERSTONE

Like College Cornerstone, Career Cornerstone continues building on students’ awareness and strengths, emphasizing current trends and expected competencies in their field of study. Students become familiar with real-world expectations as they build competencies in communications, teamwork and career options.

OSUIT’s close alliance with the industry leaders that comprise the institution’s advisory committees serves to inform students of the expectations of today’s and tomorrow’s employers.

INTERNSHIPS

Employer-based internship experiences at OSUIT formally integrate academic study with authentic work experience. Internships are sponsored by a large number of Oklahoma employers as well as by employers throughout the region.

During the internship period, the student is in contact with an OSUIT faculty member. In addition, the employer provides the student with a mentor who will be available for advice and support throughout the internship experience.

Students earn college credit during the internship period, and many student interns are paid. Internship sites are pre-approved by OSUIT to assure a quality educational experience. The number and structure of those internships varies with each program of study. Students must contact the appropriate school office for details on program-specific internships.

CAPSTONE

The Capstone Experience is the culmination of student success at OSUIT, where students apply the knowledge from their internships, classes, labs and life experiences to real-world problems and concerns. Students work in teams on projects designed to integrate all they have learned and who they have become during their education.

Through the Cornerstone to Capstone Experience, OSUIT students build layer upon layer of knowledge, skill and technology awareness. They become the self-directed and self-motivated learners and workers that employers hire and keep.
School of Arts & Sciences

GENERAL EDUCATION COURSE OFFERINGS

Each technical program of study at OSU Institute of Technology requires General Education courses. These courses include English, math, science, history and social and behavioral sciences. Students who are undecided about which program of study can take General Education courses first (1st) and select a major later. The institution offers day, evening, weekend, and distance courses to allow students flexibility in planning for their educational needs.

Arts & Sciences offers full 15-week summer semester, half-semester, and 8-week courses during the months of June and July. These courses are especially appealing to high school students completing their junior year, recent high school graduates, college students that are home for the summer, and anyone who has mornings and/or afternoons free.

OSUIT General Education courses often transfer to all state colleges. For verification of transferability, reference the OSRHE Transfer matrix at www.okhighered.org/transfer-students/course-transfer.shtml.

For more detailed information, please contact Arts & Sciences at 918-293-4768 or visit go.osuit.edu/academics/arts_sciences.

<table>
<thead>
<tr>
<th>AMERICAN HISTORY &amp; GOVERNMENT</th>
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<tbody>
<tr>
<td>HIST 1483 US History to 1865</td>
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<tr>
<td>HIST 1493 US History since 1865</td>
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<tr>
<td>POLS 1113 US Government</td>
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<thead>
<tr>
<th>COMPUTER LITERACY</th>
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<tbody>
<tr>
<td>CS 1013 Computer Literacy &amp; Applications</td>
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<thead>
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<tbody>
<tr>
<td>ENGL 0143 English Fundamentals</td>
</tr>
<tr>
<td>ENGL 1033 Technical Writing I</td>
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<td>ENGL 1113 Freshman Composition I*</td>
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<td>ENGL 2883 Survey of American Literature II</td>
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<td>ENGL 3233 Technical Writing III</td>
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<tr>
<td>READ 0143 Reading Fundamentals</td>
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<tr>
<td>SPCH 1113 Introduction to Speech Communications *</td>
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<tr>
<td>SPCH 2313 Small Group Communications * Recommended for transfer students</td>
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<tr>
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<td>ASL 1373 American Sign Language II</td>
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<tr>
<td>SPAN 1215 Elementary Spanish II</td>
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<tbody>
<tr>
<td>BADM 1113 Introduction to Business</td>
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<tr>
<td>ECON 2103 Microeconomics</td>
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<tr>
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<tr>
<td>NSCI 1113 Introduction to Nutrition</td>
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<td>ENGL 2543 Survey of English Literature I</td>
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<td>ENGL 2643 Survey of English Literature II</td>
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<td>ENGL 2773 Survey of American Literature I</td>
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<td>ENGL 2883 Survey of American Literature II</td>
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<tr>
<td>HIST 1613 Western Civilization to 1500</td>
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<td>HIST 1623 Western Civilization after 1500</td>
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<td>MATH 0163 Intermediate Algebra</td>
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<td>GEOL 1014 Earth Science</td>
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<td>PHYS 0123 Science</td>
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<td>PHYS 1114 General Physics I</td>
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<td>PHYS 1204 General Physical Science</td>
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<td>HIST 2323 Oklahoma History</td>
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GENERAL EDUCATION CORE REQUIREMENTS FOR ASSOCIATE IN SCIENCE DEGREES

1. English & Language Arts (6 hours)
   ENGL 1113 and ENGL 1213

2. American History & Government (6 hours)
   HIST 1483 or HIST 1493
   POLS 1113

3. Science (6 hours)
   One course must be a laboratory science

4. Humanities (6 hours)
   Chosen from non-performance courses defined as Humanities by the institution granting the associate degree.

5. Mathematics (3 hours)

6. At least one (1) course from the following areas (3 hours)
   - Psychology
   - Social & Behavioral Sciences
   - Foreign Languages
   - Fine Arts (Art, Music, Drama)

7. Additional liberal arts and sciences courses as needed to meet the minimum total of 60 credit hours required to complete an Associate in Science transfer degree.

Courses used to fulfill general education requirements are identified by code letters that appear preceding the course title listed in the back of the catalog. The code letters designate the general education category for which the course may be used.

- **Analytical & Quantitative Thought (A)**
  The study of systems of logic and the mathematical sciences.

- **Humanities (H)**
  These courses concentrate on the ideas, beliefs, arts and literatures that bring cultures to life.

- **Natural Sciences (N)**
  A systematic study of natural processes and the mechanisms and consequences of human intervention in those processes.

- **Social & Behavioral Sciences (S)**
  Human behavior in relation to the social and physical environment.

- **Diversity (D)**
  These courses emphasize socially constructed groups in the US.

- **International Dimension (I)**
  These courses emphasize contemporary cultures outside the US.

- **Scientific Investigation (L)**
  Laboratory experience aimed at interpreting scientific hypotheses.

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

Occasionally, students will transfer a course that appears to fulfill the criteria and goals for a general education course, but the transcript does not indicate a general education designation. The advisor may request substitution by this course by submitting a Substitution Form, along with a course syllabus or course description, to the Dean of Arts & Sciences. A copy of this request should also be sent to the Registrar’s Office.
ALLIED HEALTH SCIENCES

ASSOCIATE IN SCIENCE
(61 CREDIT HOURS)

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

The term “Allied Health” is used to identify a cluster of health professions encompassing as many as 200 health careers. There are 5 million allied health care providers in the US who work in more than 80 different professions and represent approximately 60% of all health care providers; however, this is just a fraction of the total number of allied health care workers needed to meet current and future healthcare needs in America.

The field of healthcare is rapidly growing and constantly in need of skilled healthcare professionals. For those considering a career in healthcare, this degree is designed to expose students to a broad education in general studies combined with an emphasis on life science subjects such as anatomy and physiology, chemistry, and nutrition.

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

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

For more detailed information, please contact Arts & Sciences at 918-293-5370 or visit go.osuit.edu/academics/arts_sciences.

PROGRAM REQUIREMENTS: 25 CREDIT HOURS

The Associate in Science in Allied Health Sciences is a transfer degree. Choose one (1) of the following concentrations or provide your advisor with a degree plan from the senior institution to which you wish to transfer. Deviations must be approved by the Faculty Advisor or Dean.

PRE-NUTRITIONAL SCIENCES CONCENTRATION
(25 CREDIT HOURS)

CHEM 1515 General Chemistry II
BIOL 2114 Human Physiology
BIOL 2124 General Microbiology
NSCI 1113 Introduction to Nutrition
NURS 2303 Medical Terminology
PSYC 1113 Introductory Psychology
SOC 1113 Introductory Sociology

PRE-NUCLEAR MEDICINE, RADIATION THERAPY, RADIOGRAPHY & SONOGRAPHY CONCENTRATION
(25 CREDIT HOURS)

BIOL 2104 Human Anatomy
BIOL 2114 Human Physiology
ENGL 1033 Technical Writing I
NURS 2303 Medical Terminology
PHYS 1114 General Physics I
PSYC 1113 Introductory Psychology
SOC 1113 Introductory Sociology
Elective Course (1 Credit Hour)

PRE-PHYSICAL & OCCUPATIONAL THERAPY CONCENTRATION
(25 CREDIT HOURS)

BIOL 2104 Human Anatomy
BIOL 2114 Human Physiology
PHYS 1114 General Physics I
PHYS 1214 General Physics II
PSYC 1113 Introductory Psychology
PSYC 2583 Developmental Psychology
STAT 2013 Elementary Statistics

PRE-COMMUNICATION SCIENCES & DISORDERS CONCENTRATION
(25 CREDIT HOURS)

BIOL 2104 Human Anatomy
BIOL 2114 Human Physiology
BIOL 2124 General Microbiology
NURS 2303 Medical Terminology
PHYS 1114 General Physics I
PSYC 1113 Introductory Psychology
SOC 1113 Introductory Sociology

GENERAL EDUCATION REQUIREMENTS: 36 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)

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

COMPUTER LITERACY
(3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications

ENGLISH & LANGUAGE ARTS
(6 CREDIT HOURS)

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II

HUMANITIES
(6 CREDIT HOURS)

Select two (2) courses from courses designated with an “H”, “I”, or “D.”

MATH 1513 College Algebra

ORIENTATION
(1 CREDIT HOUR)

ORIE 1011 College Strategies

SCIENCE
(8 CREDIT HOURS)

Must select one (1) course from each area.

Life Sciences (4 Credit Hours)
BIOL 1114 General Biology
BIOL 1604 Zoology

Physical Sciences (4 Credit Hours)
CHEM 1314 General Chemistry I

APPROVED ELECTIVES
(3 CREDIT HOURS)

Students should consult with program advisor for an approved list of electives.
BUSINESS *

ASSOCIATE IN SCIENCE (60 CREDIT HOURS)

This degree option allows students to earn the first two (2) years of a bachelor's degree in business at OSUIT Institute of Technology with assurances that all courses will transfer to another Oklahoma college offering a bachelor's degree in business.

The strength of this associate degree is that it saves the student considerable time, travel and money by allowing the student to remain closer to home for the first two (2) years of study.

OSUIT's Business degree program has been carefully coordinated with other colleges to make the transfer of the 60 semester credit hours earned at this campus a simple and seamless process.

Whether one's goal is to explore careers in accounting, sales, marketing or finance, the solid core of business courses offered by OSUIT is a great first step.

For more detailed information, please contact Arts & Sciences at 918-293-4768 or visit go.osuit.edu/academics/arts_sciences.

* This program is available 100% online.

PROGRAM REQUIREMENTS:
15 CREDIT HOURS

ACCOUNTING
(6 CREDIT HOURS)
ACCT 2103 Financial Accounting
ACCT 2203 Managerial Accounting

ECONOMICS
(6 CREDIT HOURS)
ECON 2103 Microeconomics
ECON 2203 Macroeconomics

STATISTICS
(3 CREDIT HOURS)
STAT 2013 Elementary Statistics

PROGRAM ELECTIVES:
3 CREDIT HOURS

Business Program Electives require School Dean's approval if not included on this list.

BADM 2063 Business Law I
BADM 2373 Business Communications
MATH 2144 Calculus I
MGMT 2313 Principles of Management
MGMT 2603 Human Resources Management
MGMT 2913 Leadership & Organizational Behavior

GENERAL EDUCATION REQUIREMENTS:
42 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)
HIST 1483 US History to 1865 or
HIST 1493 US History since 1865
POLS 1113 US Government

COMPUTER LITERACY
(3 CREDIT HOURS)
CS 2103 Computer Concepts & Applications for Business

ENGLISH & LANGUAGE ARTS
(9 CREDIT HOURS)
ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
SPCH 1113 Introduction to Speech Communications

HEALTH & PHYSICAL EDUCATION
(3 CREDIT HOURS)
HHP 1113 Personal Health or
NSCI 1113 Introduction to Nutrition

HUMANITIES
(6 CREDIT HOURS)
Select two (2) courses from courses designated with an "H", "I", or "D."

ENGL 2413 Introduction to Literature
ENGL 2773 Survey of American Literature I
ENGL 2883 Survey of American Literature II
HIST 1613 Western Civilization to 1500
HIST 1623 Western Civilization after 1500
HUM 1013 Humanities I
HUM 1033 Humanities II
HUM 1113 Music Appreciation
HUM 2243 Native Peoples of North America
HUM 2453 Introduction to Film
HUM 2563 Comparative Cultures
HUM 2683 Study/Travel/Work across Cultures & Borders
PHIL 1213 Ethics

MATHEMATICS
(3 CREDIT HOURS)
Select one (1) course from courses designated with an "A."

MATH 1513 College Algebra
MATH 1613 Trigonometry
MATH 2713 Elementary Calculus

ORIENTATION
(1 CREDIT HOUR)
ORIE 1011 College Strategies

SCIENCE
(8-9 CREDIT HOURS)
One (1) course selected must be a lab course.

Life Sciences (4 Credit Hours)
BIOL 1014 General Biology (Non-Majors)
BIOL 1114 General Biology
BIOL 1404 General Botany
BIOL 1604 Zoology
BIOL 2104 Human Anatomy
BIOL 2114 Human Physiology
BIOL 2124 General Microbiology

Physical Sciences (4-5 Credit Hours)
CHEM 1314 General Chemistry I
CHEM 1515 General Chemistry II
GEOL 1014 Earth Science
PHYS 1114 General Physics I
PHYS 1204 General Physical Science
PHYS 1214 General Physics II

SOCIAL & BEHAVIORAL SCIENCES
(3 CREDIT HOURS)
PSYC 1113 Introductory Psychology or
SOC 1113 Introductory Sociology

School of Arts & Sciences
ENTERPRISE DEVELOPMENT - BUSINESS ADMINISTRATION OPTION

ASSOCIATE IN SCIENCE (60 CREDIT HOURS)

As part of Oklahoma’s Reach Higher program, OSUIT offers an Associate in Science degree in Enterprise Development with a concentration in business administration or general studies.

The program is designed for working adults or those who are time- or place-bound and unable to pursue education through traditional means. The curriculum is approved by OSRHE and OSUIT accepts transfer credits from any of the 14 two-year institutions in Oklahoma.

This degree can transfer seamlessly into a bachelor's degree!

Minimum requirements:
- 18 hours of earned college credit
- 2.0 cumulative college GPA
- Developmental work completed

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

If you have any questions about the Enterprise Development Adult Degree Completion Program, contact the Reach Higher Advisor directly at 918-293-4768 or visit go.osuit.edu/academics/arts_sciences.

PROGRAM REQUIREMENTS: 23 CREDIT HOURS

**CAPSTONE (2 CREDIT HOURS)**
- BADM 2232 Enterprise Development Business Capstone

**INTERNSHIP (3 CREDIT HOURS)**
- BADM 2903 Business/Occupational Internship

**ACCOUNTING (6 CREDIT HOURS)**
- ACCT 2103 Financial Accounting
- ACCT 2203 Managerial Accounting

**ECONOMICS (6 CREDIT HOURS)**
- ECON 2103 Microeconomics
- ECON 2203 Macroeconomics

**MARKETING (3 CREDIT HOURS)**
- BADM 2153 Marketing Principles

**STATISTICS (3 CREDIT HOURS)**
- STAT 2023 Elementary Statistics for Business & Economics

**GENERAL EDUCATION REQUIREMENTS: 37 CREDIT HOURS**

**AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)**
- HIST 1483 US History to 1865 or
- HIST 1493 US History since 1865
- POLS 1113 US Government

**ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)**
- ENGL 1113 Freshman Composition I
- ENGL 1213 Freshman Composition II
- SPCH 1113 Introduction to Speech Communications

**HUMANITIES (6 CREDIT HOURS)**
- Select two (2) courses from courses designated with an "H", "I", or "D."
- ENGL 2413 Introduction to Literature
- ENGL 2773 Survey of American Literature I
- ENGL 2883 Survey of American Literature II
- HIST 1613 Western Civilization to 1500
- HIST 1623 Western Civilization after 1500
- HUM 1013 Humanities I
- HUM 1033 Humanities II
- HUM 1113 Music Appreciation
- HUM 2243 Native Peoples of North America
- HUM 2453 Introduction to Film
- HUM 2563 Comparative Cultures
- HUM 2663 Study/Travel/Work across Cultures & Borders
- PHIL 1213 Ethics

**MATHEMATICS (3 CREDIT HOURS)**
- Select one (1) course from courses designated with an "A."
- MATH 1493 Math for Critical Thinking
- MATH 1513 College Algebra

**SCIENCE (7 CREDIT HOURS)**
- Select one (1) course selected must be a lab course.
- BIOL 1014 General Biology (Non-Majors)
- BIOL 1114 General Biology
- BIOL 1404 General Botany
- BIOL 1604 Zoology
- BIOL 2104 Human Anatomy
- BIOL 2114 Human Physiology
- BIOL 2124 General Microbiology
- CHEM 1314 General Chemistry I
- CHEM 1515 General Chemistry II
- GEOL 1014 Earth Science
- PHYS 1114 General Physics I
- PHYS 1204 General Physical Science
- PHYS 1214 General Physics II

**SOCIAL & BEHAVIORAL SCIENCES, TECHNOLOGY & LANGUAGE (6 CREDIT HOURS)**
- CS 1013 Computer Literacy & Applications
- GEOG 2243 Fundamentals of Geography
- PSYC 1113 Introductory Psychology
- PSYC 2313 Psychology of Personal Adjustment
- PSYC 2583 Developmental Psychology
- SOC 1113 Introductory Sociology
- SPAN 1115 Elementary Spanish I
- SPAN 1215 Elementary Spanish II

Students should consult with program advisor for guidance on course selection.
ENTERPRISE DEVELOPMENT -
GENERAL STUDIES OPTION

ASSOCIATE IN SCIENCE
(60 CREDIT HOURS)

As part of Oklahoma’s Reach Higher program, OSUIT offers an Associate in Science degree in Enterprise Development with a concentration in business administration or general studies.

The program is designed for working adults or those who are time- or place-bound and unable to pursue education through traditional means. The curriculum is approved by OSRHE and OSUIT accepts transfer credits from any of the 14 two-year institutions in Oklahoma.

This degree can transfer seamlessly into a bachelor’s degree!

Minimum requirements:

- 18 hours of earned college credit
- 2.0 cumulative college GPA
- Developmental work completed

Program features:

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

If you have any questions about the Enterprise Development Adult Degree Completion Program, contact the Reach Higher Advisor directly at 918-293-4768 or visit go.osuit.edu/academics/arts_sciences.

PROGRAM REQUIREMENTS:
23 CREDIT HOURS

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

GENERAL EDUCATION REQUIREMENTS:
37 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS
(9 CREDIT HOURS)

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

HUMANITIES
(6 CREDIT HOURS)

Select two (2) courses from courses designated with an “H”, “I”, or “D.”

ENGL 2413 Introduction to Literature
ENGL 2773 Survey of American Literature I
ENGL 2883 Survey of American Literature II
HIST 1613 Western Civilization to 1500
HIST 1623 Western Civilization after 1500

HUM 1013 Humanities I
HUM 1033 Humanities II
HUM 1113 Music Appreciation
HUM 2243 Native Peoples of North America
HUM 2453 Introduction to Film
HUM 2563 Comparative Cultures
HUM 2663 Study/Travel/Work across Cultures & Borders
PHIL 1213 Ethics

MATHEMATICS
(3 CREDIT HOURS)

Select one (1) course from courses designated with an “A.”

MATH 1493 Math for Critical Thinking
MATH 1513 College Algebra
STAT 2013 Elementary Statistics

SCIENCE
(7 CREDIT HOURS)

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

BIOL 1014 General Biology (Non-Majors)
BIOL 1114 General Biology
BIOL 1404 General Botany
BIOL 1604 Zoology
BIOL 2104 Human Anatomy
BIOL 2114 Human Physiology
BIOL 2124 General Microbiology
CHEM 1314 General Chemistry I
CHEM 1515 General Chemistry II
GEOL 1014 Earth Science
PHYS 1114 General Physics I
PHYS 1204 General Physical Science
PHYS 1214 General Physics II

SOCIAL & BEHAVIORAL SCIENCES,
TECHNOLOGY & LANGUAGE
(6 CREDIT HOURS)

CS 1013 Computer Literacy & Applications
GEOG 2243 Fundamentals of Geography
PSYC 1113 Introductory Psychology
PSYC 2313 Psychology of Personal Adjustment
PSYC 2583 Developmental Psychology
SOC 1113 Introductory Sociology
SPAN 1115 Elementary Spanish I
SPAN 1215 Elementary Spanish II

Students should consult with program advisor for guidance on course selection.
PRE-EDUCATION *
(ELEMENTARY, EARLY CHILDHOOD OR SPECIAL EDUCATION CONCENTRATION)

ASSOCIATE IN SCIENCE
(60 CREDIT HOURS)

OSU Institute of Technology offers an Associate in Science degree in Pre-Education through which students may earn the first two (2) years of a bachelor’s degree in education at this campus with assurance that all courses will transfer to another Oklahoma college offering a bachelor’s degree in education.

This Pre-Education degree from OSUIT saves the student considerable time, travel and money by allowing the student to remain closer to home for the first two (2) years of study.

OSUIT’s Pre-Education degree has been carefully coordinated with other colleges to make the transfer of the 60 semester credit hours earned at this campus a simple and seamless process.

The OSUIT Pre-Education program offers a wide range of course choices for education majors, but is vigilant in its offerings to ensure the student will meet necessary state requirements in math, English, science, social and behavioral sciences and foreign language at four-year institutions.

Whether one’s goal is to explore a career as an elementary, secondary or college educator, the solid core of education and general studies courses offered by OSUIT is a great first step.

For more detailed information, please contact Arts & Sciences at 918-293-4768 or visit go.osuit.edu/academics/arts_sciences.

* This program is available primarily online, with the exception of one (1) required laboratory science course.

Notes for students desiring to obtain this degree primarily online:
- To meet the six (6) hour math requirement, MATH 1513 College Algebra and STAT 2013 Elementary Statistics are both available online.
- To meet eight (8) of the 12 hour science requirement, BIOL 1014 General Biology (Non-Majors) and PHYS 1204 General Physical Science are both available online. The remaining required lab science course can be taken face-to-face at OSUIT or transferred in from another institution.

Those students majoring in Elementary Education, Early Childhood Education, or Special Education who seek certification in Oklahoma must take 12 credit hours in each of the four (4) areas: English, Math, Science, and Social & Behavioral Studies.

These students must also demonstrate listening and speaking skills in a foreign language at the novice-high level. Successful completion of SPAN 1115 or SPAN 1225 would satisfy this requirement.

PROGRAM REQUIREMENTS:
55 CREDIT HOURS

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

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)
HIST 1483 US History to 1865 or
HIST 1493 US History since 1865
POLI 1113 US Government

COMPUTER LITERACY
(3 CREDIT HOURS)
CS 1013 Computer Literacy & Applications

ENGLISH & LANGUAGE ARTS
(12 CREDIT HOURS)
Required Courses (9 Credit Hours)
ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
SPCH 1113 Introduction to Speech
Communications

Elective Courses (3 Credit Hours)
ENGL 2113 Creative Writing
ENGL 2413 Introduction to Literature
ENGL 2773 Survey of American Literature I
ENGL 2883 Survey of American Literature II

HEALTH & PHYSICAL EDUCATION
(3 CREDIT HOURS)
HIP 1113 Personal Health or
NSCI 1113 Introduction to Nutrition

HUMANITIES
(6 CREDIT HOURS)
Select two (2) courses from courses designated with an “H”, “I”, or “D.”
ENGL 2413 Introduction to Literature
ENGL 2773 Survey of American Literature I
ENGL 2883 Survey of American Literature II
HIST 1613 Western Civilization to 1500
HIST 1623 Western Civilization after 1500
HUM 1013 Humanities I
HUM 1033 Humanities II
HUM 1113 Music Appreciation
HUM 2243 Native Peoples of North America
HUM 2453 Introduction to Film
HUM 2563 Comparative Cultures
HUM 2663 Study/Travel/Work across Cultures & Borders
PHIL 1213 Ethics

MATHEMATICS
(6 CREDIT HOURS)
Select two (2) courses from courses designated with an “A.”
MATH 1493 Math for Critical Thinking
MATH 1513 College Algebra
MATH 1613 Trigonometry
MATH 2713 Elementary Calculus
MATH 2144 Calculus I
STAT 2013 Elementary Statistics

ORIENTATION
(1 CREDIT HOUR)
ORIE 1011 College Strategies

SCIENCE
(12 CREDIT HOURS)
Must select one (1) course from each area. One (1) course selected must be a lab course.

Life Sciences
BIOL 1014 General Biology (Non-Majors)
BIOL 1114 General Biology
BIOL 1404 General Botany
BIOL 1604 Zoology

Physical Sciences
CHEM 1314 General Chemistry I
GEOL 1014 Earth Science
PHYS 1114 General Physics I
PHYS 1204 General Physical Science

SOCIAL & BEHAVIORAL SCIENCES
(6 CREDIT HOURS)
Select two (2) courses from courses designated with an “S.”
GEOG 2243 Fundamentals of Geography
PSYC 1113 Introductory Psychology
PSYC 2583 Developmental Psychology
SOC 1113 Introductory Sociology

PROGRAM ELECTIVES:
5-8 CREDIT HOURS

Students should select courses which satisfy the transfer requirements for the baccalaureate degree at the institution to which they will transfer. Students should choose courses that were NOT used to satisfy the general education requirements.

HIST 2323 Oklahoma History *

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

ASL 1363 American Sign Language I *
PSYC 2313 Psychology of Personal Adjustment
PSYC 2583 Developmental Psychology
SOC 1113 Introductory Sociology
SPAN 1115 Elementary Spanish I *
SPAN 1215 Elementary Spanish II *

* Recommended for transfer students

Students should consult with program advisor for guidance on course selection.

School of Arts & Sciences
PRE-EDUCATION *  
(SECONDARY EDUCATION CONCENTRATION)

ASSOCIATE IN SCIENCE  
(60 CREDIT HOURS)

OSU Institute of Technology offers an Associate in Science degree in Pre-Education through which students may earn the first two (2) years of a bachelor’s degree in education at this campus with assurance that all courses will transfer to another Oklahoma college offering a bachelor’s degree in education.

This Pre-Education degree from OSUIT saves the student considerable time, travel and money by allowing the student to remain closer to home for the first two (2) years of study.

OSUIT’s Pre-Education degree has been carefully coordinated with other colleges to make the transfer of the 60 semester credit hours earned at this campus a simple and seamless process.

The OSUIT Pre-Education program offers a wide range of course choices for education majors, but is vigilant in its offerings to ensure the student will meet necessary state requirements in math, English, science, social & behavioral sciences and foreign language at four-year institutions.

Whether one’s goal is to explore a career as an elementary, secondary or college educator, the solid core of education and general studies courses offered by OSUIT is a great first step.

*For more detailed information, please contact Arts & Sciences at 918-293-4768 or visit go.osuit.edu/academics/arts_sciences.*

*This program is available 100% online.*

PROGRAM REQUIREMENTS:  
45 CREDIT HOURS

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

AMERICAN HISTORY & GOVERNMENT  
(6 CREDIT HOURS)

HIST 1483 US History to 1865 or  
HIST 1493 US History since 1865

POLI 1113 US Government

COMPUTER LITERACY  
(3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications

ENGLISH & LANGUAGE ARTS  
(9 CREDIT HOURS)

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

HEALTH & PHYSICAL EDUCATION  
(3 CREDIT HOURS)

H&HP 1113 Personal Health or  
NSCI 1113 Introduction to Nutrition

HUMANITIES  
(6 CREDIT HOURS)

Select two (2) courses from courses designated with an “H,” “I,” or “D.”

ENGL 2413 Introduction to Literature  
ENGL 2773 Survey of American Literature I  
ENGL 2883 Survey of American Literature II  
HIST 1613 Western Civilization to 1500  
HIST 1623 Western Civilization after 1500  
HUM 1013 Humanities I  
HUM 1033 Humanities II  
HUM 1113 Music Appreciation  
HUM 2243 Native Peoples of North America  
HUM 2453 Introduction to Film  
HUM 2563 Comparative Cultures  
HUM 2663 Study/Travel/Work across Cultures & Borders  
PHIL 1213 Ethics

MATHEMATICS  
(3 CREDIT HOURS)

Select one (1) course from courses designated with an “A.”

MATH 1513 College Algebra  
MATH 1613 Trigonometry  
MATH 2713 Elementary Calculus

ORIENTATION  
(1 CREDIT HOUR)

ORIE 1011 College Strategies

SCIENCE  
(8-9 CREDIT HOURS)

Must select one (1) course from each area.

Life Sciences (4 Credit Hours)

BIOL 1014 General Biology (Non-Majors)  
BIOL 1114 General Biology  
BIOL 1404 General Botany  
BIOL 1604 Zoology

Physical Sciences (4-5 Credit Hours)

CHEM 1314 General Chemistry I  
GEOL 1014 Earth Science  
PHYS 1114 General Physics I  
PHYS 1204 General Physical Science

SOCIAL & BEHAVIORAL SCIENCES  
(6 CREDIT HOURS)

Select two (2) courses from courses designated with an “S.”

GEOG 2243 Fundamentals of Geography  
PSYC 1113 Introductory Psychology  
PSYC 2583 Developmental Psychology  
SOC 1113 Introductory Sociology

SUPPORT & RELATED REQUIREMENTS:  
15 CREDIT HOURS

ELECTIVES  
(15 CREDIT HOURS)

Students should select courses which satisfy the transfer requirements for the baccalaureate degree at the institution to which they will transfer. Students should choose courses that were NOT used to satisfy the general education requirements.

HIST 2323 Oklahoma History *

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

ASL 1363 American Sign Language I *  
PSYC 2313 Psychology of Personal Adjustment  
PSYC 2583 Developmental Psychology  
SOC 1113 Introductory Sociology  
SPAN 1115 Elementary Spanish I *  
SPAN 1215 Elementary Spanish II *

* Recommended for transfer students

Students should consult with program advisor for guidance on course selection.
PRE-PROFESSIONAL STUDIES *
(GENERAL STUDIES CONCENTRATION)
ASSOCIATE IN SCIENCE
(60 CREDIT HOURS)
OSU Institute of Technology offers an Associate in Science degree in Pre-Professional Studies through which students may earn the first two (2) years of a bachelor’s degree in a variety of disciplines at this campus with assurance that all courses will transfer to another Oklahoma college offering a bachelor’s degree.

The OSUIT Pre-Professional Studies program is a great first step in completing the first two years of a variety of four year degrees. This degree also saves the student considerable time, travel and money by allowing the student to remain closer to home for the first two (2) years of study, while fulfilling important degree requirements.

Rest assured that the OSUIT’s Pre-Professional Studies degree has been carefully coordinated with other colleges to make the transfer of the 60 semester credit hours earned at this campus a simple and seamless process.

For more detailed information, please contact Arts & Sciences at 918-293-4768 or visit go.osuit.edu/academics/arts_sciences.

* This program is available 100% online.

PROGRAM REQUIREMENTS:
22 CREDIT HOURS

ORIENTATION
(1 CREDIT HOUR)
ORIE 1011 College Strategies

GUIDED PROGRAM ELECTIVES
(21 CREDIT HOURS)
Courses may be selected from the following courses and/or additional approved coursework (not utilized to fulfill general education requirements) which satisfies pre-major requirements at the four (4) year institution to which the student is transferring.

ASL 1363 American Sign Language I
BIOL 1404 General Botany
BIOL 1604 Zoology
CHEM 1515 General Chemistry II
HHP 1113 Personal Health
HIST 2323 Oklahoma History
MATH 2144 Calculus I
MATH 2153 Calculus II
NSCI 1115 Introduction to Nutrition
PHYS 1214 General Physics II
PSYC 2313 Psychology of Personal Adjustment
SPAN 1115 Elementary Spanish I
SPAN 1215 Elementary Spanish II
STAT 2013 Elementary Statistics

GENERAL EDUCATION REQUIREMENTS:
38 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)
HIST 1483 US History to 1865 or
HIST 1493 US History since 1865
POLS 1113 US Government

COMPUTER LITERACY
(3 CREDIT HOURS)
CS 1013 Computer Literacy & Applications or
CS 2103 Computer Concepts & Applications for Business

ENGLISH & LANGUAGE ARTS
(9 CREDIT HOURS)
ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
SPCH 1113 Introduction to Speech Communications

HUMANITIES
(6 CREDIT HOURS)
Select two (2) courses from courses designated with an “H”, “I”, or “D.”

MATH 2413 Introduction to Literature
ENGL 2773 Survey of American Literature I
ENGL 2883 Survey of American Literature II
HIST 1613 Western Civilization to 1500
HIST 1623 Western Civilization after 1500
HUM 1013 Humanities I
HUM 1033 Humanities II

PHIL 1213 Ethics

MATHEMATICS
(3 CREDIT HOURS)
Select one (1) course from courses designated with an “A.”

MATH 1513 College Algebra
MATH 1613 Trigonometry
MATH 2713 Elementary Calculus

SCIENCE
(8 CREDIT HOURS)
Select two (2) courses from courses listed below or others designated with an “N.”

Life Sciences (4 Credit Hours)
BIOL 1014 General Biology (Non-Majors)
BIOL 1114 General Biology
BIOL 2104 Human Anatomy
BIOL 2114 Human Physiology
BIOL 2124 General Microbiology

Physical Sciences (4 Credit Hours)
CHEM 1314 General Chemistry I
GEOL 1014 Earth Science
PHYS 1114 General Physics I
PHYS 1204 General Physical Science

SOCIAL & BEHAVIORAL SCIENCES
(3 CREDIT HOURS)
Select one (1) course from courses designated with an “S.”

GEOG 2243 Fundamentals of Geography
PSYC 1113 Introductory Psychology
PSYC 2583 Developmental Psychology
SOC 1113 Introductory Sociology
PRE-PROFESSIONAL STUDIES
(PRE-NURSING CONCENTRATION)

ASSOCIATE IN SCIENCE
(60 CREDIT HOURS)

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

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

* Denotes courses required for OSUIT’s AAS in Nursing program.
** Denotes courses generally required for a BSN degree.

For student advisement questions, please contact Nursing & Health Sciences at 918-293-5373.

For general program information and degree requirements, please contact Arts & Sciences at 918-293-5370 or visit go.osuit.edu/academics/arts_sciences.

PROGRAM REQUIREMENTS:
22 CREDIT HOURS

ORIENTATION
(1 CREDIT HOUR)
ORIE 1011 College Strategies

PRE-NURSING GUIDED PROGRAM ELECTIVES
(21 CREDIT HOURS)
BIOL 2114 Human Physiology *
BIOL 2124 General Microbiology *
NSCI 1113 Introduction to Nutrition *
PSYC 2583 Developmental Psychology *

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

CHEM 1314 General Chemistry I **
GEOG 2243 Fundamentals of Geography
HHP 1113 Personal Health
PSYC 2313 Psychology of Personal Adjustment
SOC 1113 Introductory Sociology
SPAN 1115 Elementary Spanish I

GENERAL EDUCATION REQUIREMENTS:
38 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)
HIST 1483 US History to 1865 or
HIST 1493 US History since 1865 *
POLS 1113 US Government *

COMPUTER LITERACY
(3 CREDIT HOURS)
CS 1013 Computer Literacy & Applications **

ENGLISH & LANGUAGE ARTS
(9 CREDIT HOURS)
ENGL 1113 Freshman Composition I *
ENGL 1123 Freshman Composition II *
SPCH 1113 Introduction to Speech Communications

HUMANITIES
(6 CREDIT HOURS)
Select two (2) courses from courses listed below or others designated with an “H”, “I”, or “D” **
HUM 1013 Humanities I
HUM 1033 Humanities II
HUM 2243 Native Peoples of North America
HUM 2453 Introduction to Film
PHIL 1213 Ethics

MATHEMATICS
(3 CREDIT HOURS)
Select one (1) course from courses listed below or others designated with an “A” **
MATH 1513 College Algebra **
STAT 2013 Elementary Statistics **

SCIENCE
(8 CREDIT HOURS)
Select from courses listed below or others designated with an “N.”
BIOL 1114 General Biology
BIOL 2104 Human Anatomy *

SOCIAL & BEHAVIORAL SCIENCES
(3 CREDIT HOURS)
PSYC 1113 Introductory Psychology *
## School of Automotive Technologies

### AUTOMOTIVE COLLISION REPAIR TECHNOLOGIES

**ASSOCIATE IN APPLIED SCIENCE (81 CREDIT HOURS)**

Automotive Collision Repair technicians repair and refinish vehicles that have been involved in accidents. Students in this program will learn how to repair the vehicles to pre-accident condition. Repair of damaged vehicles requires repair, replacement and refinishing of exterior and interior vehicle body components.

Graduates of the program are employed as collision technicians and refinishing specialists. With experience, graduates qualify for positions as body shop managers, paint specialists, insurance adjusters, shop owners, and refinish equipment specialists.

Students must demonstrate Reading proficiency and may not have more than two (2) academic deficiencies (as indicated on page 12) at the time of enrollment into Automotive Collision Repair Technologies.

**New student enrollments are only accepted for the fall and spring semesters.**

*For more detailed information, please contact Automotive Technologies at 918-293-5390 or visit osuit.edu/automotive.*

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### PROGRAM REQUIREMENTS:

**53 CREDIT HOURS**

**AUTO COLLISION REPAIR TECHNOLOGIES (53 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>AUC 1031</td>
<td>Collision Computer Based Training</td>
</tr>
<tr>
<td>AUC 1032</td>
<td>Sectioning Welded Panels</td>
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<tr>
<td>AUC 1062</td>
<td>Refinishing Procedures &amp; Detailing</td>
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<tr>
<td>AUC 1101</td>
<td>Collision Career Cornerstone</td>
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<tr>
<td>AUC 1102</td>
<td>Chassis Analysis</td>
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<tr>
<td>AUC 1111</td>
<td>Vehicle Design &amp; Energy Management</td>
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<tr>
<td>AUC 1112</td>
<td>Panel Straightening &amp; Filler Application</td>
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<tr>
<td>AUC 1121</td>
<td>Collision Estimating</td>
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<tr>
<td>AUC 1131</td>
<td>Mechanical &amp; Electrical Service &amp; Replacement Procedures</td>
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<tr>
<td>AUC 1212</td>
<td>Refinishing Equipment &amp; Processes</td>
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<tr>
<td>AUC 1222</td>
<td>Color Analysis</td>
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<td>AUC 1232</td>
<td>Gas Metal Arc Welding</td>
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<tr>
<td>AUC 1252</td>
<td>Panel Replacement &amp; Alignment</td>
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<td>AUC 1262</td>
<td>Advanced Metal Repair</td>
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<tr>
<td>AUC 1302</td>
<td>Suspension Alignment &amp; Fundamentals</td>
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<td>AUC 2101</td>
<td>Structural Alignment Procedures</td>
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<td>AUC 2131</td>
<td>Non-Structural Recycled Panels</td>
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<td>AUC 2156</td>
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<td>AUC 2161</td>
<td>Advanced Refinishing Processes I</td>
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<td>AUC 2201</td>
<td>Structural Replacement Procedures</td>
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<td>AUC 2211</td>
<td>Collision Industry Updates &amp; Trends</td>
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<td>AUC 2231</td>
<td>Plastic Repair &amp; Panel Bond</td>
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<td>AUC 2261</td>
<td>Advanced Refinishing Processes II</td>
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<td>AUC 2356</td>
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<td>AUC 2411</td>
<td>Refinishing Capstone</td>
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<td>AUC 2521</td>
<td>Non-Structural Capstone</td>
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<td>AUC 2631</td>
<td>Structural Capstone</td>
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</table>

* Students who have earned prior learning credit in Automotive Technologies may enroll in the following alternate internship courses.

**AUC 2156 Internship I** may be replaced by:
- AUPL 1101 Beginning Automotive Internship I # and
  AUC 2195 Advanced Collision Internship I ##

**AUC 2256 Internship II** may be replaced by:
- AUPL 1201 Beginning Automotive Internship II # and
  AUC 2295 Advanced Collision Internship II ##

**AUC 2356 Internship III** may be replaced by:
- AUPL 1301 Beginning Automotive Internship III # and
  AUC 2395 Advanced Collision Internship III ##

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

## Course available on the OSUIT campus.

### GENERAL EDUCATION REQUIREMENTS:

**24 CREDIT HOURS**

**AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HIST 1483</td>
<td>US History to 1865 or</td>
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<tr>
<td>HIST 1493</td>
<td>US History since 1865</td>
</tr>
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<td>US Government</td>
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**ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)**

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<td>ENGL 1033</td>
<td>Technical Writing I or</td>
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<td>ENGL 1113</td>
<td>Freshman Composition I</td>
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<td>SPCH 1113</td>
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**GENERAL BUSINESS (3 CREDIT HOURS)**

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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BADM 1113</td>
<td>Introduction to Business or</td>
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<tr>
<td>ECON 2103</td>
<td>Microeconomics or</td>
</tr>
<tr>
<td>ECON 2203</td>
<td>Macroeconomics or</td>
</tr>
<tr>
<td>MGMT 2243</td>
<td>Small Business Management</td>
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**HUMANITIES (3 CREDIT HOURS)**

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<tr>
<td>PHIL 1213</td>
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**MATHEMATICS (3 CREDIT HOURS)**

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<tbody>
<tr>
<td>MATH 1513</td>
<td>College Algebra or</td>
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<td>MATH 2003</td>
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**SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)**

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<tbody>
<tr>
<td>PSYC 1113</td>
<td>Introductory Psychology or</td>
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<tr>
<td>PSYC 2313</td>
<td>Psychology of Personal Adjustment or</td>
</tr>
<tr>
<td>SOC 1113</td>
<td>Introductory Sociology</td>
</tr>
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**INTERDEPARTMENTAL REQUIREMENTS: 4 CREDIT HOURS**

**COMPUTER LITERACY (3 CREDIT HOURS)**

<table>
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<th>Course Code</th>
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<tbody>
<tr>
<td>CS 1013</td>
<td>Computer Literacy &amp; Applications</td>
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**GENERAL TECHNOLOGIES (1 CREDIT HOUR)**

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<td>GTGE 1111</td>
<td>College Cornerstone</td>
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</table>
The College Automotive Program (CAP) is a six (6) semester Associate in Applied Science degree program designed to prepare graduates to work as a Chrysler, Jeep or Dodge Service Technician.

The unique aspect of this program is its alternating internships. A student intensively studies and applies service techniques in OSU Institute of Technology’s outstanding automotive service technology facilities for half of each semester. The other half of each semester is spent on an on-site internship at the sponsoring dealership, where the student is able to immediately apply what was learned.

This rotation is repeated for six (6) semesters with the level of competency development increasing until graduation when the student internship is typically converted to full-time employment.

New student enrollments are only accepted for the fall semester.

**PROGRAM ENTRY REQUIREMENTS:**
1. Obtain an approved industry sponsor.
2. Meet institutional enrollment requirements.
3. Demonstrate Reading proficiency (as indicated on page 12) or successfully complete all required developmental coursework.

For more detailed information, please contact Automotive Technologies at 918-293-5390 or visit [osuit.edu/automotive](http://osuit.edu/automotive).

**PROGRAM REQUIREMENTS:**

**61 CREDIT HOURS**

**CHRYSLER MOPAR CAP**

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<tr>
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<td>Automotive Service Fundamentals</td>
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<td>AUMC 1163</td>
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<td>AUMC 1203</td>
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<td>AUMC 1243</td>
<td>Automotive Electronic Systems I</td>
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<td>AUMC 1263</td>
<td>Automotive Electronic Systems II</td>
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<td>AUMC 1303</td>
<td>Advanced Automotive Drivelines I</td>
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<td>AUMC 1323</td>
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<td>AUMC 2413</td>
<td>Heating &amp; Air Conditioning Systems</td>
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<td>AUMC 2505</td>
<td>Internship IV *</td>
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<td>AUMC 2530</td>
<td>Engine Performance Theory &amp; Operation</td>
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<td>AUMC 2543</td>
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<td>AUMC 2603</td>
<td>Diesel Engine &amp; Fuel Injection Systems</td>
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<td>AUMC 2605</td>
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<td>AUMC 2613</td>
<td>Chrysler MOPAR CAP Capstone</td>
</tr>
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</table>

* Students who have earned prior learning credit in Automotive Technologies may enroll in the following alternate internship courses.

**AUMC 1215 Internship I** may be replaced by:
- AUPL 1102 Beginning Automotive Internship I #
- AUMC 1293 Advanced Chrysler Internship I ##

**AUMC 1305 Internship II** may be replaced by:
- AUPL 1202 Beginning Automotive Internship II #
- AUMC 1393 Advanced Chrysler Internship II ##

**AUMC 2405 Internship III** may be replaced by:
- AUPL 1302 Beginning Automotive Internship III #
- AUMC 2493 Advanced Chrysler Internship III ##

**AUMC 2505 Internship IV** may be replaced by:
- AUPL 1404 Beginning Automotive Internship IV #
- AUMC 2591 Advanced Chrysler Internship IV ##

**AUMC 2605 Internship V** may be replaced by:
- AUPL 1504 Beginning Automotive Internship V #
- AUMC 2691 Advanced Chrysler Internship V ##

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

## Course available on the OSUIT campus.

**GENERAL EDUCATION REQUIREMENTS:**

**24 CREDIT HOURS**

**AMERICAN HISTORY & GOVERNMENT**

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**GENERAL BUSINESS**

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**SOCIAL & BEHAVIORAL SCIENCES**

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**INTERDEPARTMENTAL REQUIREMENTS:**

**4 CREDIT HOURS**

**COMPUTER LITERACY**

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**GENERAL TECHNOLOGIES**

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<tbody>
<tr>
<td>GTGE 1111</td>
<td>College Cornerstone</td>
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</table>
AUTOMOTIVE TECHNOLOGIES - FORD ASSET

ASSOCIATE IN APPLIED SCIENCE (89 CREDIT HOURS)

The ASSET program is an automotive service technician program sponsored by Ford Motor Company. The student spends six (6) semesters alternating study and practice on campus and at a dealership. This unique design allows each potential technician to immediately apply automotive service principles and techniques to the real world of work.

Students spend seven and a half (7 ½) weeks of each semester on campus and seven and a half weeks (7 ½) as an intern at a sponsoring Ford Motor Company dealership.

When successfully completed, students earn an Associate in Applied Science degree and become technicians for a Ford Motor Company dealership, usually at the same location of her or his internships.

New student enrollments are only accepted for the fall semester.

PROGRAM ENTRY REQUIREMENTS:

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

For more detailed information, please contact Automotive Technologies at 918-293-5390 or visit osuit.edu/automotive.

PROGRAM REQUIREMENTS: 61 CREDIT HOURS

FORD ASSET (61 CREDIT HOURS)

AUMF 1011 Career Cornerstone: Introduction to Automotive Service
AUMF 1034 Ford Basic Electrical
AUMF 1104 Internship I *
AUMF 1113 Ford Engine Repair
AUMF 1204 Internship II *
AUMF 1233 Ford Base & Electrical Suspension & Steering
AUMF 1243 Ford Electronic System Diagnosis
AUMF 1304 Internship III *
AUMF 1353 Ford Engine Performance Theory & Operation
AUMF 1363 Ford Manual Trans/Transaxle & Driveline Repair
AUMF 2104 Internship IV *
AUMF 2204 Internship V *
AUMF 2453 Ford Engine Performance Diagnosis & Testing
AUMF 2473 Ford Brake Systems & Advanced Brake Diagnosis
AUMF 2533 Ford Diesel Engine Performance Diagnosis
AUMF 2573 Ford Transfer Case/4WD Diagnosis & System Repair
AUMF 2613 Ford Automatic Transmission Repair & Electrical
AUMF 2683 Ford Capstone
AUMF 2693 Ford Climate Control

* Students who have earned prior learning credit in Automotive Technologies may enroll in the following alternate internship courses.

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

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

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

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

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

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

## Course available on the OSUIT campus.

GENERAL EDUCATION REQUIREMENTS: 24 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL 1033 Technical Writing I and
ENGL 2033 Technical Writing II or
SPCH 1113 Introduction to Speech Communications or

ENGL 1113 Freshman Composition I and
ENGL 1213 Freshman Composition II

GENERAL BUSINESS (3 CREDIT HOURS)

BADM 1113 Introduction to Business or
ECON 2103 Microeconomics or
ECON 2203 Macroeconomics or
MGMT 2243 Small Business Management

HUMANITIES (3 CREDIT HOURS)

PHIL 1213 Ethics

MATHEMATICS (3 CREDIT HOURS)

MATH 1513 College Algebra or
MATH 2003 Business Mathematics

SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)

PSYC 1113 Introductory Psychology or
PSYC 2313 Psychology of Personal Adjustment or
SOC 1113 Introductory Sociology

INTERDEPARTMENTAL REQUIREMENTS: 4 CREDIT HOURS

COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications

GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE 1111 College Cornerstone

School of Automotive Technologies
GM ASEP (Automotive Student Education Program) is a program sponsored by General Motors which prepares students to become automotive service technicians in high tech General Motors dealerships located throughout the country.

Alternating sessions of on-campus study and on-site internships for six (6) semesters lead to the Associate in Applied Science degree. This method of alternating study with internships is a highly successful method of quickly preparing new technicians for this rapidly growing field.

Most graduates start work as GM technicians at the dealership where he or she interned.

New student enrollments are only accepted for the fall semester.

For more detailed information, please contact Automotive Technologies at 918-293-5390 or visit osuit.edu/automotive.

PROGRAM REQUIREMENTS: 62 CREDIT HOURS

GENERAL MOTORS (62 CREDIT HOURS)

AUMG 1062 College & Career Cornerstone: Introduction to GM Automotive Service
AUMG 1122 GM Automotive Engines I
AUMG 1132 GM Automotive Engines II
AUMG 1142 GM Automotive Brake Systems I
AUMG 1152 GM Automotive Brake Systems II
AUMG 1162 GM Specialized Electronics Training I
AUMG 1172 GM Specialized Electronics Training II
AUMG 1214 Internship I *
AUMG 1272 GM Manual Drivetrain I
AUMG 1292 GM Steering & Suspension I
AUMG 1301 GM Automotive Electrical Systems I
AUMG 1312 GM Manual Drivetrain II
AUMG 1314 Internship II *
AUMG 1322 GM Steering & Suspension II
AUMG 1342 GM Automotive Electrical Systems II
AUMG 2522 GM Automatic Transmissions & Transaxles
AUMG 2532 GM Automotive Heating & Air Conditioning I
AUMG 2544 Internship IV *
AUMG 2582 GM Automotive Engine Performance
AUMG 2632 GM Automatic Transmissions & Transaxles II
AUMG 2672 GM Automotive Heating & Air Conditioning II
AUMG 2682 GM Capstone
AUMG 2812 Internship III (12 credit hours)

* Students who have earned prior learning credit in Automotive Technologies may enroll in the following alternate internship courses.

AUMG 1214 Internship I may be replaced by:
AUPL 1103 Beginning Automotive Internship I #
AUMG 1191 Advanced GM Internship I ##

AUMG 1314 Internship II may be replaced by:
AUPL 1203 Beginning Automotive Internship II #
AUMG 1391 Advanced GM Internship II ##

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

# Course available through prior learning assessment. Contact advisor for more information.
## Course available on the OSUIT campus.

PROGRAM REQUIREMENTS: 24 CREDIT HOURS

GENERAL EDUCATION REQUIREMENTS: 24 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)
HIST 1483 US History to 1865 or
HIST 1493 US History since 1865
POLS 1113 US Government

ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)
ENGL 1033 Technical Writing I or
ENGL 2033 Technical Writing II or
SPCH 1113 Introduction to Speech Communications

GENERAL BUSINESS (3 CREDIT HOURS)
BADM 1113 Introduction to Business or
ECON 2103 Microeconomics or
ECON 2203 Macroeconomics or
MGMT 2243 Small Business Management

HUMANITIES (3 CREDIT HOURS)
PHIL 1213 Ethics

MATHEMATICS (3 CREDIT HOURS)
MATH 1513 College Algebra or
MATH 2003 Business Mathematics

SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)
PSYC 1113 Introductory Psychology or
PSYC 2313 Psychology of Personal Adjustment or
SOC 1113 Introductory Sociology

INTERDEPARTMENTAL REQUIREMENTS: 3 CREDIT HOURS

COMPUTER LITERACY (3 CREDIT HOURS)
CS 1013 Computer Literacy & Applications

Computer Literacy & Applications

School of Automotive Technologies
**AUTOMOTIVE SERVICE TECHNOLOGIES - PRO-TECH**

**ASSOCIATE IN APPLIED SCIENCE (89 CREDIT HOURS)**

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

The School of Automotive Technologies administers the program's activities while working in close relationship with automotive service industry associations, suppliers and distributors. The program is developed by and for professional automotive independent service centers. The student spends six (6) semesters alternating study and practice on campus and at independent service centers. This unique design allows each potential technician to immediately apply automotive service principles and techniques to the real world of work.

The plan calls for seven and a half (7 ½) weeks of each semester on campus and seven and a half (7 ½) weeks as an intern at a sponsoring independent service center.

**New student enrollments are only accepted for the fall semester.**

**PROGRAM ENTRY REQUIREMENTS:**

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

For more detailed information, please contact Automotive Technologies at 918-293-5390 or visit osuit.edu/automotive.

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**PROGRAM REQUIREMENTS: 62 CREDIT HOURS**

**AUTOMOTIVE TECHNOLOGY (62 CREDIT HOURS)**

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

*Students who have earned prior learning credit in Automotive Technologies may enroll in the following alternate internship courses.*

- AUMP 1055 Internship I may be replaced by:
  - AUPL 1102 Beginning Automotive Internship I #
  - AUMP 1093 Advanced Pro-Tech Internship I ##
- AUMP 1285 Internship II may be replaced by:
  - AUPL 1202 Beginning Automotive Internship II #
  - AUMP 1293 Advanced Pro-Tech Internship II ##
- AUMP 1395 Internship III may be replaced by:
  - AUPL 1304 Beginning Automotive Internship III #
  - AUMP 1491 Advanced Pro-Tech Internship III ##
- AUMP 2475 Internship IV may be replaced by:
  - AUPL 1402 Beginning Automotive Internship IV #
  - AUMP 2393 Advanced Pro-Tech Internship IV ##
- AUMP 2595 Internship V may be replaced by:
  - AUPL 1504 Beginning Automotive Internship V #
  - AUMP 2491 Advanced Pro-Tech Internship V ##

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

## Course available on the OSUIT campus.

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**GENERAL EDUCATION REQUIREMENTS: 24 CREDIT HOURS**

**AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HIST 1483</td>
<td>US History to 1865 or</td>
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<tr>
<td>HIST 1493</td>
<td>US History since 1865</td>
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<tr>
<td>POLS 1113</td>
<td>US Government</td>
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</table>

**ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ENGL 1113</td>
<td>Freshman Composition I</td>
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<tr>
<td>SPCH 1113</td>
<td>Introduction to Speech Communications</td>
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**GENERAL BUSINESS (3 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BADM 1113</td>
<td>Introduction to Business or</td>
</tr>
<tr>
<td>ECON 2103</td>
<td>Microeconomics or</td>
</tr>
<tr>
<td>ECON 2203</td>
<td>Macroeconomics or</td>
</tr>
<tr>
<td>MGMT 2243</td>
<td>Small Business Management</td>
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</table>

**HUMANITIES (3 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>PHIL 1213</td>
<td>Ethics</td>
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**MATHEMATICS (3 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MATH 1513</td>
<td>College Algebra or</td>
</tr>
<tr>
<td>MATH 2003</td>
<td>Business Mathematics</td>
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**SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PSYC 1113</td>
<td>Introductory Psychology or</td>
</tr>
<tr>
<td>PSYC 2313</td>
<td>Psychology of Personal Adjustment or</td>
</tr>
<tr>
<td>SOC 1113</td>
<td>Introductory Sociology</td>
</tr>
</tbody>
</table>

**INTERDEPARTMENTAL REQUIREMENTS: 3 CREDIT HOURS**

**COMPUTER LITERACY (3 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CS 1013</td>
<td>Computer Literacy &amp; Applications</td>
</tr>
</tbody>
</table>
PROGRAM REQUIREMENTS: 59 CREDIT HOURS

TOYOTA T-TEN (59 CREDIT HOURS)

TTEN 1631 Brake Fundamentals
TTEN 1641 Suspension Fundamentals
TTEN 1651 Electrical Fundamentals
TTEN 1661 Measurement Fundamentals
TTEN 1671 Engine Fundamentals
TTEN 1702 Dealer Service Information/ Professional Technician Portfolio
TTEN 1704 Toyota Electrical Systems
TTEN 1723 Toyota Minor Service
TTEN 1812 Toyota Body Electrical
TTEN 1823 Toyota Brake Systems
TTEN 1824 Internship
TTEN 1913 Toyota Engine Repair
TTEN 1923 Toyota Climate Control Systems
TTEN 1943 Internship
TTEN 2114 Toyota EFI & Computer Control Systems
TTEN 2133 Toyota Engine Control Diagnosis
TTEN 2134 Internship
TTEN 2233 Toyota Manual Drivetrains
TTEN 2234 Toyota Automatic Transmissions
TTEN 2253 Internship
TTEN 2343 Toyota Suspensions/NVH
TTEN 2353 Toyota Capstone

* Students who have earned prior learning credit in Automotive Technologies may enroll in the following alternate internship courses.

TTEN 1824 Internship I may be replaced by:
AUPL 1101 Beginning Automotive Internship I #
and
TTEN 1893 Advanced Toyota Internship I ##

TTEN 1943 Internship II may be replaced by:
AUPL 1201 Beginning Automotive Internship II #
and
TTEN 1992 Advanced Toyota Internship II ##

TTEN 2134 Internship III may be replaced by:
AUPL 1302 Beginning Automotive Internship III #
and
TTEN 2192 Advanced Toyota Internship III ##

TTEN 2253 Internship IV may be replaced by:
AUPL 1401 Beginning Automotive Internship IV #
and
TTEN 2292 Advanced Toyota Internship IV ##

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

## Course available on the OSUIT campus.
School of Construction Technologies

AIR CONDITIONING & REFRIGERATION TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE
(90 CREDIT HOURS)

Reap the career rewards of job security and variety and make great money with an Associate in Applied Science degree in Air Conditioning & Refrigeration Technology from OSUIT.

Graduates are sought after in this field because the construction industry nationwide needs at least 35,000 new technicians each year for the next 10 years to meet its demands.

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

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

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

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

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

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

Some examples include curriculum and training on:

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

The program includes classroom work and ample hands-on lab work. The program curriculum includes two (2) eight (8) week company-sponsored internships, where students can often make $10.00 or more per hour. While these internships may help you pay for your education, please note that other financial help is available.

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

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

Contact the Air Conditioning & Refrigeration Technology program for more detailed information at 918-293-5304 or visit osuit.edu/acr.

PROGRAM REQUIREMENTS:
63 CREDIT HOURS

AIR CONDITIONING & REFRIGERATION TECHNOLOGY
(63 CREDIT HOURS)

ACR 1111 EPA Certification Information
ACR 1121 Introduction to Air Conditioning & Refrigeration Technology
ACR 1126 ACR System Applications
ACR 1203 Electrical Controls
ACR 1206 Electrical Control Applications
ACR 1333 Residential Air Conditioning & Heating Systems
ACR 1343 Electronic Control Applications
ACR 1344 Unitary Refrigeration
ACR 2406 Commercial Refrigeration Applications
ACR 2443 Systems Controls
ACR 2513 Air Systems Design
ACR 2603 Commercial Air Conditioning
ACR 2616 Air Conditioning & Refrigeration Technology Capstone
ACR 2806 ACR Internship I and
ACR 2906 ACR Internship II
ACR 2912 Internship (12 credit hours)

PROGRAM ELECTIVES:
3 CREDIT HOURS

GENERAL EDUCATION REQUIREMENTS:
21 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS
(9 CREDIT HOURS)

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

HUMANITIES
(3 CREDIT HOURS)

HUM 1013 Humanities I or
HUM 1033 Humanities II or
HUM 2243 Native Peoples of North America or
PHIL 1213 Ethics

MATHEMATICS
(3 CREDIT HOURS)

MATH 1513 College Algebra or
MATH 2003 Business Mathematics

INTERDEPARTMENTAL REQUIREMENTS:
3 CREDIT HOURS

COMPUTER LITERACY
(3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications
CONSTRUCTION TECHNOLOGY - CONSTRUCTION MANAGEMENT OPTION

ASSOCIATE IN APPLIED SCIENCE (90 CREDIT HOURS)

Construction managers will be needed as overall construction activity expands. Population and business growth will result in the construction of new residences, office buildings, retail outlets, hospitals, schools, restaurants, and other structures over the coming decade.

The entry level salary range for OSUIT grads is in the $40Ks, and some start out as high as $52,000 a year. It is also common for new hires to receive a signing bonus, moving allowance, and benefits.

Current students and alums agree on the quality of the program.

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

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

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

Graduates from the Construction Management option begin careers in the industry as entry level managers and can expect opportunities with general contractors, subcontractors, material suppliers or other industry-related businesses. The degree program emphasizes supervisory, administrative, and management responsibilities coupled with technical hands-on knowledge.

Graduates can qualify for positions such as office engineer, field engineer, safety engineer, assistant superintendent, project engineer, foreman, estimator, scheduler, expeditor, quality control engineer, inspector, or independent contractor.

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

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

For more details information, contact Construction Technologies at 918-293-4742 or visit osuit.edu/construction.

PROGRAM REQUIREMENTS: 72 CREDIT HOURS

CONSTRUCTION TECHNOLOGIES CORE (27 CREDIT HOURS)

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

CONSTRUCTION MANAGEMENT OPTION (36 CREDIT HOURS)

CNS 1111 Introduction to Construction
CNS 1223 Field Engineering II
CNS 1303 Estimating I
CNS 1333 Field Engineering III
CNS 2123 Soils in Construction
CNS 2403 Project Scheduling
CNS 2432 Construction Documents & Shop Drawing Review
CNS 2543 Concrete Construction
CNS 2683 Construction Management Capstone Experience
CNS 2693 Principles of Construction Management
BLD 2303 Estimating II
BLD 2503 Wall & Roof Systems
BLD 2513 Interior Finishes & Specialties

HUMANITIES (3 CREDIT HOURS)

HUM 1013 Humanities I or
HUM 1033 Humanities II or
PHIL 1213 Ethics

ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)

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

COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

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

MATHEMATICS (6 CREDIT HOURS)

MATH 1513 College Algebra
MATH 1613 Trigonometry
CONSTRUCTION TECHNOLOGY - ELECTRICAL CONSTRUCTION OPTION

ASSOCIATE IN APPLIED SCIENCE (90 CREDIT HOURS)

The skills and education needed to make a great salary, work anywhere in the world, or start a business are as close as an Associate in Applied Science degree in Construction Technologies with an Electrical Construction option from OSU Institute of Technology.

Electrical construction technicians are in great demand all across the country, so let this degree put you in high demand.

The current aging electrician workforce is reaching retirement age. The number retiring is exceeding the number of new electricians entering the trade. This in conjunction with the growing demand for more licensed electricians creates a golden opportunity for someone wanting to make a good living as an electrician.

In the last several years, graduates who desired to work have been placed in well paying positions. The pay is excellent, with an average starting salary of $30,000 to $50,000 a year.

This degree prepares the graduate to work in all areas of the electrical industry – as a residential, commercial, or industrial electrician, field safety engineer, or national electrical code inspector, or in estimating and design.

Occupational variety is another reason to consider entering this field. Graduates work in many individual areas of specialty.

Graduates may work as:

- an electrical apprentice for an electrical contractor
- a design and engineering assistant for an engineering firm
- a maintenance electrician for a manufacturing plant

Those who advance and earn a journeyman and then electrical contractor license can earn a higher salary at each level.

During the program, students experience two (2) eight (8) week internships at a company where they commonly make approximately $14.00 an hour. This is a great way to help pay for tuition; however, other financial help is also available.

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

For more details information, contact Construction Technologies at 918-293-4742 or visit osuit.edu/construction.

PROGRAM REQUIREMENTS:

72 CREDIT HOURS

CONSTRUCTION TECHNOLOGIES CORE (27 CREDIT HOURS)

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

ELECTRICAL CONSTRUCTION OPTION (32 CREDIT HOURS)

- ECNT 1102 Introduction to the Electrical Trades
- ECNT 1103 DC & AC Circuit Analysis
- ECNT 1233 Electrical Motors & Controls
- ECNT 1253 Electrical Wiring Methods I – Residential
- ECNT 1313 National Electrical Codes
- ECNT 2473 Electrical Wiring Methods II – Commercial
- ECNT 2533 Electrical Wiring Methods III – Industrial
- ECNT 2613 Programmable Logic Controllers (PLC) for Electricians
- ECNT 2616 Electrical Construction Capstone Experience
- GTCT 1183 Welding

COMPUTER LITERACY (3 CREDIT HOURS)

- CS 1013 Computer Literacy & Applications

ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)

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

HUMANITIES (3 CREDIT HOURS)

- HUM 1013 Humanities I or
- HUM 1033 Humanities II or
- PHIL 1213 Ethics

APPROVED ELECTIVES (MINIMUM OF 4 CREDIT HOURS)

- ACRM 1126 ACR System Applications
- BADM 1113 Introduction to Business
- BADM 2373 Business Communications
- BLD 1503 Construction Experience &/or Trade Skills Education I
- BLD 1603 Construction Experience &/or Trade Skills Education II
- BLD 2090 Special Projects
- BLD 2303 Estimating II
- CNS 1303 Estimating I
- CNS 2403 Project Scheduling
- ETDE 1243 DC Electronics & Metrology
- ETDE 1263 AC Electronics & Photonics
- ETDE 2113 Introduction to PLCS
- ETDE 2123 PLC Applications
- ETDG 1143 Introduction to Design/Drafting
- ETDG 2143 Architectural Modeling
- MGMT 2243 Small Business Management
- MGMT 2313 Principles of Management
- PSYC 1113 Introductory Psychology
- PSYC 2313 Psychology of Personal Adjustment

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

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

MATHEMATICS (6 CREDIT HOURS)

- MATH 1513 College Algebra
- MATH 1613 Trigonometry

School of Construction Technologies
HIGH VOLTAGE LINEMAN

ASSOCIATE IN APPLIED SCIENCE
(90 CREDIT HOURS)

A better life is within reach with an Associate in Applied Science degree from the High Voltage Lineman program at OSU Institute of Technology.

Job opportunities and the demand for qualified individuals in this field are steady, and high voltage lineman jobs begin, on average, at $45,000 a year. Many recent graduates have reported an annual salary that averages $57,400 (this includes overtime pay). Most companies also offer a benefits package that includes health insurance, sick leave, paid vacations and a retirement plan.

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

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

The High Voltage Lineman Program is two (2) years in length and features hands-on instruction with equipment used in the industry. Along with classroom and lab work, students gain experience in the field through company-sponsored internships.

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

In keeping with the institution’s mission statement, OSUIT is committed to ensuring that its students are able to have personalized faculty and peer interaction. To this end, the high voltage lineman program limits the number of students accepted in any term to 25 students. Students are admitted on a first-come, first-served basis, and must meet additional requirements beyond those for admission to the University, including demonstration of appropriate academic proficiency (as indicated on page 12) or successful completion of all required developmental coursework.

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

*For more details information, contact Construction Technologies at 918-293-4742 or visit osuit.edu/construction.*

PROGRAM REQUIREMENTS:
63 CREDIT HOURS

HIGH VOLTAGE LINEMAN PROGRAM
(63 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HVLP 1121</td>
<td>Introduction to High Voltage Lineman Program</td>
</tr>
<tr>
<td>HVLP 1132</td>
<td>High Voltage Lineman Safety</td>
</tr>
<tr>
<td>HVLP 1216</td>
<td>High Voltage Internship I</td>
</tr>
<tr>
<td>HVLP 1243</td>
<td>High Voltage Pole Climbing Techniques</td>
</tr>
<tr>
<td>HVLP 1316</td>
<td>High Voltage Internship II</td>
</tr>
<tr>
<td>HVLP 1353</td>
<td>Introduction to Overhead Electricity</td>
</tr>
<tr>
<td>HVLP 2416</td>
<td>High Voltage Internship III</td>
</tr>
<tr>
<td>HVLP 2483</td>
<td>Principles of Operation of High Voltage Distribution Systems</td>
</tr>
<tr>
<td>HVLP 2516</td>
<td>High Voltage Internship IV</td>
</tr>
<tr>
<td>HVLP 2553</td>
<td>Underground Distribution Systems</td>
</tr>
<tr>
<td>HVLP 2563</td>
<td>Overhead Distribution Systems</td>
</tr>
<tr>
<td>HVLP 2643</td>
<td>Advanced Distribution Systems</td>
</tr>
<tr>
<td>HVLP 2663</td>
<td>Heavy Construction Equipment &amp; Operation</td>
</tr>
<tr>
<td>HVLP 2673</td>
<td>Transmission Principles</td>
</tr>
<tr>
<td>HVLP 2716</td>
<td>High Voltage Internship V</td>
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<tr>
<td>HVLP 2726</td>
<td>High Voltage Lineman Capstone Experience</td>
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INTERDEPARTMENTAL REQUIREMENTS:
3 CREDIT HOURS

COMPUTER LITERACY
(3 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CS 1013</td>
<td>Computer Literacy &amp; Applications</td>
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</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS:
24 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HIST 1483</td>
<td>US History to 1865 or</td>
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<tr>
<td>HIST 1493</td>
<td>US History since 1865</td>
</tr>
<tr>
<td>POLS 1113</td>
<td>US Government</td>
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ENGLISH & LANGUAGE ARTS
(9 CREDIT HOURS)

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<th>Course Code</th>
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<tbody>
<tr>
<td>ENGL 1113</td>
<td>Freshman Composition I and</td>
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<tr>
<td>ENGL 1213</td>
<td>Freshman Composition II or</td>
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<tr>
<td>ENGL 1033</td>
<td>Technical Writing I and</td>
</tr>
<tr>
<td>ENGL 2033</td>
<td>Technical Writing II</td>
</tr>
<tr>
<td>SPCH 1113</td>
<td>Introduction to Speech Communications or</td>
</tr>
<tr>
<td>SPCH 2313</td>
<td>Small Group Communications</td>
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HUMANITIES
(3 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HUM 1013</td>
<td>Humanities I</td>
</tr>
<tr>
<td>HUM 1033</td>
<td>Humanities II</td>
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<tr>
<td>PHIL 1213</td>
<td>Ethics</td>
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MATHMATICS
(3 CREDIT HOURS)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MATH 1513</td>
<td>College Algebra or</td>
</tr>
<tr>
<td>MATH 2003</td>
<td>Business Mathematics</td>
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SOCIAL & BEHAVIORAL SCIENCES
(3 CREDIT HOURS)

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>PSYC 1113</td>
<td>Introductory Psychology or</td>
</tr>
<tr>
<td>PSYC 2313</td>
<td>Psychology of Personal Adjustment or</td>
</tr>
<tr>
<td>SOC 1113</td>
<td>Introductory Sociology</td>
</tr>
</tbody>
</table>

School of Construction Technologies
School of Culinary Arts

CULINARY ARTS

ASSOCIATE IN APPLIED SCIENCE
(90 CREDIT HOURS)

OSUIT’s Culinary Arts program prepares students with the skills and knowledge necessary for an exciting career in the growing food service industry. The mission of the school is to train students to be world class chefs and food service managers. Students learn through hands-on training utilizing the latest technology in fully equipped kitchen labs. The diverse faculty of chefs brings many years of experience at the executive chef level. Students also gain valuable experience operating two (2) restaurants open to the public. The State Room showcases gourmet buffet experiences and The Tech Room features a seasonal a la carte menu. Graduates are in high demand by resorts, casinos, restaurants, institutions, country clubs, and bakeries to name just a few. Recent graduates are well prepared to begin their career with a solid foundation in the skills and knowledge necessary for success. Students cannot have more than one (1) academic deficiency (as indicated on page 12) at the time of enrollment into the Culinary Arts program.

Enrollment is accepted for the fall, spring and summer semesters and is limited to 50 new students each semester. Enrollment into the program is on a first-come, first-served basis. Degree-seeking students will have first (1st) priority when enrolling in Culinary Arts coursework. Non-degree seeking students may enroll the day prior to the beginning of class each semester.

For more detailed information, please contact Culinary Arts at 918-293-5030 or visit osuit.edu/culinary.

PROGRAM REQUIREMENTS:
62 CREDIT HOURS

CULINARY ARTS
(62 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CUA 1102</td>
<td>Culinary Theory</td>
</tr>
<tr>
<td>CUA 1135</td>
<td>Skill Development I</td>
</tr>
<tr>
<td>CUA 1145</td>
<td>Skill Development II</td>
</tr>
<tr>
<td>CUA 1151</td>
<td>Food Safety</td>
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<tr>
<td>CUA 1162</td>
<td>Food Service Management</td>
</tr>
<tr>
<td>CUA 1294</td>
<td>Breakfast Cookery</td>
</tr>
<tr>
<td>CUA 1311</td>
<td>Meat Fabrication</td>
</tr>
<tr>
<td>CUA 1375</td>
<td>Bread &amp; Pastry Production</td>
</tr>
<tr>
<td>CUA 1415</td>
<td>Dining Room Operations</td>
</tr>
<tr>
<td>CUA 2315</td>
<td>Restaurant Cookery</td>
</tr>
<tr>
<td>CUA 2415</td>
<td>Garde Manger</td>
</tr>
<tr>
<td>CUA 2473</td>
<td>American Cuisine</td>
</tr>
<tr>
<td>CUA 2552</td>
<td>Purchasing</td>
</tr>
<tr>
<td>CUA 2575</td>
<td>International Cookery</td>
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<tr>
<td>CUA 2623</td>
<td>Culinary Arts Capstone</td>
</tr>
<tr>
<td>CUA 2809</td>
<td>Culinary Internship</td>
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</table>

PROGRAM ELECTIVES:
3 CREDIT HOURS

Select from courses listed below.
Course availability varies by semester.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CUA 1243</td>
<td>Introduction to Basic Fruit &amp; Vegetable Carving</td>
</tr>
<tr>
<td>CUA 2101</td>
<td>Exploring Wines</td>
</tr>
<tr>
<td>CUA 2103</td>
<td>Aquaponics</td>
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<tr>
<td>CUA 2123</td>
<td>Advanced Baking</td>
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<tr>
<td>CUA 2153</td>
<td>Cake Decorating</td>
</tr>
<tr>
<td>CUA 2183</td>
<td>Showpieces</td>
</tr>
<tr>
<td>CUA 2213</td>
<td>Contemporary American Restaurant</td>
</tr>
<tr>
<td>CUA 2285</td>
<td>Modern Cuisine Experimental Kitchen</td>
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</tbody>
</table>

DEPARTMENTAL APPROVED ELECTIVES:
3 CREDIT HOURS

Choose elective course from Culinary Arts, General Business, Health & Physical Education, Humanities, Social & Behavioral Sciences, or other approved field of study.

GENERAL EDUCATION REQUIREMENTS:
18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>HIST 1483</td>
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<tr>
<td>POLS 1113</td>
<td>US Government</td>
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ENGLISH & LANGUAGE ARTS
(6 CREDIT HOURS)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENGL 1113</td>
<td>Freshman Composition I and</td>
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<tr>
<td>ENGL 1213</td>
<td>Freshman Composition II or</td>
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<tr>
<td>SPCH 1113</td>
<td>Introduction to Speech Communications</td>
</tr>
<tr>
<td>SPCH 2033</td>
<td>Technical Writing II or</td>
</tr>
<tr>
<td>SPCH 2313</td>
<td>Small Group Communications</td>
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HUMANITIES
(3 CREDIT HOURS)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PHIL 1213</td>
<td>Ethics</td>
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</table>

MATHEMATICS
(3 CREDIT HOURS)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MATH 1513</td>
<td>College Algebra or</td>
</tr>
<tr>
<td>MATH 2003</td>
<td>Business Mathematics</td>
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</table>

INTERDEPARTMENTAL REQUIREMENTS:
4 CREDIT HOURS

COMPUTER LITERACY
(3 CREDIT HOURS)

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CS 1013</td>
<td>Computer Literacy &amp; Applications</td>
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GENERAL TECHNOLOGIES
(1 CREDIT HOUR)

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>GTGE 1111</td>
<td>College Cornerstone or</td>
</tr>
<tr>
<td>ORIE 1011</td>
<td>College Strategies</td>
</tr>
</tbody>
</table>
School of Diesel & Heavy Equipment

AGGREKO SELECTECH

ASSOCIATE IN APPLIED SCIENCE (88 CREDIT HOURS)

Aggreko has the world’s largest fleet of rental generators, rental chillers, cooling towers, heaters, dehumidifiers and air handlers backed by the support of over 2,500 people in 29 countries from 118 locations. Aggreko generators range in size from 10 KW to 2 MW, and can be used for applications ranging from simple standalone power packages up to 100 MW power stations for grids. Aggreko supplies load banks and a complete range of accessories.

Industries which frequently use Aggreko solutions include: manufacturing, shipping and on-site building, utilities, events, entertainment and movies, petro-chemical, oil & gas exploration and mining, military, disaster relief and service industries, construction, and telecommunications.

Technical training on Aggreko-serviced equipment and components include the latest developments in: preventative and predictive maintenance, diesel engine systems, engine electronic systems, power generation systems, York and Trane chillers, electric motors and motor controls, electrical distribution, synchronization and load sharing, and diagnostic procedures.

The two (2) year, six (6) semester program incorporates approximately one-half of the time designated for technical and academic education. The remaining time is allocated for on-site internships at Aggreko Service Centers. Each block of technical education and general education coursework is followed by an internship experience that reinforces the technical education.

PROGRAM ENTRY REQUIREMENTS:
1. Obtain an approved industry sponsor.
2. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
3. Demonstrate appropriate academic proficiency (as indicated on page 12) or successfully complete all required developmental coursework.

For more detailed information, please contact Diesel & Heavy Equipment at 918-293-4710 or visit osuit.edu/hevi.

PROGRAM REQUIREMENTS: 60 CREDIT HOURS

AGGREKO TECHNICIAN TRAINING (60 CREDIT HOURS)

DHEA 1113 Maintenance Fundamentals
DHEA 1123 Diesel Engine I – Diesel Fundamentals & Maintenance
DHEA 1133 Internship I
DHEA 1213 DC/AC Electrical Fundamentals
DHEA 1233 Internship II or
DHE 2033 Diesel Skills I *
DHEA 1313 Generator Systems I – Theory & Operation
DHEA 1323 Aggreko Basic Refrigeration
DHEA 1343 SEA Units & New Generation II Air Conditioners
DHEA 2412 Internship III (12 credit hours)
DHEA 2413 Aggreko Motor Starting & Motor Controls
DHEA 2423 Electrical Distribution
DHEA 2433 Internship IV or
DHE 2043 Diesel Skills II *
DHEA 2523 Diesel Engine II – Troubleshooting & Repair/Replacement
DHEA 2533 Internship V or
DHE 2053 Diesel Skills III *
DHEA 2543 Oil Free Air Compressors – Theory & Operation
DHEA 2613 Generator Systems II – Advanced Generator Controls
DHEA 2623 Aggreko Capstone

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

INTERDEPARTMENTAL REQUIREMENTS: 4 CREDIT HOURS

COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications

GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE 1111 College Cornerstone

GENERAL EDUCATION REQUIREMENTS: 24 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

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

GENERAL BUSINESS (3 CREDIT HOURS)

BADM 1113 Introduction to Business or
MGMT 2243 Small Business Management or
MGMT 2413 Supervisory Management or
MGMT 2913 Leadership & Organizational Behavior

MATHEMATICS (3 CREDIT HOURS)

MATH 1513 College Algebra or
MATH 2003 Business Mathematics

SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)

PSYC 1113 Introductory Psychology or
PSYC 2313 Psychology of Personal Adjustment or
SOC 1113 Introductory Sociology
CAT® DEALER PREP ASSOCIATE IN APPLIED SCIENCE (87 CREDIT HOURS) CAT® Dealer Prep is a Caterpillar dealer-sponsored heavy equipment technician program. An important feature of the program is that each semester a student alternates seven and one-half (7 ½) weeks on campus and seven and one-half (7 ½) weeks at the dealership. This intensive method of study and practice prepares a high performance technician that the participating Caterpillar dealers demand. After six (6) semesters of on-campus classes and on-site internships, graduates typically stay with the sponsoring dealership as a full-time employee.

Technicians diagnose problems, disassemble and examine for defects and excessive wear, recondition or replace parts. They test and adjust components and systems to insure proper operation and to prevent failures. Technicians use sophisticated diagnostic equipment. Personal computers are used for diagnostics, record keeping and communications within the shops, offices and with customers.

Individuals completing this program will find many opportunities with Caterpillar dealerships. Some of the areas of specialization available within a dealership include truck engines, industrial engines, heavy equipment, agricultural equipment, and component specialist.

PROGRAM ENTRY REQUIREMENTS:
1. Obtain an approved industry sponsor.
2. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
3. Demonstrate appropriate academic proficiency (as indicated on page 12) or successfully complete all required developmental coursework.

For more detailed information, please contact Diesel & Heavy Equipment at 918-293-4710 or visit osuit.edu/hevi.

PROGRAM REQUIREMENTS: 56 CREDIT HOURS

CAT DEALER PREP (56 CREDIT HOURS)
DHEC 1113 Internship I
DHEC 1124 Introduction to Caterpillar
DHEC 1134 CAT Electrical Fundamentals
DHEC 1213 CAT Hydraulic Fundamentals
DHEC 1223 CAT Fuel Systems
DHEC 1233 Internship II
DHEC 1313 Internship III or
DHE 2033 Diesel Skills I *
DHEC 1323 CAT Engine Fundamentals
DHEC 1333 CAT Machine Hydraulic Systems
DHEC 2413 CAT Engine Diagnostics & Repair
DHEC 2423 CAT Machine Electronic Systems
DHEC 2433 Internship IV or
DHE 2043 Diesel Skills II *
DHEC 2513 Internship V or
DHE 2053 Diesel Skills III *
DHEC 2524 CAT Power Train I
DHEC 2532 CAT Mobile Air Conditioning
DHEC 2603 CAT Power Train II
DHEC 2636 CAT Capstone

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

INTERDEPARTMENTAL REQUIREMENTS: 7 CREDIT HOURS

GENERAL TECHNOLOGIES (4 CREDIT HOURS)
GTCT 1183 Welding
GTGE 1111 College Cornerstone

INTERDEPARTMENTAL REQUIREMENTS: 7 CREDIT HOURS

COMPUTER LITERACY (3 CREDIT HOURS)
CS 1013 Computer Literacy & Applications

GENERAL EDUCATION REQUIREMENTS: 24 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)
HIST 1483 US History to 1865 or
HIST 1493 US History since 1865
POLIS 1113 US Government

ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)
ENGL 1033 Technical Writing I and
ENGL 2033 Technical Writing II or
ENGL 1113 Freshman Composition I and
ENGL 1213 Freshman Composition II
SPCH 1113 Introduction to Speech Communications or
SPCH 2313 Small Group Communications

HUMANITIES (3 CREDIT HOURS)
PHIL 1213 Ethics

MATHEMATICS (3 CREDIT HOURS)
MATH 1513 College Algebra or
MATH 2003 Business Mathematics

SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)
PSYC 1113 Introductory Psychology or
PSYC 2313 Psychology of Personal Adjustment or
SOC 1113 Introductory Sociology

School of Diesel & Heavy Equipment
KOMATSU ACT

ASSOCIATE IN APPLIED SCIENCE (56 CREDIT HOURS)

KOMATSU ACT is a Komatsu America International Company and Komatsu distributor sponsored heavy equipment technician program. An important feature of the program is that each semester a student alternates seven and one-half (7 ½) weeks on campus and seven and one-half (7 ½) weeks on-site at the sponsoring distributor's location.

This intensive method of study and practice prepares a high performance technician that the participating Komatsu distributors demand. After six (6) semesters of on-campus classes and on-site internships, graduates typically stay with the sponsoring Komatsu distributor as a full-time employee.

Komatsu technicians maintain, service, diagnose and repair machines and equipment used in all forms of construction, mining, materials handling and other industrial activities. They diagnose problems, disassemble and examine for defects and excessive wear, recondition or replace parts. Technicians test and adjust components and systems to insure proper operation and to prevent failures. They use sophisticated diagnostic equipment. Personal computers are used for diagnostics, record keeping and communication within the shops, offices and with customers.

Typical progression within a company includes journeyman technician, field technician, and specialist/master technician. Potential management advances include foreman/supervisor, service manager, parts manager, product support manager, trainer and various executive-level positions.

PROGRAM ENTRY REQUIREMENTS:

1. Obtain an approved industry sponsor.
2. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
3. Demonstrate appropriate academic proficiency (as indicated on page 12) or successfully complete all required developmental coursework.

For more detailed information, please contact Diesel & Heavy Equipment at 918-293-4710 or visit osuit.edu/hevi.

PROGRAM REQUIREMENTS:

56 CREDIT HOURS

KOMATSU (56 CREDIT HOURS)

DHEK 1104 Komatsu General Basics
DHEK 1124 Komatsu Parts & Service Publications
DHEK 1143 Komatsu Internship I
DHE 1216 Komatsu Engines & Fuel Systems
DHEK 1243 Komatsu Internship II
DHEK 1323 Komatsu Basic Hydraulics
DHEK 1333 Komatsu Basic Electrical Systems
DHEK 1343 Komatsu Internship III or
DHE 2033 Diesel Skills I *
DHEK 2416 Komatsu Wheel Loaders
DHEK 2443 Komatsu Internship IV or
DHE 2043 Diesel Skills II *
DHEK 2516 Komatsu Hydraulic Excavators
DHEK 2543 Komatsu Internship V or
DHE 2053 Diesel Skills III *
DHEK 2626 Komatsu Capstone
DHEK 2653 Vehicle Air Conditioning Systems

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

GENERAL EDUCATION REQUIREMENTS:

24 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

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

HUMANITIES (3 CREDIT HOURS)

PHIL 1213 Ethics

MATHEMATICS (3 CREDIT HOURS)

MATH 1513 College Algebra or
MATH 2003 Business Mathematics

SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)

PSYC 1113 Introductory Psychology or
PSYC 2313 Psychology of Personal Adjustment or
SOC 1113 Introductory Sociology

INTERDEPARTMENTAL REQUIREMENTS: 7 CREDIT HOURS

COMPUTER LITERACY (3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications

GENERAL TECHNOLOGIES (4 CREDIT HOURS)

GTCT 1183 Welding
GTGE 1111 College Cornerstone

School of Diesel & Heavy Equipment
TRUCK TECHNICIAN

ASSOCIATE IN APPLIED SCIENCE
(73 CREDIT HOURS)

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

An important feature of the program is that each semester students will attend seven and one-half (7 ½) weeks of classes on campus, then spend the remainder of the semester on-site at their sponsoring company’s location on an internship.

This intensive method of instruction prepares a high performance technician that the trucking industry demands. Graduates typically stay with the sponsoring company as a full-time employee.

Over-the-road trucks are becoming more advanced and require highly trained technicians to insure proper diagnosis and repair. To maintain, diagnose and repair these new technologies, service technicians require a thorough knowledge of math, science, reading comprehension and writing skills to acquire an advanced understanding of engines and engine controls, transmissions, differentials, electrical and electronic systems, chassis, air conditioning, brakes and steering.

As front-line employees with direct customer contact, today’s service technicians also require interpersonal skills to communicate with customers, peers and management.

PROGRAM ENTRY REQUIREMENTS:
1. Obtain an approved industry sponsor.
2. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
3. Demonstrate appropriate academic proficiency (as indicated on page 12) or successfully complete all required developmental coursework.

For more detailed information, please contact Diesel & Heavy Equipment at 918-293-4710 or visit osuit.edu/hevi.

PROGRAM REQUIREMENTS:
42 CREDIT HOURS

TRUCK TECHNICIAN
(42 CREDIT HOURS)

DHEU 1113 Internship I
DHEU 1143 Maintenance & Inspections
DHEU 1153 Maintenance Fundamentals
DHEU 1213 Introduction to Fluid Power
DHEU 1233 Internship II or
DHE 2033 Diesel Skills I *
DHEU 1253 Electrical Circuits, Charging & Starting Systems Diagnostics & Repair
DHEU 1313 Power Train Systems
DHEU 1333 Internship III or
DHE 2043 Diesel Skills II *
DHEU 1343 Brake Systems
DHEU 2433 Internship IV or
DHEU 2053 Diesel Skills III *
DHEU 2452 Air Conditioning Systems
DHEU 2523 Diesel Engine & Fuel Systems
DHEU 2524 Capstone - Electronic Systems Interface
DHEU 2533 Diesel Engine Overhaul Techniques

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

INTERDEPARTMENTAL REQUIREMENTS:
4 CREDIT HOURS

COMPUTER LITERACY
(3 CREDIT HOURS)

CS 1013 Computer Literacy & Applications

GENERAL TECHNOLOGIES
(1 CREDIT HOUR)

GTGE 1111 College Cornerstone

GENERAL EDUCATION REQUIREMENTS:
27 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS
(9 CREDIT HOURS)

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

GENERAL BUSINESS
(3 CREDIT HOURS)

MGMT 2413 Supervisory Management

HUMANITIES
(3 CREDIT HOURS)

PHIL 1213 Ethics

MATHEMATICS
(3 CREDIT HOURS)

MATH 1513 College Algebra or
MATH 2003 Business Mathematics

SOCIAL & BEHAVIORAL SCIENCES
(3 CREDIT HOURS)

PSYC 1113 Introductory Psychology or
PSYC 2313 Psychology of Personal Adjustment or
SOC 1113 Introductory Sociology
PROGRAM REQUIREMENTS:
54 CREDIT HOURS

WEDA TECHNICIAN TRAINING
(54 CREDIT HOURS)

- DH 1113 Internship I
- DH 1123 Fundamentals of Maintenance
- DH 1133 Pre-Delivery & Preventive Maintenance
- DH 1143 Principles of GPS Applications
- DH 1213 Internship II
- DH 1223 Wiring Circuits, Charging & Starting Systems
- DH 1233 Hydraulic Principles
- DH 1313 Internship III or
- DH 2033 Diesel Skills I *
- DH 1323 Electronic Systems
- DH 1333 Hydraulic Systems
- DH 2413 Internship IV or
- DH 2043 Diesel Skills II *
- DH 2416 Engines & Fuel Systems
- DH 2512 Mobile Air Conditioning
- DH 2513 Internship V or
- DH 2053 Diesel Skills III *
- DH 2514 Power Train
- DH 2603 Yield Monitoring, Variable Rate & Auto Steer Diagnostics
- DH 2633 Capstone

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

GENERAL EDUCATION REQUIREMENTS:
27 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS
(9 CREDIT HOURS)

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

GENERAL BUSINESS
(3 CREDIT HOURS)

- BADM 1113 Introduction to Business

HUMANITIES
(3 CREDIT HOURS)

- PHIL 1213 Ethics

MATHEMATICS
(3 CREDIT HOURS)

- MATH 1513 College Algebra or
- MATH 2003 Business Mathematics

SOCIAL & BEHAVIORAL SCIENCES
(3 CREDIT HOURS)

- PSYC 1113 Introductory Psychology or
- PSYC 2313 Psychology of Personal Adjustment or
- SOC 1113 Introductory Sociology

INTERDEPARTMENTAL REQUIREMENTS:
7 CREDIT HOURS

COMPUTER LITERACY
(3 CREDIT HOURS)

- CS 1013 Computer Literacy & Applications

GENERAL TECHNOLOGIES
(4 CREDIT HOURS)

- GTCT 1183 Welding
- GTGE 1111 College Cornerstone

For more detailed information, please contact Diesel & Heavy Equipment at 918-293-4710 or visit osuit.edu/hevi.
INDUSTRIAL MAINTENANCE TECHNOLOGIES - NATURAL GAS COMPRESSION TECHNOLOGIES

ASSOCIATE IN APPLIED SCIENCE (73 CREDIT HOURS)

This two (2) year, five (5) semester program incorporates two (2) semesters of mechanical systems training and two (2) semesters of electrical, electronics and instrumentation training followed by a full semester of internship experience, which serves to reinforce the student’s technical education.

Students will participate in a school-sponsored career fair designed to connect students with industry partners and assist them in obtaining an internship. The primary responsibility for the GPA/GPSA member company is to provide training-related employment for the students during their learning/work experience, internship.

The internship allows students to apply, in a real world setting, what they have learned during the previous classroom/lab sessions. In addition, students become familiar with the GPA/GPSA member company environment, its organizational structure and the competencies that are expected of a professional service technician.

PROGRAM ENTRY REQUIREMENTS:
1. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
2. Demonstrate appropriate academic proficiency (as indicated on page 12) or successfully complete all required developmental coursework.

For more detailed information, please contact Energy Technologies at 918-293-3812 or visit osuit.edu/ngc.

PROGRAM REQUIREMENTS: 45 CREDIT HOURS

INDUSTRIAL MAINTENANCE TECHNOLOGIES CORE REQUIREMENTS (18 CREDIT HOURS)
- SEIM 1103 Fundamentals of Industrial Maintenance
- SEIM 1123 DC/AC Circuit Analysis
- SEIM 2423 Electronic Control Devices
- SEIM 2433 Motors & Controls
- SEIM 2513 Programmable Logic Controllers (PLC)
- SEIM 2533 Industrial Maintenance Capstone

NATURAL GAS COMPRESSION TECHNOLOGIES OPTION REQUIREMENTS (27 CREDIT HOURS)
- SEGC 1123 Engine Principles
- SEGC 1133 Advanced Engine Technology
- SEGC 1213 Engine Air, Fuel & Starting Systems
- SEGC 1243 Gas Compressors
- SEGC 1233 Instrumentation & Controls
- SEGC 2523 Engine Electrical
- SEGC 2609 Gas Compression Internship

TECHNICAL SUPPORT COURSES: 10 CREDIT HOURS
- COMPUTER LITERACY (3 CREDIT HOURS)
  - CS 1013 Computer Literacy & Applications
- ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)
  - SPCH 1113 Introduction to Speech Communications or
  - SPCH 2313 Small Group Communications
- GENERAL BUSINESS (3 CREDIT HOURS)
  - BADM 1113 Introduction to Business or
  - MGMT 2243 Small Business Management or
  - MGMT 2913 Leadership & Organizational Behavior
- GENERAL TECHNOLOGIES (1 CREDIT HOUR)
  - GTGE 1111 College Cornerstone or
  - ORIE 1011 College Strategies

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)
- HIST 1483 US History to 1865 or
- HIST 1493 US History since 1865
- POLS 1113 US Government

ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)
- ENGL 1113 Freshman Composition I and
- ENGL 1213 Freshman Composition II or
- ENGL 1033 Technical Writing I and
- ENGL 2033 Technical Writing II

HUMANITIES (3 CREDIT HOURS)
- PHIL 1213 Ethics

MATHEMATICS (3 CREDIT HOURS)
- MATH 1223 Applied Technical Mathematics or
- MATH 1513 College Algebra or
- MATH 2003 Business Mathematics

For more detailed information, please contact Energy Technologies at 918-293-3812 or visit osuit.edu/ngc.
PIPELINE INTEGRITY TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE
(75 CREDIT HOURS)

The world is dependent on oil and gas for a majority of its energy source. The movement of these products in an efficient manner is critical to the global economy. Using over two million miles of pipeline and associated equipment to transport hydrocarbon products, the pipeline industry is a large sector of the energy business.

The large majority of the world’s pipeline infrastructure is approaching 40 years of age. These pipelines will be called upon to continue to operate for many more decades as demand increases and new sources of these products are discovered. It is imperative that the integrity and security of these structures be well maintained and managed.

The need for skilled technologists that operate, maintain, repair, and manage the integrity and security of pipelines is on the increase as a large portion of the current workforce in this arena approaches retirement age.

The Pipeline Integrity Technology program enables students to develop the skills and knowledge required to be successful in the pipeline integrity industry. Major topics include assessing pipeline damage and risk, corrosion control, regulations, safety, design, and integrity management.

Faculty use a variety of learning approaches including lecture and lab experiences. Students work individually as well as in teams using realistic laboratory environments, to solve challenging “real world” problems. Students experience a multi-disciplinary program that allows them to become a highly productive team member in industry, often bridging the gap between the engineer and the layperson that is charged with implementing the design.

PROGRAM ENTRY REQUIREMENTS:
1. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
2. Demonstrate appropriate academic proficiency (as indicated on page 12) or successfully complete all required developmental coursework.

For more detailed information, please contact Energy Technologies at 918-293-3812 or visit osuit.edu/pipeline.

PROGRAM REQUIREMENTS:
47 CREDIT HOURS

PIPELINE INTEGRITY TECHNOLOGY
(47 CREDIT HOURS)
SEPL 1113 Introduction to Pipelines & Facilities
SEPL 1123 Pipeline Materials & Components
SEPL 1213 Processing & Product Handling
SEPL 1223 Introduction to Corrosion Control
SEPL 2112 Internship (12 credit hours)
SEPL 2413 Regulations & Compliance
SEPL 2423 Integrity Management Concepts I
SEPL 2513 Pipeline Hazard Recognition & Risk Management
SEPL 2523 Pipeline Maintenance & Repair
SEPL 2533 Integrity Management Concepts II
SEPL 2542 NACE CP1 Prep
SEPL 2553 Capstone
SEPL 2563 Project Management

GENERAL EDUCATION REQUIREMENTS:
21 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)
HIST 1483 US History to 1865 or
HIST 1493 US History since 1865
POLS 1113 US Government

ENGLISH & LANGUAGE ARTS
(9 CREDIT HOURS)
ENGL 1113 Freshman Composition I and
ENGL 1213 Freshman Composition II or
ENGL 1033 Technical Writing I and
ENGL 2033 Technical Writing II
SPCH 1113 Introduction to Speech Communications or
SPCH 2313 Small Group Communications

HUMANITIES
(3 CREDIT HOURS)
PHIL 1213 Ethics

MATHEMATICS
(3 CREDIT HOURS)
MATH 1513 College Algebra

INTERDEPARTMENTAL REQUIREMENTS:
7 CREDIT HOURS

COMPUTER LITERACY
(3 CREDIT HOURS)
CS 1013 Computer Literacy & Applications

ENERGY TECHNOLOGIES
(3 CREDIT HOURS)
SEIM 1123 DC/AC Circuit Analysis or
SEPP 1113 Introduction to Electrical/Electronics

GENERAL TECHNOLOGIES
(1 CREDIT HOUR)
GTGE 1111 College Cornerstone or
ORIE 1011 College Strategies

School of Energy Technologies
POWER PLANT TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE (89 CREDIT HOURS)

Electricity plays a vital role in modern American life, and the demand for this valuable resource continues to grow throughout Oklahoma and the US. In recent years, power generation organizations have become dependent on increasingly complex information technologies, confronted new governmental regulations, and, like many workforce sectors, faced retirements among large numbers of their current workers. Not surprisingly, each of these changes has significantly impacted the availability of a sufficient number of well-prepared power production technical professionals.

Job prospects are expected to be good as many workers retire and new plants are built. According to a December 2013 Pricewaterhouse report, retirement in this field is predicted to be around 40% within the next five (5) years.

Graduates of OSUIT Institute of Technology's Power Plant Technology program are the workforce of the future operating, maintaining and expanding the power generation capacity of this state and country. Students in the Power Plant Technology program utilize and train on cutting-edge technology and equipment for hands-on training on the same systems and machinery they will encounter in their career as a skilled plant operator. Sponsored on-site internships, a requirement for those in the program, ensures students learn and gain real-world experience before they graduate.

In the two (2) year program, students explore all aspects of plant operations from water chemistry to electrical distribution. Students develop a broad understanding of plant instrumentation, mechanical and electrical systems. With 10 power plants within a one-hour drive of the OSUIT campus, site visits are part of the curriculum. Students have a chance to tour multiple plants and speak with operators. Many guest speakers from surrounding power companies provide students with current operations knowledge.

PROGRAM ENTRY REQUIREMENTS:

1. Complete the OSUIT admission process (i.e., application for admission, housing, etc.).
2. Demonstrate appropriate academic proficiency (as indicated on page 12) or successfully complete all required developmental coursework.

For more detailed information, please contact Energy Technologies at 918-293-3812 or visit osuit.edu/powerplant.

PROGRAM REQUIREMENTS:

66 CREDIT HOURS

POWER PLANT TECHNOLOGY (66 CREDIT HOURS)

SEPP 1103 Fundamentals of the Energy Industry
SEPP 1113 Introduction to Electrical/Electronics
SEPP 1123 Introduction to Power Plants
SEPP 1133 Piping & Instrument Diagrams
SEPP 1223 Electrical Motors & Controls
SEPP 1233 Power Plant Computer Applications
SEPP 1243 Capstone 1
SEPP 1312 Internship (12 Credit Hours)
SEPP 2403 Plant Operations
SEPP 2413 Compliance Regulations
SEPP 2423 Mechanical Systems
SEPP 2443 Boilers & Prime Movers
SEPP 2503 Balance of Plant
SEPP 2523 Water Systems & Processes
SEPP 2543 Plant Chemicals & Water Quality
SEPP 2553 Safety Competency & Qualifications
SEPP 2563 Plant Controls & Permissives
SEPP 2623 Advanced Plant Operations
SEPP 2633 Capstone 2

GENERAL EDUCATION REQUIREMENTS:

22 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)

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

MATHEMATICS (3 CREDIT HOURS)

MATH 1513 College Algebra

SCIENCE (4 CREDIT HOURS)

CHEM 1314 General Chemistry I

INTERDEPARTMENTAL REQUIREMENTS:

1 CREDIT HOUR

GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE 1111 College Cornerstone or
ORIE 1011 College Strategies
CIVIL ENGINEERING/SURVEYING TECHNOLOGIES

ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

Civil Engineering Technicians (CET) are the backbone of their industry. Construction, manufacturing, petrochemical and many other industries depend on engineering technicians to oversee construction of their facilities and infrastructures. The specific academic areas included in the Civil Engineering/Surveying Technologies degree include design/drafting, surveying and civil engineering technology. Courses in these areas are taught by faculty with years of industry experience and solid academic credentials. Technicians are charged with implementing the design strategies of engineers and therefore must learn the application portion of the engineering discipline. OSUIT students learn to apply engineering technology in state-of-the-art laboratories using the latest equipment.

Students completing the Civil Engineering/ Surveying Technologies Associate in Applied Science degree have the option of articulating into OSUIT’s Bachelor of Technology in Civil Engineering Technology program. A specific sequence of courses is required to ensure seamless transition between the degrees. Graduates from other associate degrees may be required to take bridge courses prior to entering the bachelor degree program.

The surveying curriculum within the CET degree teaches students advanced problem solving and technical skills as well, but in a constantly changing environment that ranges from indoor office work to outdoor field work while using the latest technology in surveying tools, including the global positioning system (GPS), geographic information systems (GIS), and total stations. The program prepares students to utilize this technology in a variety of surveying tasks which include property line location, topographic surveys, and construction applications.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 GPA. Admissions requirements for the Civil Engineering/Surveying Technologies AAS degree may be found on page 74.

For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit osuit.edu/civil.

PROGRAM REQUIREMENTS: 35 CREDIT HOURS

TECHNICAL COURSE REQUIREMENTS (17 CREDIT HOURS)

ETDG 1143 Introduction to Design/Drafting
ETDG 1192 Applied AutoCAD
ETDG 2663 Civil Technology Applications
ETDG 2674 Civil Drafting
CET 2805 Internship

CIVIL ENGINEERING EMPHASIS REQUIREMENTS (8 CREDIT HOURS)

CET 2123 Properties of Soils
CET 2212 Transportation
CET 2323 Statics

SURVEYING EMPHASIS REQUIREMENTS (10 CREDIT HOURS)

SURV 1011 Introduction to Surveying
SURV 1223 Land Law I
SURV 2223 Land Law II
SURV 2303 Surveying I

TECHNICAL SUPPORT COURSES: 22 CREDIT HOURS

ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)

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

GENERAL TECHNOLOGIES (1 CREDIT HOUR)

GTGE 1111 College Cornerstone

HUMANITIES (3 CREDIT HOURS)

Humanities Elective (3 Credit Hours)

MATHEMATICS (7 CREDIT HOURS)

MATH 1613 Trigonometry
MATH 2144 Calculus I

SCIENCE (8 CREDIT HOURS)

CHEM 1314 General Chemistry I
PHYS 1114 General Physics I

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II

HUMANITIES (3 CREDIT HOURS)

PHIL 1213 Ethics

MATHEMATICS (3 CREDIT HOURS)

MATH 1513 College Algebra
ENGINEERING GRAPHICS & DESIGN DRAFTING TECHNOLOGIES

ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

21st-century employees must work together to master new technologies and continually make their organizations more effective and more profitable. They must acquire and process essential information, analyze and troubleshoot systems, think creatively and critically, and communicate and work well with others across the organization. The ability to learn and change is critical.

Nearly all high-performance employers report a significant shortage of skilled workers to fill these critical jobs in their organizations and the shortage of skilled workers will continue to grow for many years. Recent studies indicate that the need for highly skilled technicians will be greater than the number of qualified workers. This presents very good career opportunities for graduates from the Engineering Graphics and Design Drafting Technologies program.

Graduates from this program are prepared to enter careers in the architectural, mechanical or civil design/drafting fields. The program is designed such that students can complete the core course work for at least two (2) of the specializations. The career opportunities in each of these areas are strong and are projected to continue seeing strong growth and demand.

The construction industry continues to be a strong part of Oklahoma’s economy. As such, industry needs design/drafters that are able to provide high quality drawings and documentation in an efficient manner. While graduates from this program are not architects or engineers, they will work side by side with them converting their concepts and calculations into documents that will be used in the field to bring those ideas to reality.

Utilizing industry standard software (AutoCAD, SolidWorks, etc.) students experience a realistic multi-disciplinary learning environment that involves the manufacturing process, construction and surveying techniques.

The need for design/drafters that understand how to make the design less complex and more profitable is very strong.

The program integrates engineering technology competency areas and employability skills. Instead of lecturing, faculty members facilitate learning using a contextual approach where students learn by doing. Students work as individuals and in teams in realistic laboratory environments, to solve challenging “real world” problems. Students experience a multi-disciplinary program that allows them to become a highly productive team member in industry; often bridging the gap between the engineer and the layperson that is charged with implementing the design. Students can expect to become more than just experts in computer aided design (CAD) software.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA. Admissions requirements for the Engineering Graphics & Design Drafting Technologies AAS degree may be found on page 74.

For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit osuit.edu/drafting.

PROGRAM REQUIREMENTS: 48 CREDIT HOURS

ENGINEERING GRAPHICS TECHNOLOGY (48 CREDIT HOURS)

CET 2323 Statistics
ETDG 1143 Introduction to Design/Drafting
ETDG 1192 Applied AutoCAD
ETDG 1253 Technical Drawing
ETDG 1523 Architectural Design
ETDG 2143 Architectural Modeling
ETDG 2223 Piping Drafting
ETDG 2283 Mechanical Design
ETDG 2423 SolidWorks
ETDG 2523 Design Drafting Capstone
ETDG 2623 Building Structures
ETDG 2674 Civil Drafting
ETDG 2812 Design Drafting Internship
(12 credit hours)

TECHNICAL SUPPORT COURSES: 9 CREDIT HOURS

ENGINEERING TECHNOLOGY (1 CREDIT HOUR)
ETD 2411 Employment Exploration

MATHEMATICS (3 CREDIT HOURS)
MATH 1613 Trigonometry

ORIENTATION (1 CREDIT HOUR)
ORIE 1011 College Strategies

SCIENCE (4 CREDIT HOURS)
PHYS 1114 General Physics I

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)
HIST 1483 US History to 1865 or
HIST 1493 US History since 1865
POLS 1113 US Government

ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)
ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
SPCH 2313 Small Group Communications

MATHEMATICS (3 CREDIT HOURS)
MATH 1513 College Algebra

School of Engineering Technologies
ENGINEERING TECHNOLOGIES - ELECTRICAL/ELECTRONICS TECHNOLOGIES OPTION

ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

The power generation sector uses graduates from this program to monitor and maintain the highly complex systems that supply the electrical power that supports our technologically intensive lifestyles. Graduates have employment opportunities in all areas of power generation, including power plants that are powered using coal, natural gas and nuclear energy as well as hydro-electric plants.

The program integrates engineering technology competency areas and employability skills. Instead of lecturing, faculty members facilitate learning using a hands-on approach where students learn by doing. Students work as individuals and in teams in realistic laboratory environments, to solve challenging “real world” problems. Students experience a multi-disciplinary program that allows them to become a highly productive team member in industry; often bridging the gap between the engineer and the layperson that is charged with implementing the design.

Through real world projects and the use of state of the art equipment, students explore the design, implementation and diagnosis of industrial and process automation and instrumentation. Industry support of the program allows for current industry standard equipment in the classroom, which allows graduates to enter the workplace prepared to be successful.

Graduates who enter the oil and gas industries may work in production and/or transportation areas, where they maintain, calibrate and install equipment and instrumentation related to finding and getting oil and gas out of the field and to the refineries and processing facilities. Additionally, there are a wide range of companies providing equipment and technology for field operations that demand high performance technicians. Graduates that find careers in the refining and processing of oil and gas will engage in similar activities, such as calibrating, trouble shooting, and installing instrumentation and control systems.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA. Admissions requirements for the Engineering Technologies AAS degree may be found on page 74.

For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit osuit.edu/electrical_electronics.

PROGRAM REQUIREMENTS: 46 CREDIT HOURS

ENGINEERING TECHNOLOGIES CORE REQUIREMENTS (21 CREDIT HOURS)
ETDE 1283 AC/DC Circuits I
ETDE 1293 AC/DC Circuits II
ETDE 1343 Motors & Controls
ETDE 1363 Electronic Devices & Standards
ETDE 2223 Electrical Power Distribution
ETDE 2253 Hydraulics & Pneumatics
ETDG 1143 Introduction to Design/Drafting

ELECTRICAL/ELECTRONICS TECHNOLOGIES OPTION REQUIREMENTS (25 CREDIT HOURS)
ETD 1102 Basic Mechanics
ETD 1101 Safety Applications
ETD 2411 Employment Exploration
ETDE 1373 Digital Systems & Microcontrollers
ETDE 2113 Introduction to PLCs
ETDE 2273 Electronic Control Devices
ETDE 2812 Electrical/Electronics Internship (12 Credit Hours)

TECHNICAL SUPPORT COURSES: 11 CREDIT HOURS

ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)
SPCH 2313 Small Group Communications

MATHEMATICS (3 CREDIT HOURS)
MATH 1613 Trigonometry

ORIENTATION (1 CREDIT HOUR)
ORIE 1011 College Strategies

SCIENCE (4 CREDIT HOURS)
PHYS 1114 General Physics I

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)
HIST 1483 US History to 1865 or
HIST 1493 US History since 1865
POLS 1113 US Government

ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)
ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II

HUMANITIES (3 CREDIT HOURS)
PHIL 1213 Ethics

MATHEMATICS (3 CREDIT HOURS)
MATH 1513 College Algebra
ENGINEERING TECHNOLOGIES - INSTRUMENTATION TECHNOLOGY OPTION

ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

The program teaches students problem solving and technical skills in an application focused, team based environment using industry approved curriculum and laboratories. Although the program is designed to facilitate a seamless path to the Bachelor of Technology degree in Instrumentation Engineering Technology, graduates of the program can find entry level employment in industries such as food processing, oil and gas, chemical processing, and manufacturing. These industries require technologists that possess knowledge of automation and control as they strive to maintain their production facilities and processes in a productive and efficient manner. Automation Control Technologists install, operate, repair, and maintain the equipment and processes that industry uses to produce products. These technologists are called upon to work on a variety of systems including measurement instruments, programmable controls, hydraulic systems, pneumatic systems, robotics, and similar technology. The International Society of Automation notes positions in automation and control offer above average pay and benefits because of the level and skill and responsibility involved. Working closely with industry leaders to incorporate the latest business practices and emerging technologies into the program, OSUIT’s experienced instructors provide students one-on-one attention, theory, hands-on technical skills, and general education classes so graduates are positioned to quickly move to the top of their field.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA. Admissions requirements for the Engineering Technologies AAS degree may be found on page 74.

For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit osuit.edu/instrumentation.

PROGRAM REQUIREMENTS: 35 CREDIT HOURS

ENGINEERING TECHNOLOGIES CORE REQUIREMENTS (21 CREDIT HOURS)
- ETDE 1283 AC/DC Circuits I
- ETDE 1293 AC/DC Circuits II
- ETDE 1343 Motors & Controls
- ETDE 1363 Electronic Devices & Standards
- ETDE 2223 Electrical Power Distribution
- ETDE 2253 Hydraulics & Pneumatics
- ETDG 1143 Introduction to Design/Drafting

INSTRUMENTATION TECHNOLOGY OPTION REQUIREMENTS (14 CREDIT HOURS)
- ETD 1102 Basic Mechanics
- ETDE 1373 Digital Systems & Microcontrollers
- ETDE 2113 Introduction to PLCs
- ETDE 2123 PLC Applications
- ETDE 2273 Electronic Control Devices

TECHNICAL SUPPORT COURSES: 22 CREDIT HOURS

ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)
- SPCH 2313 Small Group Communications

MATHEMATICS (10 CREDIT HOURS)
- MATH 1613 Trigonometry
- MATH 2144 Calculus I
- MATH 2153 Calculus II

ORIENTATION (1 CREDIT HOUR)
- ORIE 1011 College Strategies

SCIENCE (8 CREDIT HOURS)
- PHYS 1114 General Physics I
- PHYS 1214 General Physics II

GENERAL EDUCATION REQUIREMENTS: 18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)
- HIST 1483 US History to 1865 or
- HIST 1493 US History since 1865
- POLS 1113 US Government

ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)
- ENGL 1113 Freshman Composition I
- ENGL 1213 Freshman Composition II

HUMANITIES (3 CREDIT HOURS)
- PHIL 1213 Ethics

MATHEMATICS (3 CREDIT HOURS)
- MATH 1513 College Algebra
MANUFACTURING TECHNOLOGIES

ASSOCIATE IN APPLIED SCIENCE (75 CREDIT HOURS)

21st century employees must work together to master new technologies and continually make their organizations more effective and more profitable. They must acquire and process essential information, analyze and troubleshoot systems, think creatively and critically, and communicate and work well with others across the organization. The ability to learn and change is critical.

Nearly all high-performance employers report a significant shortage of skilled workers to fill these critical jobs in their organizations and the shortage of skilled workers will continue to grow for many years. Department of Labor data indicates that the shortage of skilled workers will exceed 10 million by the year 2020. Because of the changing nature of work and jobs, manufacturing technicians will need a higher level of education than previously required.

There is a common misconception that manufacturing jobs are not important and the US economy is less dependent on these jobs than before. However, the manufacturing sector currently contributes to over 25% of the gross domestic product. It was the largest contributor to economic growth in the 1990’s. The average wages are 18% higher than the average of all other sectors. Additionally, 84% of manufacturing workers receive direct health benefits. This sector will continue to be a vital part of the US economy. Careers in this field will support a family and a good quality of life.

Graduates from the program are prepared to be more than just machine operators and programmers. The program teaches problem solving and process improvement skills. These skills are highly desired by industry. Students experience the complete manufacturing cycle of design, prototype, production and verification. This experience prepares graduates for a variety of career paths in the manufacturing sector. Additionally the program integrates the technology competencies with employability skills. In addition to lecturing, faculty members facilitate learning using a contextual approach. Students work as individuals and in teams in realistic laboratory environments, to solve challenging “real world” problems. Students learn in a $1.3 million state of the art manufacturing lab. The equipment and software in these labs are identical to what graduates may use in their careers. This contextual approach allows students to become highly productive team members in industry. Graduates often bridge the gap between the engineer and the layperson that is charged with implementing the design.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA. Admissions requirements for the Manufacturing Technologies AAS degree may be found on page 74.

For more detailed information, please contact Engineering Technologies at 918-283-5150 or visit osuit.edu/manufacturing.

PROGRAM REQUIREMENTS:
46 CREDIT HOURS

MANUFACTURING TECHNOLOGIES (46 CREDIT HOURS)
ETD 1101 Safety Applications
ETDG 1143 Introduction to Design/Drafting
ETDG 2423 SolidWorks
ETDM 1153 Introduction to Manufacturing
ETDM 1333 CNC Manufacturing Processes & Fixtures
ETDM 1343 CNC Machine Programming
ETDM 1353 CNC Machine Operation
ETDM 1413 Conventional Manufacturing Processes & Tooling
ETDM 2123 Applied Manufacturing Processes
ETDM 2112 Manufacturing Internship (12 credit hours)
ETDM 2203 Automated Manufacturing Techniques
ETDM 2423 Quality Systems & Practices
ETDM 2463 CAM Applications

TECHNICAL SUPPORT COURSES:
11 CREDIT HOURS

ENGLISH & LANGUAGE ARTS (3 CREDIT HOURS)
SPCH 1113 Introduction to Speech Communications or
SPCH 2313 Small Group Communications

MATHEMATICS (3 CREDIT HOURS)
MATH 1613 Trigonometry

ORIENTATION (1 CREDIT HOUR)
ORIE 1011 College Strategies

SCIENCE (4 CREDIT HOURS)
PHYS 1114 General Physics I

GENERAL EDUCATION REQUIREMENTS:
18 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)
HIST 1483 US History to 1865 or
HIST 1493 US History since 1865
POLS 1113 US Government

ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)
ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II

HUMANITIES (3 CREDIT HOURS)
PHIL 1213 Ethics

MATHEMATICS (3 CREDIT HOURS)
MATH 1513 College Algebra

School of Engineering Technologies
WATCHMAKING & MICROTECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE
(94 CREDIT HOURS)

OSU Institute of Technology’s Watchmaking program offers intense, thorough training in this challenging and exacting art. Students develop the hand skills necessary for making and maintaining tools, servicing and repairing fine timepieces, and manufacturing watch parts. Critical thinking and problem solving abilities are strengthened so the mind becomes as much of a part of the solution as the tools in the watchmaker’s hand. These traditional skills, coupled with equipment utilizing the latest technology, allow program graduates to work to a higher technological standard than ever before.

OSUIT is a SAWTA (Swiss American Watchmaker Training Alliance) certified school which works in conjunction with AWCI (American Watch and Clock Institute) and their CW21 examination. Through these partnerships we offer the opportunity to obtain certification through both SAWTA and AWCI. These exams are designed specifically to develop the type of skilled craftsman needed to service high-grade watches.

Our industry-driven integrated associate degree program ensures that program graduates are well-rounded, professional watchmakers. The Watchmaking & Microtechnology faculty have earned reputations for excellence in this worldwide industry. The labs are housed in a state of the art, modern facility, and the equipment is, in many cases, the same as that used in official service centers. This helps ensure that the experience gained in the program will transfer easily to the real world. Career opportunities are numerous, both in the US and abroad, with employment available in watch brand service centers, independent service centers, and jewelry stores being just a few of the many available options.

For more information, please contact Watchmaking at 918-293-5342 or visit osuit.edu/watchmaking.

PROGRAM REQUIREMENTS:
72 CREDIT HOURS

WATCHMAKING & MICROTECHNOLOGY
(72 CREDIT HOURS)

WMT 1116 Career Cornerstone/ Microtechnology
WMT 1126 Advanced Microtechnology I
WMT 1216 Advanced Microtechnology II
WMT 1226 External Watch
WMT 1316 Quartz Watch Repair
WMT 1326 Mechanical Watch Repair
WMT 2416 Escapement & Oscillator
WMT 2426 Precision Timing & Automatic Watches
WMT 2516 Chronograph Watches
WMT 2526 Shop Management & Workflow Studies
WMT 2616 Estimating & Quality Control
WMT 2626 Advanced Watch Repair & Capstone

GENERAL EDUCATION REQUIREMENTS:
22 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)
HIST 1483 US History to 1865 or
HIST 1493 US History since 1865
POLS 1113 US Government

ENGLISH & LANGUAGE ARTS
(6 CREDIT HOURS)
ENGL 1033 Technical Writing I or
ENGL 1113 Freshman Composition I
SPCH 1113 Introduction to Speech Communications or
SPCH 2313 Small Group Communications

HUMANITIES
(3 CREDIT HOURS)
PHIL 1013 Ethics of Leadership or
PHIL 1213 Ethics

MATHEMATICS
(3 CREDIT HOURS)
MATH 1513 College Algebra or
MATH 1613 Trigonometry

SCIENCE
(4 CREDIT HOURS)
PHYS 1114 General Physics I

ADMISSIONS REQUIREMENTS & PROCESS

The number of students allowed to enroll in the Watchmaking program is limited. Therefore, students must successfully complete the admission requirements and process before being considered for enrollment into the program. In order to make an appropriate enrollment decision, consideration for acceptance into the program will be based upon the results of a thorough screening and interview process involving the following requirements and activities as listed:

1. Complete the college admissions process through OSUIT which includes providing: an application for admission, official high school and college transcripts, ACT® scores, academic assessment as needed, and appropriate paperwork for international students.

2. Demonstrate the ability to succeed in the Watchmaking program by:
   a) Demonstrating appropriate academic proficiency (as indicated on page 12) or successfully completing all required developmental coursework.
   b) Passing a mechanical aptitude assessment.
   c) Passing a manual dexterity assessment.

3. Receive positive recommendations from participation in interview sessions with representatives of the Watchmaking program faculty and program supervisor.

4. Read and acknowledge the estimated cost expenditures sheet.

5. Share information about your history, interests, plans and career goals by providing the following:
   a) A resume that describes your present skills and abilities and your volunteer and paid work experiences;
   b) An essay of 200-300 words that tells why you think this program is right for you. The essay should describe your goals and interests, what you hope to get out of the program and what you have done so far to prepare.

6. Provide a letter of recommendation from someone other than a family member.

7. Successful completion and submission of a background check. A link to the background check request form can be found on the Watchmaking & Microtechnology admissions information page at go.osuit.edu/academics/watchmaking/requirements.

Applicants will be notified of their acceptance or denial into the program following completion and evaluation of the admission process.
CIVIL ENGINEERING TECHNOLOGY

BACHELOR OF TECHNOLOGY (126 CREDIT HOURS)

The Bachelor of Technology degree in Civil Engineering Technology teaches students problem solving and technical skills in an application-focused, team-based environment using real world projects. The degree plan prepares graduates for high performance jobs using technologically advanced civil engineering design tools. Graduates from the program will be highly effective engineering technologists with experience in both the theoretical and the application of theory to the solution of civil engineering problems.

Individuals interested in Civil Engineering Technology can expect the career opportunities to remain stable. Additionally, due to the growing number of retiring engineers, the number of position vacancies will be greater than the number of qualified baccalaureate degree graduates.

This technology-intensive, application-focused baccalaureate degree is offered through OSU Institute of Technology’s School of Engineering Technologies, which has a tradition for excellence in preparing individuals for exciting and successful careers. Working closely with industry leaders to incorporate the latest business practices and emerging technologies into the program, OSUIT’s experienced, expert instructors provide students one-on-one attention, hands-on technical skills, and general education classes so graduates are positioned to quickly move to the top of their fields. Engineering Technologies utilizes an innovative approach to education that prepares high-performance workers for world-class businesses and industries.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 overall (cumulative) GPA. Admissions requirements for the Civil Engineering Technology BT degree may be found on page 74.

For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit osuit.edu/civil.

PROGRAM REQUIREMENTS: 77 CREDIT HOURS

CIVIL ENGINEERING TECHNOLOGY (77 CREDIT HOURS)

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GENERAL EDUCATION REQUIREMENTS: 48 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)
- HIST 1483 US History to 1865
- HIST 1493 US History since 1865
- POLS 1113 US Government

ENGLISH & LANGUAGE ARTS (12 CREDIT HOURS)
- ENGL 1113 Freshman Composition I
- ENGL 1213 Freshman Composition II
- ENGL 3323 Technical Writing III
- SPCH 1113 Introduction to Speech Communications or
- SPCH 2313 Small Group Communications

HUMANITIES (6 CREDIT HOURS)
- PHIL 1213 Ethics
- Humanities Elective (3 Credit Hours)

MATHEMATICS (13 CREDIT HOURS)
- MATH 1513 College Algebra
- MATH 1613 Trigonometry
- MATH 2144 Calculus I
- MATH 2153 Calculus II

SCIENCE (8 CREDIT HOURS)
- CHEM 1314 General Chemistry I
- PHYS 1114 General Physics I

SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)
- Social & Behavioral Science Elective (3 Credit Hours)

INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR
ORIENTATION (1 CREDIT HOUR)
- ORIE 1011 College Strategies
Civil Engineering Technology (CET) Program Educational Objectives:
ABET accreditation, which is voluntary and achieved through a peer review process, provides assurance that a college or university program meets the quality standards established by the profession for which the program prepares its students.

As an ABET-certified baccalaureate program, the program has identified the following objectives and outcomes.

- Graduates will be able to function effectively as civil engineering technologists, and in related fields, regionally and nationally.
- Graduates will be capable of career advancement, professional development, and understanding the importance of lifelong learning.
- Graduates will be able to communicate effectively in oral and written forms at both technical and interpersonal levels and can work in a team as required by the corporate community.
- Graduates will meet industry expectations in managing ethical, societal, and environmental issues in the practice of civil engineering technology.

CET Student Learning Outcomes:
For baccalaureate degree programs, these student outcomes must include, but are not limited to, the following learned capabilities:

- an ability to select and apply the knowledge, techniques, skills, and modern tools of the discipline to broadly-defined engineering technology activities;
- an ability to select and apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require the application of principles and applied procedures or methodologies;
- an ability to conduct standard tests and measurements, to conduct, analyze, and interpret experiments, and to apply experimental results to improve processes;
- an ability to design systems, components, or processes for broadly-defined engineering technology problems appropriate to program educational objectives;
- an ability to function effectively as a member or leader on a technical team;
- an ability to identify, analyze, and solve broadly-defined engineering technology problems;
- an ability to apply written, oral, and graphical communication in both technical and non-technical environments and an ability to identify and use appropriate technical literature;
- an understanding of the need for and an ability to engage in self-directed continuing professional development;
- an understanding of and a commitment to address professional and ethical responsibilities, including a respect for diversity;
- a knowledge of the impact of engineering technology solutions in a societal and global context; and
- a commitment to quality, timeliness, and continuous improvement.

CET Program Outcomes:
Graduates of associate degree programs will, to the extent required to support program educational objectives:

- utilize principles, hardware, and software that are appropriate to produce drawings, reports, quantity estimates, and other documents related to civil engineering;
- conduct standardized field and laboratory tests related to civil engineering;
- utilize surveying methods appropriate for land measurement and/or construction layout; and
- apply fundamental computational methods and elementary analytical techniques in sub-disciplines related to civil engineering.

In addition, graduates of baccalaureate degree programs will, to the extent required to support program educational objectives:

- plan and prepare documents appropriate for design and construction;
- perform economic analyses and cost estimates related to design, construction, operations and maintenance of systems associated with civil engineering;
- select appropriate engineering materials and practices; and
- perform standard analysis and design in at least three (3) sub-disciplines related to civil engineering.
INSTRUMENTATION ENGINEERING TECHNOLOGY

BACHELOR OF TECHNOLOGY (128 CREDIT HOURS)

This program teaches students problem solving and technical skills in an application-focused, team-based environment using industry approved realistic laboratories. Program graduates are prepared for high performance jobs in the areas of instrumentation, control systems, process automation, and measurement. On the job, graduates will design, install, operate, maintain, and repair instrumentation and control systems in the areas of chemical processing, food processing, oil and gas production, manufacturing, energy production and other highly technical fields. Industry needs professionals competent in high-tech automation solutions to increase the consistency, quantity and quality of goods produced in Oklahoma to compete in global markets. The Bureau of Labor Statistics predicts the job market for instrumentation technologists will continue to grow.

The International Society of Automation notes positions in automation and control offer above-average pay and benefits because of the level of skill and responsibility involved. Because of their broad understanding of production processes, business acumen and problem solving skills, Bachelor of Technology graduates have excellent opportunities for advancement into management positions as companies continue to install and upgrade high-tech production systems. To meet stringent environmental requirements, companies are adding highly sophisticated instrumentation and control systems to extend the life of existing oil and gas refineries, food and chemical processing plants, and power generation facilities.

Working closely with industry leaders to incorporate the latest business practices and emerging technologies into the program, OSU Institute of Technology’s experienced instructors provide students one-on-one attention, theory, hands-on technical skills, and general education classes so graduates are positioned to quickly move to the top of their fields.

Students must complete all technical courses with a grade of C or better and maintain a 2.50 program GPA. Admissions requirements for the Instrumentation Engineering Technology BT degree may be found on page 74.

For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit osuit.edu/instrumentation.

PROGRAM REQUIREMENTS:
74 CREDIT HOURS

INSTRUMENTATION ENGINEERING TECHNOLOGY
(74 CREDIT HOURS)

ETD 1102 Basic Mechanics
ETDE 1283 AC/DC Circuits I
ETDE 1293 AC/DC Circuits II
ETDE 1343 Motors & Controls
ETDE 1363 Electronic Devices & Standards
ETDE 1373 Digital Systems & Microcontrollers
ETDE 2113 Introduction to PLCs
ETDE 2123 PLC Applications
ETDE 2223 Electrical Power Distribution
ETDE 2253 Hydraulics & Pneumatics
ETDE 2273 Electronic Control Devices
ETDE 3123 Instrumentation
ETDE 3213 Project Management & Engineering Economics
ETDE 3223 Industrial Networks
ETDE 3233 Liquid & Gas Flow Measurement
ETDE 3313 Heat Transfer & Fluid Mechanics
ETDE 3513 Programming for Instrumentation
ETDE 4112 Electrical/Electronics Instrumentation Internship (12 credit hours)
ETDE 4133 Process Measurement & Control
ETDE 4313 Distributed Control Systems
ETDE 4813 Instrumentation Capstone
ETDG 1143 Introduction to Design/Drafting

TECHNICAL SUPPORT COURSES:
23 CREDIT HOURS

ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL 3323 Technical Writing III
SPCH 2313 Small Group Communications

MATHEMATICS (10 CREDIT HOURS)

MATH 1613 Trigonometry
MATH 2144 Calculus I
MATH 2153 Calculus II

SCIENCE (4 CREDIT HOURS)

PHYS 1214 General Physics II

SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)

PSYC 1113 Introductory Psychology

GENERAL EDUCATION REQUIREMENTS:
29 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS (6 CREDIT HOURS)

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II

HUMANITIES (6 CREDIT HOURS)

HUM 1013 Humanities I
PHIL 1213 Ethics

MATHEMATICS (3 CREDIT HOURS)

MATH 1513 College Algebra

SCIENCE (8 CREDIT HOURS)

CHEM 1314 General Chemistry I
PHYS 1114 General Physics I

INTERDEPARTMENTAL REQUIREMENTS:
2 CREDIT HOURS

ENGINEERING TECHNOLOGY (1 CREDIT HOUR)

ETD 2411 Employment Exploration

ORIENTATION (1 CREDIT HOUR)

ORIE 1011 College Strategies

For more detailed information, please contact Engineering Technologies at 918-293-5150 or visit osuit.edu/instrumentation.
Instrumentation Engineering Technology (IET) Program Educational Objectives:
The IET program focuses on the application of electronics and computer technology to instrumentation, industrial automation and process control systems. The IET program prepares:

- graduates who have a sound knowledge base and the skill sets needed to develop and expand professional careers in fields related to instrumentation technologies, process control and industrial processes automation;
- graduates who are well-rounded individuals with strong personal skills, competent in all forms of communication, and able to work in team environments, and who possess a strong sense of professionalism;
- graduates who will meet industry expectations in managing ethical, societal and environmental issues in the practice of instrumentation engineering technology; and
- graduates capable of career advancement and professional development who understand the importance of life-long learning.

IET Student Learning Outcomes:
The graduates in IET will have the ability to:

- apply the concepts of chemistry, physics and electricity/electronics to measurement and control systems;
- design and implement systems utilizing analog and/or digital control devices;
- apply concepts of automatic control, including measurement, feedback and feed forward regulation for the operation of continuous and discrete systems;
- solve technical problems and be proficient in the analysis, design, test and implementation of instrumentation and control systems utilizing appropriate software and hardware tools and devices;
- conduct information searching and processing, and develop the ability for life-long learning;
- effectively communicate technical information and details verbally and in writing and be able to work in a team;
- apply the concepts of mechanics, fluid mechanics and heat transfer to the design of process control systems;
- understand and utilize programmable logic controllers (PLC), distributed control systems (DCS) and supervisory control systems for control of manufacturing and processing systems;
- utilize modern and effective management skills for performing investigation, analysis and synthesis in the implementation of automatic control systems;
- understand and uphold professional, ethical and societal responsibilities; and
- conduct, analyze and interpret experimental results to improve processes.
ASSOCIATE IN APPLIED SCIENCE DEGREES

The goal of OSU Institute of Technology is to provide students the opportunity to succeed and to ensure each is prepared academically at each step in their education. The Engineering Technologies programs of study are academically rigorous; however, student success can be maximized with proper advisement and remediation when appropriate. The faculty of the school makes every effort to ensure each student is equipped with the necessary prerequisite academic and technical skills to enter the program and to move to the next sequence of courses.

To best accomplish this mission, students must complete the following steps prior to admission to the School of Engineering Technologies to pursue an Associate in Applied Science degree in Civil Engineering/Surveying Technologies, Engineering Graphics & Design Drafting Technologies, Engineering Technologies, or Manufacturing Technologies:

1. Complete the OSUIT admission process (i.e., application for admission, housing).
2. Demonstrate appropriate academic proficiency (as indicated on page 12) or successfully complete all required developmental coursework.

Students that do not have the appropriate ACT, SAT, or placement assessment scores or qualifying high school GPA may be provisionally admitted to the school pending successful completion of required developmental coursework, and must meet with a program advisor to determine an enrollment plan.

Students that do not meet the entry level computer literacy requirements are required to take CS 1013 Computer Literacy & Applications.

Students that meet the entrance requirements are expected to meet with an academic advisor prior to enrolling. Due to the math and science rigor associated with the Engineering Technologies programs, students that are admitted to the school are required to meet with an academic advisor in the School of Engineering Technologies. During this advisement session, issues such as intervening time span between the last college math/science class and previous academic program of study can be evaluated to determine the most advantageous plan of study for the student.

BACHELOR OF TECHNOLOGY DEGREES

The goal of OSU Institute of Technology is to provide students the opportunity to succeed and to ensure each student is prepared academically at each step in their education.

Students must complete the following steps prior to admission to the School of Engineering Technologies to pursue a Bachelor of Technology degree in Civil Engineering Technology or Instrumentation Engineering Technology:

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

Students that meet the entrance requirements are expected to meet with an academic advisor prior to enrolling. Due to the math and science rigor associated with the Engineering Technologies programs, students that are admitted to the school are required to meet with an academic advisor in the School of Engineering Technologies. During this advisement session, issues such as intervening time span between the last college math/science class and previous academic program of study can be evaluated to determine the most advantageous plan of study for the student.
School of Information Technologies

INFORMATION TECHNOLOGIES *

ASSOCIATE IN APPLIED SCIENCE
(61 CREDIT HOURS)

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

The Information Technologies program works closely with industry partners to incorporate the latest business practices, emerging technologies and professional certifications into authentic learning environments. The Associate in Applied Science in Information Technologies is designed for individuals who want to take advantage of the program’s unique project-based and customer-focused approach to preparing individuals for exciting and successful careers, and fall into one (1) or more of the following categories:

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

The minimum GPA required for graduation is a 2.50.

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

* This program is available 100% online.

PROGRAM REQUIREMENTS:
33 CREDIT HOURS

INFORMATION TECHNOLOGIES CORE REQUIREMENTS
(27 CREDIT HOURS)

ITD 1033 Introduction to Computer Logic
ITD 1213 Hardware Systems Support
ITD 1223 Network Systems
ITD 1243 Principles of Information Security
ITD 1253 Object-Oriented Programming Using C#
ITD 1353 Web Development
ITD 2203 Database Systems
ITD 2223 Operating Systems
ITD 2313 Script Programming

INFORMATION TECHNOLOGIES APPROVED TECHNICAL ELECTIVES
(6 CREDIT HOURS)

GENERAL EDUCATION REQUIREMENTS:
27 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)

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

ENGLISH & LANGUAGE ARTS
(9 CREDIT HOURS)

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
SPCH 1113 Introduction to Speech Communications or
SPCH 2313 Small Group Communications

HUMANITIES
(6 CREDIT HOURS)

PHIL 1213 Ethics
Humanities Elective (3 Credit Hours)

MATHEMATICS
(3 CREDIT HOURS)

MATH 1513 College Algebra

APPROVED ELECTIVE *
(3 CREDIT HOURS)

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

* See Arts & Sciences General Education course offerings.

INTERDEPARTMENTAL REQUIREMENTS:
1 CREDIT HOUR

GTGE 1111 College Cornerstone or
ORIE 1011 College Strategies
INFORMATION TECHNOLOGIES *

ASSOCIATE IN SCIENCE
(63 CREDIT HOURS)

Well-trained individuals with high-level information technology skills will always be in demand, especially as computers and the Internet play increasingly important roles in contemporary society. In fact, considerable expertise in and experience with information technologies are becoming indispensable to most professionals.

The Associate in Science in Information Technologies is designed primarily for individuals who want to take advantage of the program’s unique approach to computer education, and fall into one (1) or more of the following categories:

1. Intend to pursue a bachelor’s degree at another college or university.
2. Wish to build on considerable work experience and complete a degree to further their career.
3. Wish to prepare for one (1) or more professional industry certifications.

As with any Associate in Science degree, students are encouraged to check the specific requirements of the college or university to which they plan to transfer.

The minimum GPA required for graduation is a 2.50.

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

* This program is available 100% online.

PROGRAM REQUIREMENTS:
24 CREDIT HOURS

INFORMATION TECHNOLOGIES CORE REQUIREMENTS
(21 CREDIT HOURS)

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<tr>
<td>ITD 2223</td>
<td>Operating Systems</td>
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INFORMATION TECHNOLOGIES APPROVED TECHNICAL ELECTIVE
(3 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course</th>
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GENERAL EDUCATION REQUIREMENTS:
38 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)

<table>
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<tr>
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<tbody>
<tr>
<td>HIST 1483</td>
<td>US History to 1865 or</td>
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<tr>
<td>HIST 1493</td>
<td>US History since 1865</td>
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<tr>
<td>POLS 1113</td>
<td>US Government</td>
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ENGLISH & LANGUAGE ARTS
(9 CREDIT HOURS)

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 1113</td>
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<tr>
<td>ENGL 1213</td>
<td>Freshman Composition II</td>
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<tr>
<td>SPCH 1113</td>
<td>Introduction to Speech Communications</td>
</tr>
<tr>
<td>SPCH 2313</td>
<td>Small Group Communications</td>
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HUMANITIES
(6 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PHIL 1213</td>
<td>Ethics</td>
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MATHEMATICS
(3 CREDIT HOURS)

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MATH 1513</td>
<td>College Algebra</td>
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SCIENCE
(6 CREDIT HOURS)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<td>BIOL 1114</td>
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<td>BIOL 1404</td>
<td>General Botany</td>
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<tr>
<td>BIOL 1604</td>
<td>Zoology</td>
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<tr>
<td>BIOL 2104</td>
<td>Human Anatomy</td>
</tr>
<tr>
<td>CHEM 1314</td>
<td>General Chemistry I</td>
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<tr>
<td>GEOL 1014</td>
<td>Earth Science</td>
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<tr>
<td>PHYS 1204</td>
<td>General Physical Science</td>
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APPROVED ELECTIVES *
(6 CREDIT HOURS)

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<tr>
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<td>One (1) course must be a lab science course.</td>
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INTERDEPARTMENTAL REQUIREMENTS:
1 CREDIT HOUR

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<tr>
<th>Course</th>
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<tr>
<td>GTGE 1111</td>
<td>College Cornerstone or</td>
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<tr>
<td>ORIE 1011</td>
<td>College Strategies</td>
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</table>
INFORMATION TECHNOLOGIES *

BACHELOR OF TECHNOLOGY
(121 CREDIT HOURS)

Information technology systems are becoming more complex. As organizations expand their uses of networks and the Internet to improve their competitiveness, efficiency, and quality of service, their need for individuals with the right skills, knowledge, and credentials also increase. This degree prepares individuals for a range of professional opportunities within the information technology field and offers program options in:

Cybersecurity & Digital Forensics
This option prepares individuals to assess computer and network security, implement appropriate measures to address security vulnerabilities, and investigate cybercriminal activities. Topics include: network intrusion detection systems, malware, pen testing, HIPAA, mobile device forensics, Forensics Tool Kit (FTK), social engineering, cyber law, cryptography, and control systems security.


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

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

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

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

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

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

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

* This program is available 100% online.

Information Technologies Baccalaureate Program Educational Objectives (PEO):
The Information Technologies (IT) program will enable its graduates to:

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

IT Student Outcomes (SO):
The graduates of the IT program will have the ability to:

- apply knowledge of computing and mathematics appropriate to the program’s student outcomes and to the discipline;
- analyze a problem and identify and define the computing requirements appropriate to its solution;
- design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs;
- function effectively on teams to accomplish a common goal;
- develop an understanding of professional, ethical, legal, security and social issues and responsibilities;
- communicate effectively with a range of audiences;
- analyze the local and global impact of computing on individuals, organizations, and society;
- recognize the need for and an ability to engage in continuing professional development;
- use current techniques, skills, and tools necessary for the computing practice;
- use and apply current technical concepts and practices in the core information technologies of human computer interaction, information management, programming, networking, and web systems and technologies;
- identify and analyze user needs and take them into account in the selection, creation, evaluation, and administration of computer-based systems;
- effectively integrate IT-based solutions into the user environment;
- develop an understanding of best practices and standards and their application; and
- assist in the creation of an effective project plan.

School of Information Technologies
### INFORMATION TECHNOLOGIES - CYBERSECURITY & DIGITAL FORENSICS OPTION

**PROGRAM REQUIREMENTS:**

70 CREDIT HOURS

**LOWER-DIVISION IT CORE REQUIREMENTS**

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<thead>
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<tbody>
<tr>
<td>ITD 1033 Introduction to Computer Logic</td>
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<tr>
<td>ITD 1213 Hardware Systems Support</td>
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<tr>
<td>ITD 1223 Network Systems</td>
</tr>
<tr>
<td>ITD 1243 Principles of Information Security</td>
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<tr>
<td>ITD 1253 Object-Oriented Programming Using C#</td>
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<tr>
<td>ITD 1353 Web Development</td>
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<tr>
<td>ITD 2203 Database Systems</td>
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<tr>
<td>ITD 2223 Operating Systems</td>
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<tr>
<td>ITD 2313 Script Programming</td>
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**UPPER-DIVISION IT CORE REQUIREMENTS**

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>ITD 2413 Enterprise Security Management Approved Technical Elective (3 Credit Hours)</td>
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<tr>
<td>ITD 3201 Employment Orientation</td>
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<tr>
<td>ITD 3453 Information Systems &amp; Architecture</td>
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<tr>
<td>ITD 4809 Internship</td>
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<tr>
<td>ITD 4113 IT Project Management</td>
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<tr>
<td>ITD 4123 Applied Research &amp; Development</td>
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**LOWER-DIVISION CYBERSECURITY & DIGITAL FORENSICS OPTION REQUIREMENTS**

<table>
<thead>
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<tbody>
<tr>
<td>ITD 2013 Security Administration</td>
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<tr>
<td>ITD 2113 Computer Security</td>
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<tr>
<td>ITD 2153 Secure System Administration</td>
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<tr>
<td>ITD 2154 Enterprise Networking</td>
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<td>ITD 2253 Network Systems</td>
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<tr>
<td>ITD 2353 Web Development</td>
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<tr>
<td>ITD 2453 Network Security</td>
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<tr>
<td>ITD 2553 Database Systems</td>
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<td>ITD 2653 Operating Systems</td>
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<td>ITD 2753 Script Programming</td>
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**UPPER-DIVISION CYBERSECURITY & DIGITAL FORENSICS OPTION REQUIREMENTS**

<table>
<thead>
<tr>
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<tr>
<td>ITD 3001 Employment Orientation</td>
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<tr>
<td>ITD 4809 Internship</td>
</tr>
<tr>
<td>ITD 4113 IT Project Management</td>
</tr>
<tr>
<td>ITD 4123 Applied Research &amp; Development</td>
</tr>
</tbody>
</table>

**SCIENCE**

(6 CREDIT HOURS)

- **One (1) course must be a lab science course.**
- **ENGL 1113 Freshman Composition I**
- **ENGL 1213 Freshman Composition II**

**HUMANITIES**

(6 CREDIT HOURS)

- **PHIL 1213 Ethics**
- **Humanities Elective (3 Credit Hours)**

**MATHMATICS**

(3 CREDIT HOURS)

- **MATH 1513 College Algebra**

**ENGLISH & LANGUAGE ARTS**

(3 CREDIT HOURS)

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

**MATHEMATICS**

(6 CREDIT HOURS)

- **MATH 3103 Discrete Mathematics**
- **STAT 2013 Elementary Statistics**

**GENERAL EDUCATION REQUIREMENTS:**

24 CREDIT HOURS

**AMERICAN HISTORY & GOVERNMENT**

(6 CREDIT HOURS)

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

School of Information Technologies
School of Nursing & Health Sciences

NURSING
(Traditional)

ASSOCIATE IN APPLIED SCIENCE
(72 CREDIT HOURS)

The OSUIT Associate Degree Nursing (ADN) program is approved by the Oklahoma Board of Nursing to provide an educational program for individuals interested in a career as a Registered Nurse (RN). Upon successfully completing program requirements, the graduate is qualified to make application to write for permission to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN). The OSUIT Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

The traditional nursing program offered by OSUIT is a two (2) year course of study. Classes are offered during the day in a traditional classroom setting.

PROGRAM ADMISSION REQUIREMENTS
Advisement

All students declaring a nursing major are assigned to the Department of Nursing for advisement.

Application to the Program

Students wishing to be considered for the nursing program must apply for admission to OSUIT and have the following documentation in their file in the Nursing Department by the final closing date of the application period:

1. Signed and dated Nursing Application;
2. Student scores at or above the 55th percentile ranking on the Kaplan Admission Test for Reading and Math and at or above the 35th percentile ranking for Science;
3. All official college transcripts from every college attended. (It is the responsibility of the student to ensure that all transcripts from any college attended are on file);

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

It is strongly recommended that all science courses be completed prior to the beginning of the nursing program. To be considered for admission to the program, students must have and maintain a minimum GPA of 2.0 in all required general education and nursing support courses. Successful completion of the nursing program requires a grade of C in all courses related to the Associate in Applied Science in Nursing degree. A student cannot be admitted to the program with a D in any required course.

The following items identify the minimum physical and mental qualifications necessary to be considered for admission into and progression through the OSUIT Nursing Program. They include, but are not limited to:

1. The ability to independently lift weights of up to 35% of recommended body weight.
2. The ability to facilitate movement in client's room and work areas.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors and utilize equipment.
4. Auditory acuity sufficient to hear instructions, requests, and monitoring alarms, and to auscultate heart tones, breathe sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. The ability to proficiently speak, write, and comprehend the English language.
7. The ability to communicate in a professional manner, establish rapport with clients and colleagues, use problem solving skills, and function effectively under stress.
8. A negative criminal history background check, negative drug screen, and documentation that all clinical requirements have been met will be required upon student’s acceptance into the nursing program.

For more detailed information, please contact Nursing at 918-293-5337 or visit osuit.edu/nursing.

PROGRAM REQUIREMENTS:
39 CREDIT HOURS

NURSING
(39 CREDIT HOURS)
(Must pass courses with a grade of C or better.)

NURS 1128 Foundations of Nursing
NURS 1229 Nursing Care of Families
NURS 1322 Dosage Calculations
NURS 2129 Nursing Care of Adults I
NURS 2229 Nursing Care of Adults II
NURS 2222 Nursing Capstone Seminar

GENERAL EDUCATION REQUIREMENTS:
33 CREDIT HOURS
(Must pass courses with a grade of C or better.)

AMERICAN HISTORY & GOVERNMENT
(6 CREDIT HOURS)

HIST 1483 US History to 1865 or
HIST 1493 US History since 1865

POLS 1113 US Government

ENGLISH & LANGUAGE ARTS
(6 CREDIT HOURS)

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II

NUTRITIONAL SCIENCE
(3 CREDIT HOURS)

NSCI 1113 Introduction to Nutrition

SCIENCE
(12 CREDIT HOURS)

BIOL 2104 Human Anatomy
BIOL 2114 Human Physiology
BIOL 2124 General Microbiology

SOCIAL & BEHAVIORAL SCIENCES
(6 CREDIT HOURS)

PSYC 1113 Introductory Psychology
PSYC 2583 Developmental Psychology

GRADING SCALE

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<th>Score</th>
<th>Letter Grade</th>
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<tr>
<td>84-91</td>
<td>B</td>
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<tr>
<td>75-83</td>
<td>C</td>
</tr>
<tr>
<td>66-74</td>
<td>D</td>
</tr>
<tr>
<td>0-65</td>
<td>F</td>
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</table>
It is strongly recommended that all science courses be completed prior to the beginning of the nursing program. To be considered for admission to the program, students must have and maintain a minimum GPA of 2.0 in all required general education and nursing support courses. Successful completion of the nursing program requires a grade of C in all courses related to the Associate in Applied Science in Nursing degree. A student cannot be admitted to the program with a D in any required course.

The following items identify the minimum physical and mental qualifications necessary to be considered for admission into and progression through the OSUIT Nursing Program. They include, but are not limited to:

1. The ability to independently lift weights of up to 35% of recommended body weight.
2. The ability to facilitate movement in client’s room and work areas.
3. Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors and utilize equipment.
4. Auditory acuity sufficient to hear instructions, requests, and monitoring alarms, and to auscultate heart tones, breathe sounds, and bowel sounds.
5. The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
6. The ability to proficiently speak, write, and comprehend the English language.
7. The ability to communicate in a professional manner, establish rapport with clients and colleagues, use problem solving skills, and function effectively under stress.
8. A negative criminal history background.

For more detailed information, please contact Nursing at 918-293-5337 or visit osuit.edu/nursing.
ORTHOPTIC & PROSTHETIC TECHNOLOGIES

ASSOCIATE IN APPLIED SCIENCE (73 CREDIT HOURS)

Orthotics and Prosthetics are applied physical disciplines that address neuromuscular and skeletal problems in the human body. The goals of orthotic and prosthetic management are to achieve optimum function, prevent further disability and provide improved appearance through the provision of bracing and artificial limbs.

An ideal candidate for the Orthotic & Prosthetic (O&P) profession should possess very strong interpersonal skills, excellent manual dexterity and an eye for detail. O&P is a “hands on” profession where knowledge, commitment and dedication translate into better lives for each patient.

There is a growing need for O&P professionals. While only seven (7) institutions nationwide currently offer O&P technical education, the demand for provider services is expected to continue to increase. By 2025, demand for O&P professionals will be about 60% higher than the available supply of certified providers. This shortage is anticipated due to aging “baby boomers,” the extended life expectancy of the population in general, and the limited number of O&P education programs. As retirement rates surpass graduation rates and the supply of certified providers in O&P declines, there may be a true shortage of O&P professionals within the next 10 years. (Projecting the Adequacy of Workforce Supply to Meet Patient Demand: Analysis of the Orthotics and Prosthetics (O&P) Profession. Prepared for the National Commission on Orthotic and Prosthetic Education, May 2015.)

Graduates of the Orthotic & Prosthetic Technologies Program earn an Associate in Applied Science degree and may work in two (2) job categories: technician and fitter. Certification for these disciplines is provided through the American Board for Certification in Orthotics, Prosthetics & Pedorthics (ABC) and the Board of Certification/Accreditation, International (BOC).

Lab fees are required for each course under the O&P Degree Plan at an average charge of $300.00 per course. Additional costs that are connected to the program include textbooks and personal protective equipment (these items can be purchased in the OSUIT Bookstore). These costs may vary from semester to semester and are subject to change without notice.

PROGRAM REQUIREMENTS: 40 CREDIT HOURS

ORTHOTIC & PROSTHETIC TECHNOLOGIES REQUIREMENTS (40 CREDIT HOURS)
(Students must maintain a minimum grade average of 2.0, with a minimum grade of C or better in each departmental course.)

OPT 1204 Upper Extremity Prosthetics
OPT 1214 Spinal Orthotics
OPT 1304 Transtibial Prosthetics
OPT 2314 Prefab & Pedorthic Techniques
OPT 2324 Lower Extremity Orthotics
OPT 2404 Transfemoral Prosthetics
OPT 2414 Upper Extremity Orthotics
OPT 2812 Internship (12 credit hours)

GENERAL EDUCATION REQUIREMENTS: 32 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)
HIST 1483 US History to 1865 or
HIST 1493 US History since 1865
POLS 1113 US Government

ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)
ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
SPCH 1113 Introduction to Speech Communications

HUMANITIES (3 CREDIT HOURS)
PHIL 1213 Ethics

MATHEMATICS (3 CREDIT HOURS)
MATH 1513 College Algebra

SCIENCE (8 CREDIT HOURS)
BIOL 1114 General Biology
BIOL 2104 Human Anatomy

SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)
PSYC 1113 Introductory Psychology

INTERDEPARTMENTAL REQUIREMENTS: 1 CREDIT HOUR

ORIENTATION (1 CREDIT HOUR)
ORIE 1011 College Strategies

All OPT courses carry a lab and material fee cost of $300.00 per course, with the exception of OPT 2314, which has a fee of $250.00.

These fees do not include materials such as textbooks and personal protective equipment that can be purchased in the OSUIT bookstore.

For more detailed information, please contact Orthotics & Prosthetics at 918-293-5330 or visit osuit.edu/op.
School of Visual Communications

**3D MODELING & ANIMATION**

ASSOCIATE IN APPLIED SCIENCE (91 CREDIT HOURS)

Looking for a career in games, films, architecture, product modeling, special effects, pre-visualization, environmental design, and/or illustration?

Get your foot in the door by completing OSUIT’s revised and expanded 3D Modeling & Animation curriculum. You receive a more comprehensive immersion into 3D modeling and animation as you earn this Associate in Applied Science degree.

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

**PROGRAM ENTRY REQUIREMENTS:**

Applicants must meet the following requirements in order to be considered for entrance into the 3D Modeling & Animation Program:

1. Submit a 3D Modeling & Animation program questionnaire.
2. Submit two (2) letters of recommendation from professionals not related to them (teacher, multi-media professional, employer, counselor, etc.).
3. Meet minimum requirements for Math, English and Reading as determined by OSUIT assessment (see page 12).
4. Provide copies of transcripts from all previous colleges attended.
5. Provide high school transcript (if graduated within the past three [3] years).
6. A personal interview will be scheduled following the completion of the first (1st) five (5) requirements.

*For more detailed information, please contact Visual Communications at 918-293-5050 or visit osuit.edu/viscom.*

**PROGRAM REQUIREMENTS:**

66 CREDIT HOURS

A minimum program GPA of 2.0, with a minimum grade of a C in each departmental course, is required for graduation.

* Courses marked with an asterisk (*) have an additional $25.00 per credit hour fee for lab and material costs.

**GRAPHIC DESIGN** *(9 CREDIT HOURS)*

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<tbody>
<tr>
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<td>Basic Drawing</td>
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<td>GRD 1143</td>
<td>Basic Design</td>
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<td>GRD 1243</td>
<td>Advanced Drawing</td>
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**MULTIMEDIA TECHNOLOGY** *(48 CREDIT HOURS)*

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<td>MMT 1153</td>
<td>Introduction to Video Editing</td>
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<td>MMT 1201</td>
<td>Acting &amp; Improvisation</td>
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<td>MMT 1202</td>
<td>Creative Problem Solving</td>
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<td>MMT 1223</td>
<td>3D Modeling I</td>
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<td>MMT 1323</td>
<td>3D Modeling II</td>
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<td>MMT 1433</td>
<td>2D Animation</td>
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<td>MMT 1453</td>
<td>Storyboarding</td>
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<td>MMT 1463</td>
<td>Beginning ZBrush</td>
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<td>MMT 2113</td>
<td>Game Design Fundamentals</td>
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<td>3D Motion Graphics &amp; Special</td>
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**VISUAL COMMUNICATIONS** *(9 CREDIT HOURS)*

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<tr>
<td>VIS 2433</td>
<td>3D Modeling &amp; Animation Practicum</td>
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<tr>
<td>VIS 2533</td>
<td>Advanced Digital Imaging</td>
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**INTERDEPARTMENTAL REQUIREMENTS:**

1 CREDIT HOUR

**GENERAL TECHNOLOGIES** *(1 CREDIT HOUR)*

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<tbody>
<tr>
<td>GTGE 1111</td>
<td>College Cornerstone</td>
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**GENERAL EDUCATION REQUIREMENTS:**

24 CREDIT HOURS

**AMERICAN HISTORY & GOVERNMENT** *(6 CREDIT HOURS)*

<table>
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<th>Course Code</th>
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<tbody>
<tr>
<td>HIST 1483</td>
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<td>HIST 1493</td>
<td>US History since 1865</td>
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<tr>
<td>POLS 1113</td>
<td>US Government</td>
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</tbody>
</table>

**ENGLISH & LANGUAGE ARTS** *(9 CREDIT HOURS)*

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<tr>
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**HUMANITIES** *(3 CREDIT HOURS)*

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<tbody>
<tr>
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**MATHEMATICS** *(3 CREDIT HOURS)*

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<tbody>
<tr>
<td>MATH 1513</td>
<td>College Algebra</td>
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**SOCIAL & BEHAVIORAL SCIENCES** *(3 CREDIT HOURS)*

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<td>Psychology of Personal Adjustment</td>
</tr>
<tr>
<td>SOC 1113</td>
<td>Introductory Sociology</td>
</tr>
</tbody>
</table>
### GRAPHIC DESIGN TECHNOLOGY

**ASSOCIATE IN APPLIED SCIENCE (94 CREDIT HOURS)**

The complexity of today’s technology requires precise communications. The function of the graphic designer is to apply creative skill and technical knowledge to attract and influence the consumer through visual stimulation. These responsibilities require a thorough knowledge of both conventional and electronic applications for design, layout, and production. The ability to be a creative problem solver is extremely important for today’s graphic designer.

Visual media communicators form the nucleus of the broadest field of applied arts, whether it is called graphic design, commercial art or visual communications. To be a graphic designer requires knowledge and skills in drawing, design, typography, computer, and mechanical production.

Recent graduates have attained recognition as layout artists, designers, illustrators and art directors with leading advertising agencies, industrial graphic departments and publishers. Graduates with experience can establish successful and satisfying careers as graphic designers, art directors and creative directors for advertising agencies and design studios, or freelance designers.

*For more detailed information, please contact Visual Communications at 918-293-5050 or visit osuit.edu/viscom.*

### PROGRAM REQUIREMENTS:

**69 CREDIT HOURS**

A minimum program GPA of 2.0, with a minimum grade of a C in each departmental course, is required for graduation.

* Courses marked with an asterisk (*) have an additional $25.00 per credit hour fee for lab and material costs.

#### GRAPHIC DESIGN *

**39 CREDIT HOURS**

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<thead>
<tr>
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<tbody>
<tr>
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<tr>
<td>GRD 114</td>
<td>Basic Design</td>
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<tr>
<td>GRD 121</td>
<td>Advertising Design I *</td>
</tr>
<tr>
<td>GRD 133</td>
<td>Design Production</td>
</tr>
<tr>
<td>GRD 136</td>
<td>Survey of 20th Century Design *</td>
</tr>
<tr>
<td>GRD 241</td>
<td>Advertising Design II *</td>
</tr>
<tr>
<td>GRD 242</td>
<td>Advanced Design Production</td>
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<tr>
<td>GRD 252</td>
<td>Branding/Identity Design</td>
</tr>
<tr>
<td>GRD 254</td>
<td>Graphic Design Practicum</td>
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<tr>
<td>GRD 262</td>
<td>Consumer Design</td>
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<tr>
<td>GRD 269</td>
<td>Graphic Design Capstone</td>
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<tr>
<td>GRD 280</td>
<td>Graphic Design Internship</td>
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#### MULTIMEDIA TECHNOLOGY *

**12 CREDIT HOURS**

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<tr>
<th>Course Code</th>
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<tr>
<td>MMT 111</td>
<td>Introduction to 3D * or</td>
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<tr>
<td>MMT 115</td>
<td>Introduction to Video Editing *</td>
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<tr>
<td>MMT 114</td>
<td>Introduction to Motion Graphics *</td>
</tr>
<tr>
<td>MMT 242</td>
<td>Introduction to Web Design *</td>
</tr>
<tr>
<td>MMT 245</td>
<td>Interface Design</td>
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#### VISUAL COMMUNICATIONS *

**18 CREDIT HOURS**

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<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>VIS 112</td>
<td>InDesign Publishing I*</td>
</tr>
<tr>
<td>VIS 120</td>
<td>Introduction to Typography</td>
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<tr>
<td>VIS 122</td>
<td>InDesign Publishing II *</td>
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<tr>
<td>VIS 134</td>
<td>Digital Illustration *</td>
</tr>
<tr>
<td>VIS 137</td>
<td>Digital Imaging *</td>
</tr>
<tr>
<td>VIS 253</td>
<td>Advanced Digital Imaging *</td>
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</table>

### GENERAL EDUCATION REQUIREMENTS:

**24 CREDIT HOURS**

**AMERICAN HISTORY & GOVERNMENT (6 CREDIT HOURS)**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>HIST 1483</td>
<td>US History to 1865 or</td>
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<tr>
<td>HIST 1493</td>
<td>US History since 1865</td>
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<tr>
<td>POLS 1113</td>
<td>US Government</td>
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**ENGLISH & LANGUAGE ARTS (9 CREDIT HOURS)**

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<td>MATH 2003</td>
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**SOCIAL & BEHAVIORAL SCIENCES (3 CREDIT HOURS)**

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### INTERDEPARTMENTAL REQUIREMENTS:

**1 CREDIT HOUR**

**GENERAL TECHNOLOGIES (1 CREDIT HOUR)**

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>GTGE 1111</td>
<td>College Cornerstone</td>
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School of Visual Communications
PHOTOGRAPHY TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE (86 CREDIT HOURS)

Photography has quite accurately been described as the universal language, needing no interpretation. The visual images created by skilled artisans portray our feelings, our moods and our history and mirror our imagination.

Photography bridges many barriers and, combined with the skills of artists and printers, provides our world with endless educational and recreational materials.

The ability to continually produce high quality images requires mastering precise skills and following basic practices such as correct exposure, proper camera handling techniques and the understanding of aperture and shutter speed manipulations to control the impact of the finished image.

Today’s photographer must also be skilled in the use of new technologies that have been introduced to the photographic industry. Digital imaging, digital enhancement and filmless digital cameras are accepted tools for accomplishing photographic tasks in today’s ever-changing photographic industry.

Graduates may explore employment in advertising, commercial and portrait studios, newspapers and magazines, photographic laboratories and even self-employment in one (1) or more of the many specialty areas.

PROGRAM ENTRY REQUIREMENTS:

Applicants must meet the following requirements in order to be considered for entrance into the Photography Program:

1. Submit a Photography program questionnaire.
2. Submit two (2) letters of recommendation from professionals not related to them (teacher, multi-media professional, employer, counselor, etc.).
3. Meet minimum requirements for Math, English and Reading as determined by OSUIT assessment (see page 12).
4. Provide copies of transcripts from all previous colleges attended.
5. Provide high school transcript (if graduated within the past three [3] years).
6. Submit a photography portfolio or demo reel.
7. A personal interview will be scheduled following the completion of the first (1st) six (6) requirements.

For more detailed information, please contact Visual Communications at 918-293-5050 or visit osuit.edu/viscom.

PROGRAM REQUIREMENTS:

63 CREDIT HOURS

A minimum program GPA of 2.0, with a minimum grade of a C in each departmental course, is required for graduation.

* Courses marked with an asterisk (*) have an additional $25.00 per credit hour fee for lab and material costs.

PHOTOGRAPHY TECHNOLOGY *

(63 CREDIT HOURS)

PHO 1113 Fundamentals of Photography *
PHO 1123 Digital Darkroom *
PHO 1133 Digital Photography *
PHO 1243 Photographic Think Tank *
PHO 1313 Studio I *
PHO 1353 Photomarketing *
PHO 2413 Studio II *
PHO 2423 Portrait Photography *
PHO 2453 Advanced Digital Photography *
PHO 2463 Color & Digital Concepts
PHO 2503 Introduction to Video Production *
PHO 2513 Editorial Portraiture *
PHO 2523 Photographic Design *
PHO 2543 Photography Practicum
PHO 2696 Photography Capstone *
PHO 2703 Advertising Photography *
PHO 2713 Advanced Portrait Photography *
PHO 2723 Documentary Photography *
PHO 2773 Visual Validation *
PHO 2803 Photography Internship

GENERAL EDUCATION REQUIREMENTS:

24 CREDIT HOURS

AMERICAN HISTORY & GOVERNMENT

(6 CREDIT HOURS)

HIST 1483 US History to 1865 or
HIST 1493 US History since 1865

POLS 1113 US Government

ENGLISH & LANGUAGE ARTS

(9 CREDIT HOURS)

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II

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

HUMANITIES

(3 CREDIT HOURS)

PHIL 1213 Ethics

MATHEMATICS

(3 CREDIT HOURS)

MATH 1513 College Algebra or
MATH 2003 Business Mathematics

SOCIAL & BEHAVIORAL SCIENCES

(3 CREDIT HOURS)

PSYC 1113 Introductory Psychology or
PSYC 2313 Psychology of Personal Adjustment or

SOC 1113 Introductory Sociology

INTERDEPARTMENTAL REQUIREMENTS:

1 CREDIT HOUR

GENERAL TECHNOLOGIES

(1 CREDIT HOUR)

GTGE 1111 College Cornerstone
Course Descriptions

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

COURSE NUMBERS:
Each course consists of a two (2) to four (4) letter prefix (discipline) plus a four (4) digit course number following the prefix. The first (1st) digit of the course number designates the general course level:

1 – Freshman  
2 – Sophomore  
3 – Junior  
4 – Senior

Course numbers that begin with a 0 designate nontransferable courses that do not apply to program requirements. The fourth (4th) digit to the right (in most cases) designates the number of credit hours awarded for the course. A course number ending in 0 designates a course with a variable credit of 1-9 credit hours.

PREREQUISITES & COREQUISITES:
Some courses have requirements that must be met prior to or at the time of enrollment in that course. These are listed at the end of the course description as “prerequisites” or “corequisites.”

Prerequisite
A prerequisite is a course (or qualification) which must be successfully completed before a student may register for a subsequent course. It is the student’s responsibility to comply with prerequisites of all courses for which he or she enrolls.

The most stringent placement restrictions are prerequisites. If a prerequisite is listed for a course, it means that the School has determined that students who lack the prerequisite are unlikely to succeed in the course. Therefore, the student must meet the prerequisite or demonstrate that the requirement has been satisfied by other means before enrolling in the course.

Corequisite
A corequisite is a course which must be taken prior to or at the same time as another course. If a corequisite is listed for a course, it means that the School has determined that students who do not take the corequisite course are unlikely to succeed in the course. Therefore, the student must have taken the corequisite prior to enrollment in the course, take the corequisite course in the same term, or demonstrate that the requirement has been satisfied by other means before enrolling in the course.

Although not stated for every course, the School Dean’s approval to enroll may be obtained in lieu of the prerequisite course if the student has satisfied the requirement by other means.

SCHEDULING:
Some courses are not offered every semester. Therefore, students are encouraged to follow the degree plan of study and to work closely with a program advisor in the development of their schedule.

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

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

COURSE PREFIX KEY

ACCT Accounting  
ACR Air Conditioning & Refrigeration  
ASL American Sign Language  
AUC Automotive Collision Repair  
AUMC Automotive Service Technologies - Chrysler MOPAR CAP  
AUMF Automotive Service Technologies - Ford ASSET  
AUMG Automotive Service Technologies - GM ASEP  
AUMP Automotive Service Technologies - PRO-TECH  
AUPL Automotive Prior Learning  
BAHM Business Administration  
BIOL Biology  
BLD Building Construction  
CET Civil Engineering Technology  
CHM Chemistry  
CNS Construction Technology  
CS Computer Science  
CUA Culinary Arts  
DHE Diesel & Heavy Equipment  
DHEA Diesel & Heavy Equipment - Aggreko SelecTech  
DHEC Diesel & Heavy Equipment - CAT® Dealer Prep  
DHEK Diesel & Heavy Equipment - Komatsu ACT  
DHER Diesel & Heavy Equipment - Western Equipment Dealers Association (WEDA) Technician  
DHEU Diesel & Heavy Equipment - Truck Technician  
ECNT Electrical Construction Technology  
ECN Electronics  
ENGL English  
ETD Engineering Technologies  
ETDE Electrical & Electronics Technologies  
ETDG Engineering Graphics & Design/ Drafting  
ETDM Manufacturing Technologies  
GEN General Studies  
GEOG Geography  
GEOL Geology  
GRD Graphic Design  
GTAC General Technology - Air Conditioning  
GTAU General Technology - Automotive  
GTCT General Technology - Construction  
GTET General Technology - Engineering  
GTGE General Technology  
HHP Health & Human Performance  
HIST History  
HUM Humanities  
HVL High Voltage Lineman Program  
ITD Information Technologies  
MATH Mathematics  
MMGT Management  
MMT Multimedia Technology  
NSCI Nutritional Sciences  
NURS Nursing  
OPT Orthotic & Prosthetic Technologies  
ORIE Orientation  
PHIL Philosophy  
PHO Photography Technology  
PHYS Physical Science  
POLS Political Science  
PSYC Psychology  
READ Reading  
SEGC Energy Technologies - Natural Gas Compression Technologies  
SEIM Energy Technologies - Industrial Maintenance Technologies  
SEPL Energy Technologies - Pipeline Integrity  
SEPP Energy Technologies - Power Plant Technology  
SOC Sociology  
SPAN Spanish  
SPCH Speech  
STAT Statistics  
SURV Surveying  
TTEN Automotive Service Technologies - Toyota T-TEN  
VIS Visual Communications  
WMT Watchmaking & Microtechnology

Note: Courses marked with ✔ are available online.
ACCOUNTING (ACCT)

ACCT 2090 (1-9 CREDIT HOURS) SPECIAL PROJECTS
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of accounting with credit hours assigned based on level and amount of effort involved. Theory/Lab. Prerequisite: School Dean’s approval.

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

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

AIR CONDITIONING & REFRIGERATION (ACR)

ACR 1111 EPA CERTIFICATION INFORMATION
Instruction concerning EPA rules and regulations is given to provide the student an opportunity to take and pass the EPA Certification test. Current rules and regulations concerning ozone depletion, CAA, and Montreal Protocol are taught. Theory.

ACR 1121 INTRODUCTION TO AIR CONDITIONING & REFRIGERATION TECHNOLOGY
An orientation into the world of Air Conditioning and Refrigeration technology, including career opportunity exploration, licensing requirements, safety, tools and your college strategies. Theory.

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

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

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

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

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

ACR 1344 UNITARY REFRIGERATION
Operation, diagnosis and service of unitary systems. Emphasis is devoted to ice makers, slush machines, ice cream units and their related controls. Theory/Lab. Prerequisites: ACR 1126, ACR 1203 and ACR 1206.

ACR 2090 (1-9 CREDIT HOURS) SPECIAL PROJECTS
Individual study may be arranged under the supervision of an instructor, with credit hours to be designated. Projects may be undertaken in any area of air conditioning. Theory/Lab. Prerequisite: School Dean’s approval.

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

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

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

ACR 2603 COMMERCIAL AIR CONDITIONING
Covers the operation, service and maintenance of commercial reciprocating, centrifugal and absorption Can chilled water systems. Also taught are commercial controls, start systems and energy management. Theory/Lab. Prerequisites: ACR 1343 and ACR 2806.

ACR 2616 AIR CONDITIONING & REFRIGERATION TECHNOLOGY CAPSTONE
Involves team projects to examine the installation, operation and service of home air conditioning units, heat pumps and control systems. Also covers psychometrics, fans, air ducts, control wiring, circuit tracing and system diagnosis and laboratory experiences in servicing air conditioning and heating equipment. Includes compilation of the Career Passport, exit assessments and other graduation requirements. Theory/Lab. Prerequisites: ACR 2603 and ACR 2806.

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

ACR 2906 ACR INTERNSHIP II
A supervised cooperative industry experience, which allows students the opportunity to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines. Lab. Prerequisites: Student must be in good academic standing with a minimum of a 2.0 GPA and have completed ACR 1126 and ACR 2806.

ACR 2912 (12 CREDIT HOURS) INTERNSHIP
A supervised cooperative industry experience, which allows students the opportunity to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines. Lab. Prerequisites: Student must be in good academic standing with a minimum of a 2.0 GPA and have completed ACR 1126, ACR 1203, ACR 1206 and ACR 1336.

AMERICAN SIGN LANGUAGE (ASL)

ASL 1363 AMERICAN SIGN LANGUAGE I
An introduction to ASL (American Sign Language) which emphasizes basic signs, alphabet, numbers, and culture of the d/Deaf (deaf and hard of hearing) as well as facial and body expressions. Theory.

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

Note: Courses marked with are available online.
AUTOMOTIVE COLLISION REPAIR (AUC)

Note: Courses in each semester of the Automotive Collision Repair program are prerequisites for courses in the following semester according to the Automotive Collision Repair Plan of Study. Students should check with their program advisor for clarification on prerequisites.

AUC 1031 COLLISION COMPUTER BASED TRAINING
The theory/application of the proper use of computerized collision estimating, non-structural, structural, and refinishing systems. Theory/Lab.

AUC 1032 SECTIONING WELDED PANELS
The theory/application of the replacement of weld-on outer body panels. Emphasis is given to using proper removal, sectioning and welding procedures according to manufacturer and industry recommendations. Safety is stressed. Theory/Lab.

AUC 1062 REFINISHING PROCEDURES & DETAILING
The theory/application of the proper use of masking materials for priming, blending and overall refinishing and the proper detailing procedures and techniques used following the refinishing process. Safety is stressed. Theory/Lab.

AUC 1101 COLLISION CAREER CORNERSTONE
Through a theory/approach, the Career Cornerstone experience emphasizes the variety of career opportunities available in the collision repair industry with a focus on career networking by communicating with industry professionals. Materials and activities designed to aid students in completing their Career Passport are included. Students are also exposed to various styles of vehicle construction, common equipment used in the industry and sound safety practices. Theory/Lab.

AUC 1102 CHASSIS ANALYSIS
The theory/application of the proper procedures used for measuring and analyzing unibody and frame structural damage is taught in this course. Emphasis is on the use of the manufacturer’s recommendations for correct anchoring techniques utilizing several types of anchoring attachments and a variety of pulling equipment, as well as the professional use of dimension books and computer measuring systems. Safety is stressed. Theory/Lab.

AUC 1111 VEHICLE DESIGN & ENERGY MANAGEMENT
The theory/application of vehicle design and construction is taught with an emphasis on unitized, full frame and space frame construction. The physics of structural deformation are featured including lateral and vertical deflection as it pertains to the three (3) section principle, emphasized by the collision repair industry. Safety is stressed. Theory/Lab.

AUC 1112 PANEL STRAIGHTENING & FILLER APPLICATION
The theory/application of the use of common collision repair materials and processes related to panel straightening and filler application is taught. Emphasis is on metal, plastic and fiberglass repairs following correct procedures established by the collision repair industry. Safety is stressed. Theory/Lab.

AUC 1121 COLLISION ESTIMATING
The theory/application of vehicle damage appraisals used in the collision industry. Collision estimating involves the student technician in the areas of customer relations, listing replacement parts, and determining the cost of repairs for damaged components. Collision repair manuals and computerized estimating systems are used according to industry standards. Theory/Lab.

AUC 1131 MECHANICAL & ELECTRICAL SERVICE & REPLACEMENT PROCEDURES
The theory/application of electrical/electronic principles and concepts relating to collision repair, including the diagnosis and servicing of components and systems. Additionally, the inspection, diagnosis and servicing of mechanical components and systems are emphasized. Safety is stressed. Theory/Lab.

AUC 1212 REFINISHING EQUIPMENT & PROCESSES
The theory/application of the proper use of collision repair refinishing equipment and processes is taught. Emphasis is on specific applications, and the equipment and processes they require. Safety is stressed. Theory/Lab.

AUC 1222 COLOR ANALYSIS
The theory/application of collision repair refinishing problem-solving techniques is taught. Emphasis is on solving refinishing problems as they affect the quality of the repair and shop production. Manufacturer and industry recommendations are followed. Safety is stressed. Theory/Lab.

AUC 1232 GAS METAL ARC WELDING
The theory/application of automotive welding techniques used in the collision repair industry is taught. Emphasis is on proper welding procedures used by MIG and resistance spot welding according to industry recommendations. Safety is stressed. Theory/Lab.

AUC 1252 PANEL REPLACEMENT & ALIGNMENT
The theory/application of procedures used to replace and align body panels is taught. Emphasis is on the correct processes used in the removal and replacement of bolt-on body panels following industry recommendations. The proper alignment of panels, as well as moveable glass, hardware, and locking mechanisms are included. Safety is stressed. Theory/Lab.

AUC 1262 ADVANCED METAL REPAIR
The theory/applications of procedures used to repair body lines, reverse curves, and combinations crown panels is taught. Emphasis is given to the complex shaping and leveling of various filler materials according to industry standards. Safety is stressed. Theory/Lab.

AUC 1302 SUSPENSION & ALIGNMENT FUNDAMENTALS
The theory/application of proper procedures used in measuring and analyzing unibody and frame damage. Emphasis is on the initial repair and correction procedures which affect wheel alignment as well as overall structural alignment using specialized shop tools, stationary systems and above-floor systems, according to manufacturer and industry recommendations. Safety is stressed. Theory/Lab.

AUC 2090 (1-9 CREDIT HOURS) SPECIAL PROJECTS
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of collision repair with credit hours assigned based on level and amount of effort involved. Theory/Lab. Prerequisite: School Dean’s approval.

AUC 2101 STRUCTURAL ALIGNMENT PROCEDURES
The theory/application of the analysis and repair procedures used to properly repair minor collision damage such as kick-up, sway, twist, short rail and diamond damage utilizing electronic measuring systems and above-floor repair systems according to manufacturer and industry recommendations. Safety is stressed. Theory/Lab.

AUC 2131 NON-STRUCTURAL RECYCLED PANELS
The theory/application of the proper use of recycled panels. Emphasis is on the proper removal and re-use of weld-on outer body panels according to industry recommendations. Safety is stressed. Theory/Lab.

AUC 2156 INTERNSHIP I
A cooperative agreement between industry and education, which allows student technicians to utilize and refine skills previously learned in their educational processes. All work is performed in accordance with industry standards and guidelines, and supervised by industry and college representatives. Safety is stressed. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

AUC 2161 ADVANCED REFINISHING PROCESSES I
The theory/application of the proper production refinishing procedures used in single stage, base coat, clear coat, and tri-coat refinishing. Safety is stressed. Theory/Lab.

AUC 2191-2195 (1-5 CREDIT HOURS) ADVANCED COLLISION INTERNSHIP I
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Automotive Collision Repair program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

AUC 2201 STRUCTURAL REPLACEMENT PROCEDURES
The theory/application of the analysis and replacement procedures used to replace front, center and rear structural components utilizing electronic and on-electric measuring systems according to manufacturer and industry recommendations. Safety is stressed. Theory/Lab.

AUC 2211 COLLISION INDUSTRY UPDATES & TRENDS
The theory/application of updated vehicle technologies as they relate to collision repair, as well as trends developing in the industry. Emphasis is placed on Hybrid and alternative fuel vehicles, safety devices and systems, high strength steels and composites and other emerging technologies. Theory/Lab.

Note: Courses marked with ☑️ are available online.
AUC 2231
PLASTIC REPAIR & PANEL BOND
The theory/application of the proper procedures used to repair plastic bumper covers. Various manufacturers' procedures are covered. Panel bonding of outer body panels is demonstrated and discussed. Safety is stressed. Theory/Lab.

AUC 2256
INTERNSHIP II
A cooperative agreement between industry and education allows student technicians to utilize and refine skills previously learned in their educational processes. All work is performed in accordance with industry standards and guidelines, and supervised by industry and college representatives. Safety is stressed. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

AUC 2261
ADVANCED REFINISHING PROCESSES II
The theory/application of the proper production refinishing procedures used on flexible parts. Additionally, instruction includes proper application techniques used with waterborne products. Safety is stressed. Theory/Lab.

AUC 2291-2295 (1-5 CREDIT HOURS)
ADVANCED COLLISION INTERNSHIP II
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Automotive Collision Repair program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

AUC 2356
INTERNSHIP III
A cooperative agreement between industry and education allows student technicians to utilize and refine skills previously learned in their educational processes. All work is performed in accordance with industry standards and guidelines, and supervised by industry and college representatives. Safety is stressed. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

AUC 2391-2395 (1-5 CREDIT HOURS)
ADVANCED COLLISION INTERNSHIP III
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Automotive Collision Repair program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship, Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

AUC 2411
REFINISHING CAPSTONE
The theory/application of refinishing repair and problem-solving techniques is taught. Emphasis is on the student technician's performance in the areas of color matching, applications of primers, sealers, topcoats, surface preparation of bare metal and painted surfaces. Student technicians are provided the opportunity to update their skills in refinishing by attending update seminars and new information updates by manufacturers, when available. Capstone represents a culmination of the program of study. Safety is stressed. Theory/Lab.

AUC 2521
NON-STRUCTURAL CAPSTONE
The theory/application of non-structural collision repair problem-solving techniques is taught. Emphasis is on the student technician's performance of removal and replacement of outer body panels, panel sectioning, welding, and correct filler repair techniques following manufacturer's and industry recommendations. Student technicians are provided the opportunity to update their skills in non-structural repair by attending update seminars and new information updates by manufacturers, when available. The Capstone course represents a culmination of the program of study. Safety is stressed. Theory/Lab.

AUC 2631
STRUCTURAL CAPSTONE
The theory/application of structural collision repair problem-solving techniques is taught. Emphasis is on the student technician's performance of correct measuring and gauging procedures, completing a detail repair plan, implementing the steps in anchoring, structural welding, and correcting structural damage as it relates to vehicle manufacturers recommendations and industry standards. Student technicians are provided the opportunity to update their skill information in non-structural repair by attending update seminars and new information updates by manufacturers, when available. The Capstone course represents a culmination of the program of study. Safety is stressed. Theory/Lab.

AUCM 1103
AUTOMOTIVE SERVICE FUNDAMENTALS

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

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

AUCM 1215
INTERNSHIP I
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses. Lab.

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

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

AUCM 1291-1294 (1-4 CREDIT HOURS)
ADVANCED CHRYSLER INTERNSHIP I
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Chrysler MOPAR CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

AUCM 1303
ADVANCED AUTOMOTIVE DRIVELINES I
This course prepares MOPAR CAP students by giving them the skills needed to diagnose, adjust, remove and repair components of advanced or updated driveline components found on automobiles. Components include automatic transmissions/ transaxles, manual
transmissions/transaxles, differentials, all-wheel drive (AWD) and four (4) wheel drive components. This course includes a focus on how to use a systematic approach to diagnose and repair the root causes of driveline failures. Service information procedures and the use of special tools are emphasized to help in the diagnosis and repair of advanced automotive drivelines. Theory/Lab.

**AUMC 1305**

**INTERNSHIP II**

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses. Lab.

**AUMC 1323**

**ADVANCED AUTOMOTIVE DRIVELINES**

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

**AUMC 1391-1394 (1-4 CREDIT HOURS)**

**ADVANCED CHRYSLER INTERNSHIP II**

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Chrysler MOPAR CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

**AUMC 2090 (1-9 CREDIT HOURS)**

**SPECIAL PROJECTS**

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved. Theory/Lab. Prerequisite: School Dean’s approval.

**AUMC 2405**

**INTERNSHIP III**

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses. Theory/Lab.

**AUMC 2413**

**HEATING & AIR CONDITIONING SYSTEMS**

Heating & Air Conditioning Systems provides the MOPAR CAP student with the theory and application of heating and air conditioning systems found on FCA automobiles and light trucks. Principles of refrigeration, air flow, heating and various climate control component operations are also covered. The inspection, testing, servicing and diagnosis of climate control system components, as well as automatic temperature control systems are emphasized. Safety is stressed. Theory/Lab.

**AUMC 2491-2494 (1-4 CREDIT HOURS)**

**ADVANCED CHRYSLER INTERNSHIP III**

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Chrysler MOPAR CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

**AUMC 2503**

**ENGINE PERFORMANCE THEORY & OPERATION**

Engine Performance Theory & Operation provides the MOPAR CAP student with the theory, demonstration and application of FCA ignition systems, electronic fuel injection and emission control systems. It includes the use of service information and scan tools, as well as the advanced use of lab scopes and specialized testing equipment. Emphasis is placed on diagnosis, failure analysis and service of components including, fuel delivery, fuel injection, emission control devices and sub-systems that control engine, fuel, and exhaust components according to manufacturer specifications. Safety is stressed. Theory/Lab.

**AUMC 2505**

**INTERNSHIP IV**

A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses. Theory/Lab.

**AUMC 2543**

**ENGINE SYSTEMS THEORY & OPERATION**

Engines Systems Theory & Operation provides the MOPAR CAP student with the theory, demonstration and application of engine repair procedures according to the manufacturer specifications, which includes disassembly, cleaning, inspection, measurement, service and reassembly. Emphasis is given to system diagnosis and failure analysis and includes the proper use of hand tools, precision measurement devices and other specialized equipment. Safety is stressed. Theory/Lab.

**AUMC 2591-2594 (1-4 CREDIT HOURS)**

**ADVANCED CHRYSLER INTERNSHIP V**

This course serves as an alternate internship for those students who have received prior learning credit for application toward the Chrysler MOPAR CAP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

**AUTOMOTIVE SERVICE TECHNOLOGIES - FORD ASSET (AUMF)**

**AUMF 1011**

**CAREER CORNERSTONE: INTRODUCTION TO AUTOMOTIVE SERVICE**

An overview of the automotive field with detailed specifics focused on Ford Motor Company, and includes historical information, understanding how the dealership functions, efficiency, productivity, time and labor guide usage, VIN codes, service manual usage, introduction to scan tool devices, pre-delivery inspection, precision measurement usage and safety. Its emphasis is on career networking focusing on the variety of related career opportunities within the automotive service industry. Theory.

**Note:** Courses marked with 🌐 are available online.
AUMF 1034
FORD BASIC ELECTRICAL
The theory and application of electrical principles and concepts. Subjects covered include proper use of digital multimeters, OHM’s Law, series circuits, parallel circuits and series parallel circuits. Emphasis is placed on diagnostic procedures through on-bench and practical exercises using automotive applications. Theory/Lab.

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

AUMF 1113
FORD ENGINE REPAIR
Theory, demonstration and lab work covering the operation and principles of two (2) and four (4) stroke engines, and engine systems, including the identification of engine parts, diagnosis and service of the cooling, fuel (gas and diesel), lubrication, ignition, diesel fuel injection and valve-train systems, with special emphasis on cylinder head service. The operation and service of turbo-chargers and superchargers are also covered as they pertain to Ford vehicles, as well as the diagnosis of common engine noises. Theory/Lab.

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

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

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

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

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

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

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

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

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

AUMF 2090 (1-9 CREDIT HOURS)
SPECIAL PROJECTS
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved. Theory/Lab. Prerequisite: School Dean’s approval.

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

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

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

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

AUMF 2453
FORD ENGINE PERFORMANCE DIAGNOSIS & TESTING
The theory and application of Ford electronic and computer control, and includes the study of multiplexing with further diagnosis and testing using Ford’s Integrated Diagnostic System (IDS) in relationship to improved engine performance. Theory/Lab.

AUMF 2473
FORD BRAKE SYSTEMS & ADVANCED BRAKE DIAGNOSIS
A theoretical demonstration and application of Ford brake system operation, diagnosis and service, including principles of hydraulics. Service and repair of Ford ABS including electrical and electronic principles.
AUMG 2533
FORD DIESEL ENGINE PERFORMANCE DIAGNOSIS
A theoretical demonstration and application of Ford diesel engine terminology, operating principles and maintenance. Ford direct injection fuel system diagnostics, repair, and maintenance procedures are taught. Students use performance flow charts and specific diagnostic procedures to evaluate engine condition and performance. Use of electronic service publications is emphasized. General shop safety is stressed. Theory/Lab.

AUMG 2573
FORD TRANSFER CASE/4WD DIAGNOSIS & SYSTEM REPAIR
The theory and application of Ford drivetrain components, including system operation and overhaul/service procedures on transfer cases and 4WD front hubs. Also included are testing of electronic shifting controls and NVH diagnosis and repair. Safety is stressed. Theory/Lab.

AUMG 2613
FORD AUTOMATIC TRANSMISSION REPAIR & ELECTRICAL
The theory and application of Ford automatic transmissions and transaxles, which includes the principles of planetary gear sets and ALT power flow hydraulics. The diagnosis, testing and total overhaul of all current Ford car and light truck automatic transmissions and transaxles are covered, including the service of electrical/electronic ‘E’ class transmissions and transaxles. Safety is stressed. Theory/Lab.

AUMG 2683
FORD CAPSTONE
Designed to allow students to utilize and refine skills previously learned in their educational process. Students complete the Career Passport and exit assessment instruments. Theory/Lab.

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

AUTOMOTIVE SERVICE TECHNOLOGIES - GENERAL MOTORS ASEP (AUMG)
AUMG 1062
COLLEGE & CAREER CORNERSTONE: INTRODUCTION TO GM AUTOMOTIVE SERVICE
The foundation for students to build upon during their time at OSUIT, an introduction to basic dealership operations, service literature/information, parts supply procedures, shop safety, hand and power tool usage, automotive measuring devices and systems including precision instruments, metric and decimal systems and program orientation. Additionally, in order to support successful departmental learning activities, students must document, defend, and demonstrate the ability to perform tasks required to meet the objectives of units including email proficiency, library research, resource tools, learning styles and study strategies, and time and money management. Theory/Lab.

AUMG 1122
GM AUTOMOTIVE ENGINES I
The theory, demonstration and application of engine repair procedures according to manufacturer’s specification, which includes disassembly, cleaning, inspection, measurement, service and reassembly and R&R. Emphasis is given to system diagnosis and failure analysis and includes the proper use of hand tools, precision measurement devices and other specialized equipment. Safety is stressed. GM course #16009-19 4.3L Central Port Fuel Injection is included. Theory/Lab.

AUMG 1132
GM AUTOMOTIVE ENGINES II
The theory, demonstration and application of the principles of engine operation, which includes the identification of engine parts and component functions of the cooling, lubrication, fuel, ignition, emission, mechanical, electrical and electronic systems. Emphasis is given to diagnosis, failure analysis and service according to manufacturer’s specifications. Theory/Lab.

AUMG 1142
GM AUTOMOTIVE BRAKE SYSTEMS I
An introduction into the theory and application of conventional automotive brake systems, as well as an introduction to anti-lock systems. It includes an overview, discussion and hands-on activities with the various components and vehicles that make up the brake systems used in today’s GM automobiles. Theory/Lab.

AUMG 1152
GM AUTOMOTIVE BRAKE SYSTEMS II
The theory and application of the operation and repair of anti-lock brake systems and traction control systems used in GM vehicles, with an emphasis given to preventive maintenance, system diagnosis, failure analysis and proper service procedures. It includes the discussion and operation of specialized shop tools and equipment. Shop safety is stressed. Theory/Lab.

AUMG 1162
GM SPECIALIZED ELECTRONICS TRAINING I
The theory and application of electrical principles and concepts. Subjects covered include proper use of digital multimeters, OHM’s Law, series circuits, parallel circuits and series parallel circuits. Emphasis is placed on diagnostic procedures through off-board and practical exercises using automotive application. Theory/Lab.

AUMG 1172
GM SPECIALIZED ELECTRONICS TRAINING II
The theory and application of semiconductor devices, batteries, starting systems and service manual usage. Subjects covered include diodes, transistors, microprocessors and basic automotive systems. Emphasis is placed on diagnostic procedures through on-board and practical exercises using automotive applications. Theory/Lab.

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

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

AUMG 1272
GM MANUAL DRIVETRAIN I
An introduction to the theory and application of manual transmissions/transaxles, helical gear set operation, planetary gear set operation and power flow. It includes an overview, discussion and hands-on diagnosis and repair of various manual transmissions and transaxles. Theory/Lab.

AUMG 1292
GM STEERING & SUSPENSION I
The theory, demonstration and application of component and system function, operation, adjustment, diagnosis and service, which includes principles of suspension geometry and alignment angles. Emphasis is given to preventive maintenance, system diagnosis and failure analysis. Safety is stressed. Theory/Lab.

AUMG 1302
GM AUTOMOTIVE ELECTRICAL SYSTEMS I
The theory and application of batteries, starting and charging systems used on GM vehicles, which includes battery testing service and diagnosis; and starting system testing, diagnosis and service. Emphasis is on system operation, proper test equipment usage and diagnostic and safety procedures. Theory/Lab.

AUMG 1312
GM MANUAL DRIVETRAIN II
A detailed look and interaction with the manual drivetrain field both in theory and application. The focus is on the diagnosis and repair of final drives, differentials, driveline, 4-wheel drive systems and vibration analysis. Emphasis is given to preventive maintenance, system diagnosis, failure analysis and proper service procedures and includes the discussion and operation of specialized shop tools and equipment. Shop safety is stressed. Theory/Lab.

AUMG 13134
INTERNSHIP II
A cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and supervised by industry and school representatives. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all previously required AUMG core courses.

AUMG 1332
GM STEERING & SUSPENSION II
The theory, demonstration and application of GM steering and suspension system operation, diagnosis and service, and includes electronic steering and suspension, CV joint wheels, tires and axles related to noise, vibration and harshness. The use of specialized tools and equipment, proper vehicle lifting, and supporting procedures are involved, and the latest product considerations are discussed. Safety is stressed. Theory/Lab.

Note: Courses marked with ☑ are available online.
AUMG 1342
GM AUTOMOTIVE ELECTRICAL SYSTEMS II
The theory and application of advanced auto electricity, which covers the theory, testing, diagnosis and repair of body electrical accessories including electrical windows, power seats, windshield wipers, cruise controls, audio systems and computer controlled body electronics. Theory/Lab.

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

AUMG 2090 (1-9 CREDIT HOURS)
SPECIAL PROJECTS
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved. Theory/Lab. Prerequisite: School Dean's approval.

AUMG 2522
GM AUTOMATIC TRANSMISSIONS & TRANSAXLES I
An introduction into the theory and application of automatic transmissions and transaxles, and includes an overview discussion and hands-on activities with the various components that make up the automatic transmission, how they function and the logical process to diagnose a malfunction. Theory/Lab.

AUMG 2532
GM AUTOMOTIVE HEATING & AIR CONDITIONING I
The theory, demonstration and application of components and system operation, adjustment, diagnosis and service, which includes common HVAC principles and service. Emphasis is given to preventative maintenance, system diagnosis and failure analysis. Safety is stressed. Theory/Lab.

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

AUMG 2582
GM AUTOMOTIVE ENGINE PERFORMANCE
The theory and application on GM electronic engines controls. Subjects include tune up, electronic carburetors, throttle body and multiple injection systems, turbo chargers, electronic and computer controlled ignition systems, charging systems and unlinking systems. Emphasis is on diagnosis, adjustments and repair procedures using electrical meters, scopes and infrared diagnostic equipment. Theory/Lab.

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

AUMG 2591-2593 (1-3 CREDIT HOURS)
ADVANCED GM INTERNSHIP V
This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship.

AUMG 2902 (1-3 CREDIT HOURS)
ADVANCED GM INTERNSHIP VI
This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship.

AUMG 2902 (1-3 CREDIT HOURS)
ADVANCED GM INTERNSHIP VII
This course serves as an alternate internship for those students who have received prior learning credit for application toward the General Motors ASEP program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship.
Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

AUMP 1202 ELECTRICAL DIAGNOSIS
Emphasizes hands on learning in the areas of electrical diagnosis, diagnostic procedures, information retrieval, component accessibility and diagnostic equipment usage. Lab.

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

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

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

AUMP 1291-1294 (1-4 CREDIT HOURS) ADVANCED PRO-TECH INTERNSHIP II
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship.

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

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

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

AUMP 1491-1494 (1-4 CREDIT HOURS) ADVANCED PRO-TECH INTERNSHIP III
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship.

AUMP 2090 (1-9 CREDIT HOURS) SPECIAL PROJECTS
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of automotive service with credit hours assigned based on level and amount of effort involved. Theory/Lab. Prerequisite: School Dean’s approval.

AUMP 2162 ADVANCED AUTOMOTIVE DRIVELINE
This course prepares Pro-Tech students by giving them the skills needed to diagnose, adjust, remove, and repair components of advanced or updated driveline components found on automobiles. Components include automatic transmissions/transaxles, manual transmissions/transaxles, and AWD and four (4) wheel drive components. This course includes a focus on how to use a systematic approach to diagnose and repair the root cause of driveline failures. Service information procedures and the use of special tools are emphasized to help in the diagnosis and repair of advanced automotive drivelines. Theory/Lab.

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

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

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

AUMP 2491-2494 (1-4 CREDIT HOURS) ADVANCED PRO-TECH INTERNSHIP V
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Pro-Tech program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship.

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

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

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

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

AUTOMOTIVE PRIOR LEARNING (AUPL)

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

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

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

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

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

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

BUSINESS ADMINISTRATION (BADM)

BADM 1113 (S) BUSINESS INTRODUCTION TO BUSINESS
Introduces students with the US business system, including areas of management, organization, human resources, marketing, finance, and ethics in the global economy. Theory.

BADM 2063 BUSINESS LAW I
Business Law I introduces students to the law and enforcement agencies. It includes business law for contracts, agencies, employment, personal property and bailments. Theory.

BADM 2153 MARKETING PRINCIPLES
Examines the methods and principles used by professional marketing executives. Careers in marketing and business administration and how they relate to the business environment are examined. Theory.

BADM 2232 ENTERPRISE DEVELOPMENT BUSINESS CAPSTONE
A study of applied problems that are of particular interest to the business environment. Theory.

BADM 2373 BUSINESS COMMUNICATIONS
Emphasizes composition and preparation of written business communications. Elements of cultural diversity, proofreading and listening skills are also addressed. Theory/Lab.

BIL 1404 (N) GENERAL BOTANY
Morphology and anatomy of plants. Plant functioning: photosynthesis, water relations, translocation, hormonal regulations, and photoperiodism. Survey of the plant division, algae and fungi. Lab. Prerequisite: BIOL 1114 or School Dean’s approval.

BIL 1604 (N) ZOOLOGY
Morphology, physiology, ecology, embryological development, behavior, life histories and importance to man of representatives of major groups. Evolution of systems and mechanisms which have allowed animals to survive and adapt to diverse habitats. Theory/Lab. Prerequisite: BIOL 1114 or School Dean’s approval.

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

BIOLOGY (BIOL)

BIOL 1014 (L, N) GENERAL BIOLOGY (NON-MAJORS)
An introduction to various topics in biological science, including basic chemistry, cellular biology, studies of animals, plants, protists, and fungi, human biology, genetics and heredity, and environmental/population studies. Theory/Lab.

BIOL 1114 (L, N) GENERAL BIOLOGY
Involves biological principles, population, man and the environment. Genetics, reproduction, development, concepts of evolution, selection, adaptation, speciation, taxonomy, and various concepts involving ecosystems are studied. Theory/Lab.

Note: Courses marked with ☑ are available online.

Building Construction (BLD)

BLD 1503 CONSTRUCTION EXPERIENCE & OR TRADE SKILLS EDUCATION I
A cooperative agreement between industry and education, which allows the students to utilize either Construction Life Experience and/or Trade Specific Education skills in carpentry, electrical, masonry, mechanical and plumbing as it relates to the School of Construction Technologies. All work is performed in accordance with industry standards and is supervised by construction contractors or other approved industry professionals. Theory/Lab.°
BLD 1603
CONSTRUCTION EXPERIENCE &/OR TRADE SKILLS EDUCATION II
A cooperative agreement between industry and education, which allows the students to utilize either Construction Life Experience and/or Trade Specific Education skills in carpentry, electrical, masonry, mechanical and plumbing as it relates to the School of Construction Technologies. All work is performed in accordance with industry standards and is supervised by construction contractors or other approved industry professionals. Theory/Lab. *

BLD 2090 (1-9 CREDIT HOURS)
SPETIAL PROJECTS
Individual study under the supervision of an instructor may be arranged with credit hours to be determined. Projects may be undertaken in any area of the building construction field. Theory/Lab. Prerequisite: School Dean’s approval.

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

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

BLD 2513
INTERIOR FINISHES & SPECIALITIES
Interior finishes for walls and ceiling systems is featured, as well as specialty items including: trim, finish hardware, millwork, doors and frames. Theory/Lab. Prerequisites: CNS 1113, CNS 1223 and CNS 1263.

CIVIL ENGINEERING TECHNOLOGY (CET)

CET 2090 (1-9 CREDIT HOURS)
SPECIAL PROJECTS
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of civil engineering technology with credit hours assigned based on level and amount of effort involved. Theory/Lab. Prerequisite: School Dean’s approval.

CET 2113
STRENGTHS OF MATERIALS
Students learn and apply concepts of stress, strain and deformation of bodies in tension, compression, shear, bending, and torsion. It also includes the study of mechanical properties of engineering materials, pressure vessels and buckling theory. Theory. Prerequisite: CET 2323.

CET 2123
PROPERTIES OF SOILS
Students learn and apply properties of soils in related engineering problems. It includes the study of critical properties of soils, soil types/soil structure, soil classification, site investigation, movement of water through soil, stress analysis, shear strength, foundations, site improvement and soil stability in slopes. Theory/Lab. Prerequisite: MATH 1513.

CET 2212
TRANSPORTATION
Students learn and apply design components of modern roadway and other transportation systems. Theory. Prerequisites: MATH 1613 and SURV 2303.

CET 2323
STATICS
Students learn and apply concepts of forces, moments, reactions, free-body diagrams, friction, internal forces and moments of inertia. Theory. Prerequisite: MATH 1613.

CET 2805
INTERNSHIP
A cooperative agreement between industry and education allows students to utilize and refine skills previously learned in their education process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Successful completion of a minimum of three (3) semesters of related coursework or School Dean’s approval.

CET 3113
STRUCTURAL ANALYSIS
Students learn and apply concepts of stress, strain and deformation of bodies in tension, compression, shear, bearing and torsion. This course includes the study of basic analysis and design of columns, beams, cables and arches, as well as lateral loads and slope/deflection theory. Theory. Prerequisites: CET 2113 and MATH 2144.

CET 3123
DYNAMICS
Students learn and apply the study of dynamic motion of particles. It includes the study of kinematics, Newton’s Laws, and work and energy principles. Theory. Prerequisites: CET 2323 and MATH 2144.

CET 3213
STEEL STRUCTURES
Students learn and apply principles of steel design to analyze and design structural steel members loaded with various types of force. Theory. Prerequisites: CET 2113 and CET 3113.

CET 3313
FLUID MECHANICS & HYDRAULICS
Students learn and apply basic fluid properties in related engineering problems. It includes the study of conservation equations, dimensional analysis, modeling structures in hydraulic applications, flow in conduits, open channel flow, water pumps and pump selection hydraulic measurements, and forces acting on submerged bodies. Theory. Prerequisites: CET 2322 and MATH 2144.

CET 3443
ENVIRONMENTAL ENGINEERING
Students learn and apply the environmental pollution control/management principles and methodologies. The course includes air pollution control, fate and transport, treatment technologies. Theory. Prerequisites: CHEM 1314 and CET 3313.

CET 3533
ENGINEERING MATHEMATICS
Students learn and apply principles of upper level math and computer skills as they relate to civil engineering technology problems. Focus is placed on linear algebra, statistics and probability, and Excel computations and programming. Theory. Prerequisite: MATH 2144.

CET 3543
FUNDAMENTALS OF ENGINEERING EXAM REVIEW
Prepares students to take the Fundamentals of Engineering Examination. Students apply their knowledge of both the civil and general engineering portions of the exam by reviewing problems and testing on these topics in the same manner as the FE exam. Theory. Prerequisite: Classification as a senior.

CET 4123
CONSTRUCTION MANAGEMENT & ECONOMICS
Students learn and apply their knowledge of economic principles in making decisions and choosing among alternatives. It includes the study of basis of equivalent worth, rate of return, payback analysis, estimating, scheduling and an overview of the construction industry. Theory. Prerequisite: MATH 1513.

CET 4213
REINFORCED CONCRETE DESIGN
Students learn and apply their knowledge of principles of reinforced concrete to analyze and design structural members with various types of forces. Theory/Lab. Prerequisites: CET 2113 and CET 3113.

CET 4224
HYDROLOGY
Students learn and apply basic principles of surface and groundwater hydrology and their application. It includes the study of hydrologic cycle, weather and hydrology, hydrographs, hydrologic measurements, runoff and peak flow analysis. Theory. Prerequisite: CET 3313.

CET 4233
WATER/WASTE WATER MANAGEMENT
Students learn and apply chemical and biological concepts, mass balance, water/wastewater quality, unit operations/processes, design of processes in water/wastewater treatment plants, and solid waste management. Theory. Prerequisites: CHEM 1314 and CET 3313.

CET 4414
CAPSTONE
Students apply their knowledge of civil engineering topics by completing a project, which include planning, design, and a final presentation. Theory/Lab. Prerequisite: Classification as a senior.

CET 4806
INTERNSHIP
A cooperative agreement between industry and education allows students to utilize and refine skills previously learned in their education process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Successful completion of a minimum of five (5) semesters of related coursework or School Dean’s approval.

CHEMISTRY (CHEM)

CHEM 1314 (L, N)
GENERAL CHEMISTRY I
The study of fundamental laws, periodic principles, and theories dealing with the structure and interaction of matter, chemical bonding, chemical reactions, the physical states of matter, changes of state, and solutions. These fundamental concepts are applied to the solution of quantitative problems related to chemistry. Theory/Lab. Corequisite: MATH 1513 or School Dean’s approval.

Note: Courses marked with 🏅 are available online.
CHEM 1515 (L, N)
GENERAL CHEMISTRY II
A continuation of General Chemistry I; requires an understanding of the fundamental laws and theories dealing with the structure and interactions of matter. These principles are used in understanding the properties of gases using Boyle’s Law, Charles’ Law, Gay-Lussac’s Law and Dalton’s Law. Liquids and solids are examined with respect to interionic and intermolecular forces. Solutions are discussed with respect to solubility of substances and the effects of temperature and pressure. Factors involved with reaction rates and chemical equilibrium are studied. Nomenclature, definitions, control and measurement of pH of acids and bases are presented. Determination of oxidizing and reducing agents. Selected topics involving the fundamentals of nuclear, organic, and biochemistry are studied. Fundamental principles are applied to the solution of quantitative problems related to chemistry. Theory/Lab. Prerequisite: CHEM 1314.

CONSTRUCTION TECHNOLOGY (CNS)

CNS 1111
INTRODUCTION TO CONSTRUCTION
Study targets the general concepts, ideas, history and relationships of the construction trade, including employment opportunities, job descriptions, general safety and standards. Theory.

CNS 1113
CONSTRUCTION MATERIALS & PROCEDURES
The latest information on materials, systems and methods used in the construction industry. It is formatted around the Construction Specifications Institute (CSI) divisions. Theory.

CNS 1123
FIELD ENGINEERING I
The principles and procedures of site layout to include establishing grades for bulk excavation, building pads, site drainage, site utilities and site improvement are examined. Also includes extensive use of the transit level, builder’s level and laser. Theory/Lab.

CNS 1213
CONSTRUCTION SAFETY OSHA 30 HOUR
Job site construction safety and current OSHA standards for the construction industry are studied and applied. Theory.

CNS 1223
FIELD ENGINEERING II
Techniques and procedures of construction project layout is emphasized, including linear and angular measurements, erection of batter boards and other layout reference points for interior and exterior layout. Assignments involve the use of construction plans and specifications. Theory/Lab. Prerequisite: CNS 1123.

CNS 1263
CONSTRUCTION BLUEPRINTS & SPECIFICATIONS
The course emphasizes the study of the symbolic language and different components of blueprints including floor plan elevations and details for the Architectural, Structural and M.E.P. drawings. The coursework will also include the study of the specifications and their relation to building projects. Theory.

CNS 1303
ESTIMATING I
Quantity take-off with emphasis on excavation, concrete, masonry, structural steel, rough carpentry, H.M./wood doors with hardware and miscellaneous specialty items are studied. Theory/Lab. Prerequisites: CNS 1113, CNS 1263 and MATH 1513.

CNS 1333
FIELD ENGINEERING III
An introduction and application of plane surveying procedures and field problems related to linear and angular measurements, including coordinate geometry, differential leveling and topographic surveys. Application of theory involves the use of modern survey equipment including Total Stations and Data Collectors. Theory/Lab. Prerequisites: CNS 1223 and MATH 1613.

CNS 2090 (1-9 CREDIT HOURS)
SPECIAL PROJECTS
Individual study under the supervision of an instructor is arranged with credit hours to be determined. Projects may be undertaken in any area of the Construction Technology Department options. Theory/Lab. Prerequisite: School Dean’s approval.

CNS 2123
SOILS IN CONSTRUCTION
Students learn properties and applications of soils and how they relate to certain construction operations. Laboratory testing exercises provide hands-on practice of basic principles and procedures. Theory/Lab. Prerequisites: CNS 1123 and MATH 1513.

CNS 2403
PROJECT SCHEDULING
Project schedules are developed, which include bar method and the (CPM) critical path method. Selected assignments require computer utilization. Shop drawings and material submittals scheduling are also included. Theory. Prerequisites: CNS 1303 and CNS 2432.

CNS 2413
MECHANICAL SYSTEMS
An in-depth examination is made of mechanical systems as to identification, application and function. Emphasis is placed on plumbing, heating, cooling, air distribution and ventilation systems. Theory/Lab.

CNS 2432
CONSTRUCTION DOCUMENTS & SHOP DRAWING REVIEW
A study of the submittal process, which includes reviewing specifications for items that need to be submitted, creating a submittal tracking log and the checking of submittals. Closeout process, which includes as-builds, warranties and owner manuals are covered. Course also covers the division zero (0) and one (1) specifications as they relate to bidding, bonds, insurance and the general conditions. Theory/Lab. Prerequisites: CS 1013, CNS 1113 and CNS 1263.

CNS 2543
CONCRETE CONSTRUCTION
Reinforced concrete construction techniques, including forming systems, concrete placement and finishing are covered, with an emphasis on slabs, walls, beams, columns, curb and gutter, bridge and highway construction. Pre-case and tilt-up systems are also included. Theory/Lab. Prerequisite: CNS 1113.

CNS 2683
CONSTRUCTION MANAGEMENT CAPSTONE EXPERIENCE
Designed for the graduating student, this course includes the fundamental theories and strategies of construction management and administration. It expands the concepts presented in previous construction coursework through simulation and actual problem resolution practice. The student completes his/her Career Passport, exit assessment instruments and other graduation requirements. Theory/Lab. Prerequisites: CNS 1213, CNS 2403, BLD 2303 and at least one (1) internship.

CNS 2693
PRINCIPLES OF CONSTRUCTION MANAGEMENT
Students study construction management principles and techniques and learn the application of these principles through lecture, case studies and laboratory experiences. Topics covered include planning, organizing, staffing, directing, cost and risk control, subcontractor management, purchasing and project start up and close out procedures for a commercial construction project. Theory. Prerequisite: CNS 2432.

CNS 2800 (1-12 CREDIT HOURS)
CONSTRUCTION INTERNSHIP
A cooperative agreement between industry and education allows the students to utilize and refine skills learned in their educational process. All work is performed in accordance with industry standards, and supervised by construction contractors and school representatives. Lab. Prerequisites: School Dean’s approval and an overall (cumulative) GPA of 2.5 or greater.

CNS 2806
CONSTRUCTION INTERNSHIP
A cooperative agreement between industry and education, which allows the students to utilize and refine skills learned in their educational process. All work is performed in accordance with industry standards and supervised by construction contractors and school representatives. Lab. Prerequisites: School Dean’s approval and an overall (cumulative) GPA of 2.5 or greater.

CNS 2900 (1-12 CREDIT HOURS)
CONSTRUCTION INTERNSHIP
A cooperative agreement between industry and education, which allows the students to utilize and refine skills learned in their educational process. All work is performed in accordance with industry standards and supervised by construction contractors and school representatives. Lab. Prerequisites: School Dean’s approval and an overall (cumulative) GPA of 2.5 or greater.

COMPUTER SCIENCE (CS)

CS 1013
COMPUTER LITERACY & APPLICATIONS
An applied exploration of personal computing in which students learn system operation and maintenance, Internet technologies and primary desktop applications. Theory.

CS 2103
COMPUTER CONCEPTS & APPLICATIONS FOR BUSINESS
Students are provided with up-to-date materials about information technology (IT) in his/her personal world, both at home and at work. Students are exposed to knowledge they need to know about IT, along with knowledge they want to learn about how to use computers and associated IT for their direct benefit. Special emphasis is placed upon personal computers use and security with respect to Internet access and use. Students learn Microsoft Office skills they can use to enhance their lives, both at home and at work. Theory.

Note: Courses marked with 🌐 are available online.
CUA 1102  CULINARY THEORY
This course introduces students to the food service industry. Students will learn to establish and maintain high standards of personal sanitation and industry safety and will be able to identify various tools and equipment used in a contemporary commercial kitchen in order to appropriately prepare for their laboratory experiences. This class will also define culinary terminology, explain the basic methods of heat transfer, and discuss culinary industry history and relate its impact on the modern food service operation. Theory.

CUA 1135  SKILL DEVELOPMENT I
In this course students will learn the foundations of cooking to include culinary knife skills and proper production methods of stocks, soups, sauces, vegetables, and starchy using commercial equipment. This course teaches and demonstrates the importance of professional standards including safety and sanitation, personal hygiene and food quality. Students are also expected to use proper culinary terminology and communicate effectively in a commercial kitchen environment. Lab. 

CUA 1145  SKILL DEVELOPMENT II
This course teaches fundamental cooking methods of proteins to include beef, pork, chicken, and fish and reinforce competencies from CUA 1135 Skills Development I. Students will be introduced to basic butchering techniques and fabrication. Students will perform sauce, vegetable, and starch cookery in addition to fresh pasta production to accompany the proteins appropriately. The professionalism standards of sanitation, personal hygiene, knife skills and communication with culinary terminology are reinforced. Lab. Prerequisite: CUA 1135.

CUA 1151  FOOD SAFETY
This course is an introduction to safe food production practices governed by strict federal and state regulations. Topics covered include: prevention of food-borne illness, proper handling of potentially hazardous foods, avoiding various forms of contamination, good personal hygiene practices, time temperature abuse, and maintaining excellent food safety standards throughout the flow of food in an operation. Students will successfully complete the National Restaurant Association (NRA) ServSafe examination. Theory.

CUA 1162  FOOD SERVICE MANAGEMENT
The principles, theories, human relations techniques and decision making skills required to manage a workforce profitably. Management techniques are discussed, as well as legal aspects of discrimination, hiring, continuous employment practices, and employee termination. Students take a National Restaurant Association Education Foundation examination for this Supervision text. Theory.

CUA 1243  INTRODUCTION TO BASIC FRUIT & VEGETABLE CARVING
Knife handling techniques, fruit preparation, basics of using color, designing and preparing a plan for carving, preparation of different garnishes and vessels, making of vegetable showpieces, making of fruit showpieces, and display techniques. Theory/Lab.

CUA 1294  BREAKFAST COOKERY
This course is designed to teach the student culinary breakfast concepts including instruction and practical application of a variety of competencies. Students will learn egg cookery, omelet production, pancakes & waffles, breakfast potatoes & proteins, and hot cereals. Students are also introduced to sausages & production, breakfast beverages, cereps, quiches, poached egg dishes and quick breads. The emphasis is on applying culinary techniques to cook and present quality breakfast dishes for buffet and a la carte presentations. Lab. Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.

CUA 1311  MEAT FABRICATION
Students will learn to identify and fabricate a variety of proteins, including beef, pork, lamb, chicken, and fish into standard food service cuts. Students will fabricate primal cuts into steaks & chops, fabricate whole chicken into parts, and will learn techniques for filleting both round and flat fish. They will then demonstrate and practice appropriate cooking methods for each fabricated protein. In addition, students will gain an understanding of the importance of proper knife care, federal inspection standards and the grading system used for food service purchasing. Lab. Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.

CUA 1375  BREAD & PASTRY PRODUCTION
This course is an introduction to baking, with an emphasis on applying basic formulas, fundamentals, and procedures to produce consistent bakery products. Students will learn proper usage of all bakery equipment. Students will prepare classical pastries and breads for service and a variety of decorated desserts including plated, individual, and frozen desserts. Additional emphasis is placed on restaurant production of pies, cakes, variety breads, fillings, sweet doughs and specialty items. Lab. Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.

CUA 1415  DINING ROOM OPERATIONS
Students learn and apply the skills to recognize a la carte dining room equipment and service techniques related to customer service. The technique of banquet setting and mise en place, and the importance of an appropriate setting and atmosphere are also taught. Students learn how to establish and maintain high standards for personal and industry sanitation and safety. Theory/Lab.

CUA 2090 (1-9 CREDIT HOURS)  SPECIAL PROJECTS
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of culinary arts with credit hours assigned based on level and amount of effort involved. Theory/Lab. Prerequisite: School Dean’s approval.

CUA 2101  EXPLORING WINES
Within this course, students will gain knowledge of the major wine varieties as part of a fine meal and be introduced to the wine making process, or Enology, as an important component of the culinary field. The course will begin with a look at viticulture to better understand the impact of grape-growing practices and geography on the wine. Students will gain an understanding of how to gather information about wine products and packaging design, through discussion of topics such as bottle shape, color, and label information. Students will learn the art of wine presentation, including proper service temperature, opening, decanting, and food and wine pairings. The sensory component of this course will focus on the three basics in wine tasting - appearance, smell, and taste - as a part of deductive wine tasting experience. Theory. Must be 21 years of age to participate.

CUA 2103  AQUAPONICS
Introduction and production of a sustainable system of aquaculture in which the waste produced by farmed fish, or other aquatic animals, supplies nutrients for plants grown hydroponically, which in turn purifies the water.

CUA 2123  ADVANCED BAKING
Students will utilize skills learned in CUA 1375 Bread & Pastry Production to prepare more complex and challenging desserts and pastries. Students will learn cake decorating techniques, including piping, fondant and tiered cake production. Students will develop skills producing mousse cakes, entremets, laminated doughs, chocolates, and confections. They will also experiment and develop modern plating of traditional desserts. Theory/Lab. Prerequisite: CUA 1375.

CUA 2153  CAKE DECORATING
This course will teach students a variety of traditional and contemporary cake decorating techniques as it applies to the commercial modern cake shop and/or bakery. Students will learn proper application and techniques of mediums such as butter-cream, royal icing, fondant and gum paste. Students will create wedding cakes, special occasion cakes and sculpted cakes and a variety of appropriate decorations. At the end of the course, students must complete a final project requiring them to consult, design and present a wedding cake using the techniques and methods they have learned throughout the course. Theory/Lab.

CUA 2183  SHOWPIECES
Students develop skills needed to plan, execute, and display artistic showpieces made from food products. Mediums covered are pulled sugar, cast sugar, pastillage, ice, chocolate, tintow, and salt dough. Basic uses of color, form, and design are covered. Students prepare pieces for display in the dining room, as well as for competitions. Theory/Lab. Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.

CUA 2213  CONTEMPORARY AMERICAN RESTAURANT
Students apply, demonstrate and review basic cooking methods and apply them to a contemporary American restaurant. Production focuses on modern techniques and presentations and the creation of seasonal menus highlighting locally sourced ingredients. Students focus on presentation and quality for their guests. Theory/Lab. Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.

CUA 2285  MODERN CUISINE EXPERIMENTAL KITCHEN
Students apply, demonstrate and review modern cooking methods and apply them to recipe development, and also learn different techniques in modern cuisine and learn how to implement them into regular food production. Students have the opportunity to experiment with methods and techniques learned and prepare a showcase dinner for friends and family. Students use modern equipment including immersion circulators, anti-griddles, centrifuges, rotary evaporators, static homogenizers, and many other unique tools utilized in modern cuisine. Theory/Lab. Prerequisite: CUA 1294.

Note: Courses marked with ☇ are available online.
CUA 2315
RESTAURANT COOKERY
Students demonstrate proper cooking methods and techniques while operating an on-site public restaurant. Students will plan, requisition, and execute weekly menus, to include preparing a variety of soups, sauces, proteins, vegetables, starches and garnishes for weekly buffet and a la carte service. Emphasis is on applying knowledge of culinary procedure, proper mise en place, production, sanitation, and the dedication to quality needed to produce consistent, fresh, appealing, and flavorful meals. Theory/Lab. Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.

CUA 2415
GARDE MANGER
A competency based introduction to the world of the cold kitchen. It includes instruction and application of condiments, cold soups and sauces (including vinaigrettes), hors d’oeuvres, terrines, pates, sausage, and cheese. Cold and hot smoking, curing and pickling are also covered. Sanitation and mise en place are essential in the cold kitchen. Theory/Lab. Prerequisites: CUA 1102, CUA 1145, CUA 1151 and GTGE 1111.

CUA 2473
AMERICAN CUISINE
Introduces regional recipes, local history, and culture with distinct regional ingredients. Each week the class explores recipes and historical and cultural information, as well as a guide to ingredients specific to that region. Lab. Prerequisites: CUA 1294, CUA 1375, CUA 2315 and CUA 2415.

CUA 2552
PURCHASING
This course is an overview of strategies for controlling food service costs to ensure profitability in the hospitality industry. Students will gain an understanding of the importance of managing assets through proper budgeting, utilizing income statements, calculating food cost and controlling labor cost. The lab portion of the class instructs the students in proper receiving and inventory control processes. Theory/Lab.

CUA 2575
INTERNATIONAL COOKERY
This course introduces students to distinctive ingredients, flavor profiles, and culinary techniques from various regions of the world. The class will focus on recipes that explore diverse global cultures and cuisine. Students will explore the chef’s role and impact on trends by studying the evolution of contemporary global cuisine. They will receive instruction in using a variety of ingredients, equipment, and tools to prepare and plate dishes using both traditional cooking methods and innovative, modern techniques. Lab. Prerequisites: CUA 1162, CUA 1294, CUA 1375, CUA 1415, CUA 2315 and CUA 2415.

CUA 2623
CUILINARY ARTS CAPSTONE
This course is a comprehensive assessment of abilities learned throughout the culinary program. Students will demonstrate successful preparation of high quality products utilizing industry standards for proper knife skills, stock making, cooking methods, and sauce making. Students will also demonstrate proper planning, preparation and presentation of a variety of baked goods. Projects and assignments are designed to assess student readiness for entry into the workforce. Students must have a minimum 2.0 cumulative GPA. Lab. Prerequisites: CUA 1311, CUA 2552 and CUA 2575. Corequisite: CUA 2809.

CUA 2809
CULINARY INTERNSHIP
Students work in industry with supervised employment and observation. All program requirements must be complete before enrolling in this course. Student must have a minimum 2.0 cumulative GPA. Lab. Prerequisites: CUA 1311, CUA 2552 and CUA 2575. Corequisite: CUA 2623.

DIESEL & HEAVY EQUIPMENT (DHE)
DHE 2033
DIESEL SKILLS I
A comprehensive coverage of safety issues as they pertain to the diesel industry. Specific safety rules, maintaining a safe work environment, following company policies and procedures and maintaining tools and equipment are stressed. Additionally, workplace relationships are examined and students are exposed to basic academic skills such as problem solving, reading comprehension and writing skills necessary to be successful within the diesel industry. Theory.

DHE 2043
DIESEL SKILLS II
The student demonstrates an ability to perform preventive and predictive maintenance on diesel vehicles. Maintenance and use of reference materials, pre-delivery inspections, scheduled maintenance inspections, scheduled services and the preparation of documentation of maintenance services are studied. Theory.

DHE 2053
DIESEL SKILLS III
Students study electrical circuits and charging and starting systems. Diagnosis, service and repair of electrical and electronic systems are performed. Students learn the use of meters and test equipment in troubleshooting electrical systems. Identifying electrical symbols used on wiring diagrams and schematics are covered. Students also diagnose, service, and repair starting systems and charging systems. Theory/Lab.

DHE 2090 (1-9 CREDIT HOURS)
SPECIAL PROJECTS
An individual study is conducted under the supervision of an instructor. Projects may be undertaken in any area of diesel and heavy equipment with credit hours assigned according to level and amount of effort required. Theory/Lab. Prerequisites: Written instructor-student plan and the School Dean’s approval.

DHE 2800 (1-12 CREDIT HOURS)
INTERNSHIP
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

DIESEL & HEAVY EQUIPMENT - AGGREKO SELECTECH (DHEA)
DHEA 1113
MAINTENANCE FUNDAMENTALS
Introduces skills and knowledge required by all service technicians including OSHA, EPA, hazardous materials, and waste regulations, precision measurement, tools, fasteners, pipe, pipe fittings, valves, tubing, tubing fittings, as well as copper tube flaring, swaging, cutting and brazing. Students are introduced to product identification and service literature usage. The career cornerstone course includes a review of the OSUIT Handbook, a technical pre-test, and career exploration with Aggreko. Students review the history of Aggreko and the service provided by Aggreko. Theory/Lab.

DHEA 1123
INTERNSHIP I
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

DHEA 1213
DC/AC ELECTRICAL FUNDAMENTALS
Safety and the basic principles of AC/DC electrical circuits are covered. Subjects included are operating characteristics of the circuits, various components, electrical laws, series circuits, parallel circuits, series-parallel circuits, magnetism, impedance, and resonance. Students locate and identify components from schematics. The operation of electrical components such as switches, relays, contactors, starter boxes, transformers, relays, timers, capacitors and motor starting relays are also examined. Theory/Lab.

DHEA 1233
INTERNSHIP II
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.
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DHEA 1313
GENERATOR SYSTEMS I - THEORY & OPERATION
A study of the fundamental theory, operation and application of the electrical generator. AC generator principles, automatic voltage regulation, generator, control systems, and generator wiring configurations are introduced. The focus is on the Aggreko canopy size generator (30 – 300 kW). Students study start up procedures, total system function, maintenance and repair. Theory/Lab.

DHEA 1323
AGGREKO BASIC REFRIGERATION
The use of industry specialized tools, as well as copper tube flaring, swaging, cutting and brazing is covered. The theory of the compression refrigeration cycle, components which make up a refrigeration system, the operation and analysis of basic refrigeration systems including evacuation, charging, recovery, control adjustments and efficiency checks are included. Theory/Lab.

DHEA 1343
SEA UNITS & NEW GENERATION II AIR CONDITIONERS
Introduces the student to the two (2) basic air conditioners used in the Aggreko fleet, the Special Events Air conditioner (SEA) and the New Generation II air conditioner. Topics include installation parameters and procedures, applications and limitations for each, control schemes, wiring schematics, controller programming, refrigerant circuits, Thermostatic Expansion Valve (TXV) operation, and special applications. The 15- and 30-ton SEA units, the 25- and 70-ton New Generation II units. Safety, refrigerant handling procedures, and special considerations for R-410a are topics of discussion in conjunction with hands-on exercises. Theory/Lab. Prerequisite: DHEA 1323.

DHEA 2412 (12 CREDIT HOURS)
INTERNSHIP III
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

DHEA 2413
AGGREKO MOTOR STARTING & MOTOR CONTROLS
Introduces the fundamental concepts of electrical motors and associated electrical controls. Topics include ladder diagrams, schematic diagrams, contactors, and motor starters, control relays, timing relays, pilot control devices, AC/DC motors and related control devices. Upon completion, students are able to properly select, install and troubleshoot motors and associated control systems. Theory/Lab. Prerequisite: DHEA 1213.

DHEA 2423
ELECTRICAL DISTRIBUTION
The various systems a customer might request, including single-phase 120/240 volt, and 3-phase systems that include 240 volt delta, 120/208 volt, and 277/480 volt are covered. Also covers the principles behind selecting an electrical distribution system including the advantages, disadvantages and limitations of each. The following topics are covered: distribution equipment, system operation, planning, company policy, safety regulations, correct phasing, load capabilities, protection, and installation. Theory/Lab. Prerequisites: DHEA 1213 and DHEA 1313.

DHEA 2433
INTERNSHIP IV
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

DHEA 2523
DIESEL ENGINE II - TROUBLESHOOTING & REPAIR/REPLACEMENT
The typical problems associated with diesel engines and how to identify the probable causes are covered. Safety and the use of technical manuals are stressed, as well as emphasizing the repair and replacement procedures for diesel engines, parts evaluation, reusability and failure analysis. Trouble shooting scenarios, repair, and/or replacement of engine components based on actual Aggreko service calls and historic data. Theory/Lab. Prerequisites: DHEA 1123 and DHEA 1213.

DHEA 2533
INTERNSHIP V
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

DHEA 2543
OIL FREE AIR COMPRESSORS - THEORY & OPERATION
An introduction to the Aggreko air compressor, refrigerated air dryer, and desiccant air dryer fleet. It is designed to enhance the student's ability to operate, troubleshoot, maintain and repair an oil free air compressor, desiccant air dryer, and refrigerated air dryer. Other topics covered include: compressed air safety, principles of compressed air, rotary screw compressor operation, electrical and pneumatic controls, installation and applications. Theory/Lab. Prerequisites: DHEA 1123, DHEA 1213 and DHEA 2523.

DHEA 2613
GENERATOR SYSTEMS II - ADVANCED GENERATOR CONTROLS
Familiarizes the student with advanced generator controls currently being used in the Aggreko fleet. Both the Delil (GEMPAC) and Deep Sea Electronics (5510) controllers are discussed in depth. Compatible computer software is also covered in detail. Each student has the opportunity to learn to navigate through the controllers' programs using the touch pad and applicable software. Other covered topics include uploading the newest versions of software, completing retrofits, and setting up configurations for specific operations such as paralleling and base load. Theory/Lab. Prerequisite: DHEA 1313.

DHEA 2623
AGGREKO CAPSTONE
Involves team projects to examine the installation, operation, service and repair of Aggreko mobile units, and also covers the controls, wiring, schematic reading, system diagnosis and safety. Special emphasis is placed on the integration of all the technical and general education classes, and is arranged so the student has a very good understanding of the Aggreko business model, and includes exit assessments and other graduation requirements. Theory/Lab.

DIESEL & HEAVY EQUIPMENT - CAT DEALER PREP (DHEC)

DHEC 1113
INTERNSHIP I
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee’s approval.

DHEC 1124
INTRODUCTION TO CATERPILLAR
A review of the OSUIT Student Handbook, and discussions of OSUIT: class, lab, and internship policies and procedures. Upon completion, students demonstrate the ability to administer and use the Caterpillar Literature Library. Critical literature, such as service and parts manuals and reporting systems like SIMS (Service Information Management System) is included. Students identify hardware and tools, and describe proper uses, which includes a pre-test, an introduction to Caterpillar and participating dealer history, and career exploration. Theory/Lab.

DHEC 1134
CAT ELECTRICAL FUNDAMENTALS
The theory and application of basic electrical concepts, the use of diagnostic tools, troubleshooting and wiring repair procedures. Emphasis is put on electrical systems analysis, along with preventive and predictive maintenance. Students locate and identify machine components from schematics. Students also analyze charging and starting system faults. Theory/Lab.

DHEC 1213
CAT HYDRAULIC FUNDAMENTALS
Introduces the laws and principles of fluid mechanics. Students locate and identify machine components from schematics, draw and read schematics, and identify fittings, seals and components used in hydraulic systems on Caterpillar equipment. Pascal’s Law is used to calculate force-pressure-area relationships. Students also calculate energy-work-power relationships. Theory/Lab. Prerequisite: DHEC 1124.

DHEC 1223
CAT FUEL SYSTEMS
A thorough examination of Caterpillar fuel systems, including forged body, sleeve metering, scroll types and unit injection. Operation, testing and adjusting are stressed. Theory/Lab.

Note: Courses marked with ☰ are available online.
DHEC 1233 INTERNSHIP II
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

DHEC 1313 INTERNSHIP III
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

DHEC 1323 CAT ENGINE FUNDAMENTALS
An introduction to Caterpillar engine terminology and operating principles, and includes the identification and function of components and engine systems. Safety, precision measurements, use of hand tools, and technical manuals are stressed. Students disassemble, determine reusability, assemble and adjust components. Engine servicing and preventive maintenance are examined. Theory/Lab.

DHEC 1333 CAT MACHINE HYDRAULIC SYSTEMS
Designed to teach the systems operation, and the testing and adjusting procedures for the pilot operated hydraulic systems, the load sensing pressure compensated hydraulic system, the electro-hydraulic system and the hydrostatic system. Students identify different systems, trace the oil flow through the systems and state the systems operation. Students also identify system components and are able to discuss their operation. Theory/Lab.

DHEC 2413 CAT ENGINE DIAGNOSTICS & REPAIR
The application of repair procedures for Caterpillar internal combustion engines is emphasized. Parts evaluation, reusability, failure analysis, and diagnostics are covered. Safety, special tools, and service literature are stressed. Theory/Lab.

DHEC 2423 CAT MACHINE ELECTRONIC SYSTEMS
Examines the application and operation of electronic systems used by Caterpillar for engines, transmissions, hydraulic systems, and monitoring systems. Diagnosis, system analysis and repairs are emphasized. Theory/Lab. Prerequisite: DHEC 1134 and DHEC 1333.

DHEC 2433 INTERNSHIP IV
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

DHEC 2513 INTERNSHIP V
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

DHEC 2524 CAT POWER TRAIN I
The basic components and operations of power train systems used in Caterpillar machines are discussed, and includes basic components, couplings, manual shift transmissions and power shift transmissions. Basic components and component function are explained as they relate to the operation of various power train systems. Theory/Lab.

DHEC 2532 CAT MOBILE AIR CONDITIONING
Examines theory and application of refrigeration principles as applied to Caterpillar mobile equipment. Emphasis is placed on preventive maintenance, diagnostics, repair, and regulation compliance. Theory/Lab. Prerequisite: DHEC 1134.

DHEC 2603 CAT POWER TRAIN II
The methods for transferring power are discussed. Mechanical power train components include differentials, brakes, final drives, and undercarriage. Hydraulically driven machines are also included. The content is treated as general information for power train components in all Caterpillar machines. Theory/Lab. Prerequisite: DHEC 2524.

DHEC 2626 CAT CAPSTONE
An applied research project, and includes improvements in diagnostics, service and maintenance processes, technical support systems, emerging technology, etc. The technical aspect of study includes verification of competencies in areas such as: air conditioning, engines, drive train, electronics, hydraulic systems and safety. Project management is stressed as a key to completing the objectives. Diagnostic tooling is used to evaluate machine system operation. Students also participate in a post-test to determine technical competency gain. Theory/Lab.

DIESEL & HEAVY EQUIPMENT - KOMATSU ACT (DHEK)

DHEK 1104 KOMATSU GENERAL BASICS
A study of Metric and English precision measurement, tool and fastener identification and use, personal safety, equipment safety and shop safety. Course is designed to acquaint students with the federal safety regulations relating to maintenance safety: EPA, OSHA, Hazardous Materials and Waste. Included is a review of the OSUIT Student Handbook and discussions of class, lab and internship policies and procedures. This is a Career Cornerstone course that includes a technical pre-test, an introduction to Komatsu history, career exploration and information for the student’s Career Passport. Theory/Lab.

DHEK 1124 KOMATSU PARTS & SERVICE PUBLICATIONS
An explanation of the purpose and use of Komatsu Publications, including operations manuals, maintenance manuals, reusability guides, service management publications, microfiche and computer based CSS and CARE. Students become familiar with Komatsu terminology, machine and engine nomenclature and the part numbering system. Students practice locating information using Komatsu publications and complete service reports, pre-delivery reports and receiving reports. An introduction to customer service skills is included. Theory/Lab.

DHEK 1143 KOMATSU INTERNSHIP I
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

DHEK 1216 KOMATSU ENGINES & FUEL SYSTEMS
A study of the operation, maintenance and repair of engines and related fuel systems used in Komatsu equipment. Presents terminology, concepts and techniques needed to properly diagnose and repair engines, and emphasizes the rebuilding procedures and testing of engines and fuel systems. It includes cleaning, inspection, measurement, troubleshooting techniques, tune-up procedures, and failure analysis. The proper usage of tools, precision measurement devices, safety, and service publications is stressed. Theory/Lab.

DHEK 1243 KOMATSU INTERNSHIP II
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

DHEK 1323 KOMATSU BASIC HYDRAULICS
A study of the fundamentals, theory and application of mobile hydraulic principles. Students locate and identify machine components from schematics, draw and read schematics, and identify fittings, seals and components used in hydraulic systems on Komatsu equipment. Pascal’s Law is used to calculate energy-work-power relationships. Hydraulic principles and operation of pumps, control valves, actuators, fluid conditioners used on Komatsu equipment are covered, as well as failure analysis, diagnostics and reconditioning of hydraulic components. Theory/Lab. Prerequisite: DHEK 1104.

DHEK 1333 KOMATSU BASIC ELECTRICAL SYSTEMS
An introductory study of electricity and electrical components and circuits that introduces the student to electrical principles and electrical and electronic diagnostic tools. Students use Ohm’s Law to calculate...
volts, amps and ohms within series and parallel circuits, and interpret and draw schematics using common electrical symbols. Students locate and identify machine components using schematics and diagnose and repair wiring circuits and starting and charging system faults. Theory/Lab. Prerequisite: DHEK 1104.

DHEK 1343 KOMATSU INTERNSHIP III
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

DHEK 2416 KOMATSU WHEEL LOADERS
A study of the structure and function of Komatsu wheel loaders. Students identify and locate power train and hydraulic components, troubleshoot torque converters, transmissions, and hydraulic systems, and examine the application, operation, maintenance and troubleshooting of the components in Komatsu wheel loaders. Students learn components and theory of operation, as well as disassembly and assembly techniques. Students diagnose and repair differentials, brakes and planetary drives and practice repair procedures on the articulated joint. Hydraulic systems are reviewed with an emphasis on the steering system. Students study how to use test results for diagnosis purposes, and how to use Komatsu publications to determine which attachments can be used for specific applications. Students use PM Clinic Test Kit. Theory/Lab. Prerequisites: DHEK 1216, DHEK 1323 and DHEK 1333.

DHEK 2443 KOMATSU INTERNSHIP IV
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

DHEK 2516 KOMATSU HYDRAULIC EXCAVATORS
A basic study of the structure and function of Komatsu designed hydraulic excavators which requires the student to select and use the correct Komatsu troubleshooting charts for diagnose and repair of electronic systems and to test and adjust hydraulic controlling components and engine systems. Students identify, locate and troubleshoot electronic sensors and switches. Students use onboard monitors for diagnostic purposes, learn the use of digital volt/ohm meters, and use electrical repair kits and crimp tools. Students also use Komatsu publications to determine which attachments can be used for special applications, and study how to use test results for diagnoses purposes. Theory/Lab. Prerequisite: DHEK 2416.

DHEK 2543 KOMATSU INTERNSHIP V
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

DHEK 2626 KOMATSU CAPSTONE
An applied research project identified during internships as a work based problem in need of improvement. Research can include improvements in diagnostics, service and maintenance processes, technical support systems, etc. The technical areas of study include the evolution of Komatsu crawler tractor design, including structure and function. Students identify and locate power train and hydraulic components, troubleshoot and adjust damper, torque converter and transmission. Students diagnose, service and repair differentials, final drives and steering brakes, controls and linkages, remove, repair and install powerpacks, identify, evaluate, service, repair and adjust undercarriage components, study the wear characteristics of undercarriage components, and evaluate competitive track design. Before going on their final internship, students participate in a post-test to determine technical competency gain. Theory/Lab. Prerequisite: DHEK 2516.

DHEK 2653 VEHICLE AIR CONDITIONING SYSTEMS
The basics of compression refrigeration systems in cars, trucks, and mobile equipment. The use of hand tools and other specialized air conditioning/ refrigeration tools are emphasized in the laboratory, as well as identification of sealed system components and their function, and system maintenance and repair. Theory/Lab. Prerequisite: DHEK 1333.

DIESEL & HEAVY EQUIPMENT - WESTERN EQUIPMENT DEALERS ASSOCIATION (WEDA) TECHNICIAN (DHER)

DHER 1113 INTERNSHIP I
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

DHER 1123 FUNDAMENTALS OF MAINTENANCE
An introduction to the skills and knowledge required by all service technicians including: precision measurement; environmental and safety regulation compliance; safety and personal protective equipment; fastener identification; hand and power tool identification, use and safety; lifting and blocking; torque wrench use; tapping, threading, and thread inserts. Students receive forklift operation training and testing, and demonstrate the ability to follow written instructions, complete business forms and perform basic math skills. Includes a review of the OSUIT Student Rights and Responsibilities. Theory/Lab.

DHER 1133 PRE-DELIVERY & PREVENTIVE MAINTENANCE
Includes a review of pre-delivery, preventive maintenance (PM) and the responsibilities of the service technician to ensure that all PM items are performed to a benchmark standard. Students review pre-delivery and PM standards established by equipment manufacturers and associations, and use manufacturer service and maintenance software and literature to determine proper pre-delivery and PM procedures, as well as oil sampling etc. They perform walk around inspections and pre-delivery inspections, test coolant, and learn proper disposal methods for used oil, filters, coolant, batteries, etc. Course introduces correct machine operation, specifically related to safety precautions listed in the operators manual, as well as regulations for safe machine transportation to include tie down, flagging, permitting and weight distribution. Theory/Lab.

DHER 1143 PRINCIPLES OF GPS APPLICATIONS
An explanation of how the GPS system works, sources of errors, and methods used for improving the basic accuracy of the system, including Differential GPS. The wide range of GPS agricultural applications is introduced and the main types and features of various GPS receivers are discussed. Students identify proper manufacturer terminology used in GPS applications. Theory/Lab.

DHER 1213 INTERNSHIP II
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver's license, or have School Dean or designee's approval.

DHER 1223 WIRING CIRCUITS, CHARGING & STARTING SYSTEMS
Introduces electrical laws and principles, and includes the use of digital volt/ohm meters, amp probes, wiring diagrams and electrical schematics, wire and connector repair methods, and semiconductors. Students learn to diagnose, maintain, and repair electrical circuits, charging circuits, and starting circuits. Emphasis is on diagnostics, preventive maintenance, and correct repair procedures. Theory/Lab.

DHER 1233 HYDRAULIC PRINCIPLES
A study of the fundamentals, theory and application of mobile hydraulic principles. Students locate and identify machine components from schematics; draw and read schematics; and identify fittings, seals and components used in hydraulic systems on agricultural and construction equipment. Pascal's Law is used to calculate energy-work-power relationships. Hydraulic principles and operation of pumps, control valves, actuators, fluid conditioners used on modern equipment are covered, as well as failure analysis, diagnostics and reconditioning of hydraulic components. Theory/Lab.
**DHER 1313**  
**INTERNSHIP III**  
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee's approval.

**DHER 1232**  
**ELECTRONIC SYSTEMS**  
The student is required to use diagnostic testing as specified by manufacturer software, literature, troubleshooting charts and wiring diagrams to complete required service, repair, or replacement procedures on agricultural and construction equipment electronic systems. Students identify, locate, service, test, and repair sensors, actuators, switches and control modules, and use onboard diagnostic systems, T adapter Kits, Digital Volt/Ohm Meters, electrical repair kits, crimpers tools and the EST service tool. Theory/Lab. Prerequisite: DHER 1223.

**DHER 1333**  
**HYDRAULIC SYSTEMS**  
Designed to teach the systems operation and the testing, adjusting, maintenance and repair procedures for pilot operated hydraulic systems, load sensing pressure compensated hydraulic systems, electro-hydraulic systems and hydrostatic systems specific to agricultural and construction equipment. Students identify system components and discuss their operation and application, and identify different systems and troubleshoot live units, trace the oil flow through the systems and state the systems operation and application. Students use onboard diagnostic systems, T adapter Kits, Digital Volt/Ohm Meters, flow meters, pressure gauges, and hydraulic schematics tools to diagnose hydraulic system malfunctions. Theory/Lab. Prerequisite: DHER 1233.

**DHER 2413**  
**INTERNSHIP IV**  
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

**DHER 2416**  
**ENGINES & FUEL SYSTEMS**  
An introduction to engine terminology, operating principles and maintenance; engine systems are examined along with diagnostic, repair and maintenance procedures. The student is given an understanding of the theory, operation, troubleshooting and repair of diesel engine intake, exhaust and fuel systems used in equipment. The function and operation of various types of fuel systems, fuel system maintenance and basic troubleshooting is covered. The application of repair procedures for engines is emphasized. Disassembly, parts evaluation and reusability, failure analysis, assembly, tune-up procedures, and troubleshooting are covered, along with the proper use of the EST service tool. Safety, special tool use, and the use of service publications are stressed. Theory/Lab.

**DHER 2512**  
**MOBILE AIR CONDITIONING**  
A study of the theory, application, and repair of mobile air conditioning and refrigeration systems. Emphasis is on preventive maintenance, design, failure analysis, troubleshooting, proper repair and refrigerant recovery recycle methods. Theory/Lab. Prerequisite: DHER 1223.

**DHER 2513**  
**INTERNSHIP V**  
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

**DHER 2514**  
**POWER TRAIN**  
Discussion of the basic components, operations, maintenance, diagnostics with the EST service tool and the repair of power train systems used in agricultural and construction equipment using proper special tooling. The basic components; couplings, clutches, manual transmissions, torque converters, and power shift transmissions, hydrostatic transmissions, differentials, brakes, and final drives are included, as well as hydraulically driven machines. Theory/Lab.

**DHER 2603**  
**YIELD MONITORING, VARIABLE RATE & AUTO STEER DIAGNOSTICS**  
Summarizes how GPS integrates with guidance systems, yield monitoring systems, and variable rate technologies, also provides an explanation of the components of yield monitoring, variable rate, and auto steer systems along with the integration of machine electronics and hydraulics into those systems. System design, principles of operation, sensors, calibration, and system diagnostics are studied. Theory/Lab.

**DHER 2623**  
**CAPSTONE**  
An applied research project identified during internships, as a work-based problem in need of improvement. Research can include improvements in diagnostic, service, and maintenance processes, technical support systems, customer service, etc. Advanced application of diagnostics principles relating to engine, power train, electrical systems, electronics, hydraulics, brakes and other equipment systems, and development of preventive maintenance systems are included. Theory/Lab.

**DHEU 1133**  
**INTERNSHIP I**  
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

**DHEU 1143**  
**MAINTENANCE & INSPECTIONS**  
This course will review pre-delivery, preventive maintenance (PM), commercial vehicle inspection program (CVIP), and the responsibilities of the service technician to ensure that all PM items are performed to benchmark standards. Students will review PM standards established by the Commercial Motor Vehicle Safety Act (CMVSA) American Standard Inspection Procedures for Motor Vehicles, Trailers, and Semi-Trailers operated on Public Highways (ANSI) the National Highway Traffic Safety Administration (NHTSA) and the Commercial Vehicle Safety Alliance (CVSA) Vehicle Out-of-Service Criteria. Students will perform: basic steering, alignment and suspension inspections; walk-around inspections; A, B, C and D inspections; trailer inspections; and pre-delivery inspections. They will also test coolant, and describe proper disposal methods for used oil, filters, coolant, batteries, etc. Theory/Lab.

**DHEU 1153**  
**MAINTENANCE FUNDAMENTALS**  
An introduction to the skills and knowledge required by all service technicians, including precision measurement, safety regulation compliance, lifting and blocking, torque wrench use, Kenworth product identification, and service literature usage. The career cornerstone course includes a review of the OSUIT Handbook, a technical pre-test, development of the career passport, and career exploration. Theory/Lab.

**DHEU 1213**  
**INTRODUCTION TO FLUID POWER**  
This course introduced the theory and application of mobile hydraulics and pneumatics. The differences and similarities between hydraulics and pneumatics are identified. Students will locate and identify components from schematics, draw and read schematics, and identify fittings, seals and components used in mobile hydraulic and pneumatic systems. Pascal’s Law will be used to calculate energy-work-power relationships. Operation, maintenance, repair, and diagnostics of pumps, compressors, control valves, actuators and fluid conditioners in power steering and hydraulic and brake systems is emphasized. Theory/Lab.

**DHEU 1223**  
**INTERNSHIP II**  
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

**DHEU 1253**  
**ELECTRICAL CIRCUITS, CHARGING & STARTING SYSTEMS DIAGNOSTICS & REPAIR**  
Introduces electrical laws and principles, and includes the use of digital volt/ohm meters, amp probes, wiring diagrams and electrical schematics, wire and connector repair methods, and semiconductors. Students learn to diagnose, maintain, and repair electrical circuits, charging circuits, and starting circuits. Emphasis is on diagnostics, preventive maintenance, and correct repair procedures. Theory/Lab.
DHEU 1313
POWER TRAIN SYSTEMS
An introduction to clutches, manual transmissions, drivelines and differentials. Emphasis is on power flow, diagnostics, disassembly, inspection, failure analysis, repair and assembly. Theory/Lab.

DHEU 1333
INTERNSHIP III
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

DHEU 1343
BRAKE SYSTEMS
A review of hydraulic and pneumatic principles as they apply to braking systems, including anti-lock and traction control. Maintenance and repair of the air brake systems components and medium duty hydraulic brake system components is covered. Students perform foundation brake maintenance. Theory/Lab.

DHEU 2433
INTERNSHIP IV
A cooperative agreement between industry and education that allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA and a valid driver’s license, or have School Dean or designee’s approval.

DHEU 2452
AIR CONDITIONING SYSTEMS
A study of the theory, application, and repair of mobile air conditioning and refrigeration systems. Emphasis is on preventive maintenance, design, failure analysis, troubleshooting, proper repair and refrigerant recovery recycle methods. Theory/Lab.

DHEU 2523
DIESEL ENGINE & FUEL SYSTEMS
An introduction to diesel engine terminology, operating principles and maintenance. Engine systems are examined along with diagnostic, repair, and maintenance procedures. Students study fuel injection systems used by major diesel engine manufacturers, as well as the function and operation of various types of fuel systems, fuel system maintenance and basic troubleshooting. Theory/Lab.

DHEU 2524
CAPSTONE - ELECTRONIC SYSTEMS INTERFACE
This course is a study of advanced applications and diagnostic principles related to engines, emissions after treatment, power trains, brakes, air conditioning and other electronic controlled or monitored truck systems. Theory/Lab.

DHEU 2533
DIESEL ENGINE OVERHAUL TECHNIQUES
Emphasizes the application of repair procedures for diesel engines. Disassembly, parts evaluation and reusability, failure analysis, assembly, tune up procedures and troubleshooting are covered. Safety, special tool use, and use of service publications are stressed. Theory/Lab.

ELECTRICAL CONSTRUCTION TECHNOLOGY (ECNT)

ECNT 1102
INTRODUCTION TO THE ELECTRICAL TRADES
An introduction in electricity, study targets the general concepts, ideas, history and relationships of the electrical trade, including employment opportunities, job descriptions, general safety and standards. Theory.

ECNT 1103
DC & AC CIRCUIT ANALYSIS
A study of electricity involving electrical laws, units, components, impedance and magnetism. Theory/Lab.

ECNT 1233
ELECTRICAL MOTORS & CONTROLS
An in-depth study of single phase, 3-phase and D.C. motors; stop/start stations; forward and reverse; hard and soft start and ladder diagrams are taught. Theory/Lab. Prerequisite: ECNT 1103.

ECNT 1253
ELECTRICAL WIRING METHODS I - RESIDENTIAL
An examination, study and implementation of electrical wiring and wiring devices found in various types of residential structures. Study to include National Electrical Code as it applies for these occupancies. Theory/Lab.

ECNT 1313
NATIONAL ELECTRICAL CODES
An in-depth study of the latest National Electrical Code is taught, with emphasis on the total code and the licenses that can be obtained in this state and others. Theory. Prerequisite: ECNT 1253.

ECNT 2473
ELECTRICAL WIRING METHODS II - COMMERCIAL
Analysis of electric power distribution of transformer secondary systems as it pertains to the construction of commercial installations is focused on, and includes feeder and service calculation as required by National Electrical Code. Theory/Lab. Prerequisite: ECNT 1253.

ECNT 2533
ELECTRICAL WIRING METHODS III - INDUSTRIAL
An in-depth study of hazardous locations, more detailed coverage of branch circuits and their associated calculations, site lighting and industrial light fixtures, lighting protection, plus the study of panel board, motor control bus ways and other industrial products and centers, tools. Theory/Lab. Prerequisites: ECNT 1253 and ECNT 2473.

ECNT 2613
PROGRAMMABLE LOGIC CONTROLLERS (PLC) FOR ELECTRICIANS
Industry has traditionally relied on engineers and instrumentation and control technicians to design, build, operate, maintain, and repair Programmable Logic Controller (PLC) systems. As PLC’s have evolved, many organizations have found it beneficial for other maintenance groups such as electricians and mechanical technicians to help support engineers and I&C technicians in the area of PLC’s. Designed for incumbent work force technicians and student technicians not traditionally responsible for PLC systems, but require basic skills and knowledge for entering into PLC support roles. Focus is placed on fundamental programming and wiring of PLC systems. Theory/Lab. Prerequisite: ECNT 1233.

ECNT 2616
ELECTRICAL CONSTRUCTION CAPSTONE EXPERIENCE
An in-depth examination of all studied wiring systems, layouts and characteristics. The use of blueprints to make estimates of materials and labor costs is stressed. Special emphasis is placed on integration of all fundamental and general education classes (i.e. math, English, technical writing). The course is arranged so the student has a solid understanding of the electrical contracting business. The National Electrical Code, safety, and the electrical methods taught in previous classes are used, and the student completes the exit assessment instrument and other graduation requirements. Theory/Lab. Prerequisites: ECNT 1253, ECNT 2473, ECNT 2533 and completion of one (1) internship, or approval by the School Dean.

ECONOMICS (ECON)

ECON 2103 (S)
MICROECONOMICS
An introduction to the general concepts of economic reasoning, emphasizing microeconomic theory of the US system. Includes allocation of resources, distribution of final output to the individual, overall functioning of price system, and the relationship of price, quantity and profit in a capitalist market economy. Theory. Prerequisite: ECON 2203.

ECON 2203
MACROECONOMICS
An introduction to the general concepts of economic reasoning emphasizing macroeconomic theory of the US system. Includes monetary policy, national income and employment, money and banking, economic growth policies and interrelationships with the world economy. Theory.

ENGLISH (ENGL)

ENGL 0102
TECHNICAL WRITING STRATEGIES
This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in ENGL 1033 Technical Writing I. Eligibility is determined by student’s college readiness placement exam scores. This course does not count toward graduation or any degree program. Theory. Corequisite: ENGL 1033.

ENGL 0112
FRESHMAN COMPOSITION STRATEGIES
This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in ENGL 1113 Freshman Composition I. Eligibility is determined by student’s college readiness placement exam scores. This course does not count toward graduation or any degree program. Theory. Corequisite: ENGL 1113.

ENGL 0143
ENGLISH FUNDAMENTALS
Reviews the fundamentals of English, including grammar, standard usage, spelling, punctuation, and basic writing skills. This is a competency-based course that prepares students for entry into a college-level English course, and placement is determined by entry assessment scores. Does not count toward graduation or any degree program. Theory.

ENGL 1033
TECHNICAL WRITING I
This course focuses on the writing process and strategies for improving writing. The emphasis is on clear, concise writing for specific audiences and purposes. The assignments and activities reflect real-world work situations and writing requirements such as letters and memoranda. Theory.

Note: Courses marked with 🌐 are available online.
ENGL 1113 FRESHMAN COMPOSITION I
The writing process and strategies for improving writing. The assignments reflect the fundamentals of expository writing, with an emphasis on structure, organization, and style. A brief review of grammar and punctuation, a study of sentence structure, and practice writing paragraphs and compositions. Theory.

ENGL 1213 FRESHMAN COMPOSITION II
This course continues to focus on patterns of developmental and expository writing, seeking to hone the writing skills learned in ENGL 1113, as well as research skills and persuasive writing. The emphasis is on technique, style and form. Theory. Prerequisite: ENGL 1113 or School Dean's approval.

ENGL 2033 TECHNICAL WRITING II
This course continues the emphasis on the writing process taught in ENGL 1033 and includes a brief review of composition techniques. The assignments include various types of technical reports with emphasis on preparation, data collection and research, organization, style, format, graphics, technical descriptions, and formal report writing. Theory. Prerequisite: ENGL 1033 or ENGL 1113; or School Dean's approval.

ENGL 2113 CREATIVE WRITING
The focus is on improving students' abilities to develop creative writings while learning techniques for reading like writers. Assignments reflect the vocabulary of writers, and class is structured primarily as a workshop for students to read and critique their peers' writing. Offers instruction for invention, genre exploration, revision, and appropriate etiquette in a workshop setting. Assignments require the use of microcomputers and word processing software. Theory.

ENGL 2413 (D, H) INTRODUCTION TO LITERATURE
A study in fiction, drama, film, and poetry. Written critical exercises and discussion. Theory.

ENGL 2543 (H, I) SURVEY OF ENGLISH LITERATURE I
Selected reading of major English writers to 1800. A survey of key works, authors, genres, literary history and criticism. Theory.

ENGL 2653 (H, I) SURVEY OF ENGLISH LITERATURE II
Selected reading of major English writers from 1800 to present. A survey of key works, authors, genres, literary history and criticism. Theory.

ENGL 2773 (D, H) SURVEY OF AMERICAN LITERATURE I
An introduction to the works of the chief American writers from colonial days through the Civil War, with attention both to the historical context and to selected works chosen for close analysis. Theory.

ENGL 2883 (D, H) SURVEY OF AMERICAN LITERATURE II
An introduction to the works of the chief American writers from the Civil War to the present, with attention both to the historical context and to selected works chosen for close analysis. Theory.

ENGL 3233 TECHNICAL WRITING III
This course reviews the basics of technical writing and recognizable workplace formats. The course also focuses on the ethical and accurate transfer of information to technical and non-technical audiences, problem solving strategies, critical thinking skills, revision and editing strategies, as well as using visual aids to convey accurate information. Theory. Prerequisite: ENGL 1213 or ENGL 2033; or School Dean's approval.

ENGINEERING TECHNOLOGIES (ETD)

ETD 1101 SAFETY APPLICATIONS
Students learn OSHA regulations and practice safety procedures in the following areas: hazard recognition and control, materials handling, flammables, fire protection, electrical safety, machine guarding, confined spaces, personal protective equipment, and accident investigation and reporting, lock out tag out, and general first aid. Theory.

ETD 1102 BASIC MECHANICS
Introduces students to general shop safety and practices, proper use and care of general hand tools, soldering techniques, applications of precision measuring and layout, and proper use and care of general power tools such as drill presses and grinders. Theory/Lab.

ETD 2090 (1-9 CREDIT HOURS) SPECIAL PROJECTS
An individual study under the supervision of an instructor. Projects are undertaken in any area of the engineering technology field with credit hours determined by the level and amount of effort required. Theory/Lab.

ETD 2411 EMPLOYMENT EXPLORATION
Students develop effective résumé and cover letter writing skills, as well as the interview techniques intended to assist students with focusing on their search for full-time employment (AAS students) or internship opportunities (BT students). Theory.

ETD 3090 (1-9 CREDIT HOURS) SPECIAL PROJECTS
An individual study under the supervision of an instructor. Projects are undertaken in any area of the engineering technology field with credit hours determined by the level and amount of effort required. Theory/Lab.

ETD 4414 CAPSTONE
The culminating student experience in Engineering Technologies, and utilizes applied research projects identified during student internships. Students work in teams to investigate alternatives for real problems which have the potential to increase employer productivity. The student teams analyze potential, design alternative solutions, test the most viable product and its proper operation. Through application and analysis each learner demonstrates mastery of basic electrical/electronic practices, as well as the ability to construct and troubleshoot circuits and complete a course project with lasers. Students must have taken or be enrolled in Trigonometry. Theory/Lab. Prerequisites: MATH 1513 and ETDE 1243. Corequisite: MATH 1613.

ETDE 1283 AC/DC CIRCUITS I
This course covers the fundamentals of DC and AC electric circuit theory. This includes detailed coverage of direct current, alternating current, Ohm's law, energy and power relationships, and series, parallel and combinational resistive circuit laws. An introduction to magnetism and electromagnetism and their roles in DC and AC motor and generator operation will be introduced. Inductance and capacitance and their fundamental applications will also be introduced, as well as troubleshooting and safety in electrical circuits. Students will be introduced to electronic test equipment and its proper operation, including the digital multimeter, oscilloscope, function generator and DC power supplies. Exposure to these topics in a laboratory setting is included using onsite facilities and hardware and software simulation tools. Theory/Lab. Corequisite: MATH 1513.

ETDE 1293 AC/DC CIRCUITS II
This course is a continuation of ETDE 1283 AC/DC Circuits I, and introduces students to circuit analysis techniques in DC and AC electric circuits. This includes detailed coverage of rules and laws such as Kirchoff's Voltage and Current Laws, loaded voltage dividers, Thévenin's Theorem, maximum power transfer theorem, superposition principle, and Wheatstone bridges. The student will analyze combinational inductive, reactive, and resistive circuits. Power factor will be introduced, along with basic passive AC circuits, such as filters, integrators and differentiators. Fundamental transformer theory will be introduced. Exposure to these topics in a laboratory setting is included using onsite facilities and hardware and software simulation tools. Theory/Lab. Prerequisites: ETDE 1283 and MATH 1513. Corequisite: MATH 1613.

ETDE 1333 INDUSTRIAL ELECTRICAL SYSTEMS
Designed to give the student a broad overview and exposure to a variety of electrical and electronic principles and practices. A combination of classroom activities, study and research, and hands-on applications so the student has a clear understanding of the topics, as well as the ability to manipulate appropriate tools, software and equipment. Theory/Lab.

ETDE 1343 MOTORS & CONTROLS
Introduces the fundamental concepts of electrical motors and associated electrical controls. Topics include ladder diagrams, schematic diagrams, contactors, motor starters, control relays, timing relays, pilot control devices, AC/DC motors and related control devices. Upon completion, students should be able to properly select, install and troubleshoot motors and associated control systems. Theory/Lab. Prerequisite: ETDE 1283. Corequisite ETDE 1293.
ETDE 1363
**ELECTRONIC DEVICES & STANDARDS**
Students learn to identify, specify, and troubleshoot electronic devices used in power supplies, amplifiers, oscillators, sensor circuits, electro-optical, and industrial control circuits. Students learn how to research and use manufacturer specification sheets. Device measurements are made with multimeters, oscilloscopes, frequency counters and other test equipment. Students are introduced to standards development for measurements and devices. An overview of professional organizations such as American National Standards Institute, International Standards Organization, and National Institute of Standards and Technology is included. Students complete a course project integrating devices into a working system. Technical reports and presentations are vital components of the course. Theory/Lab. Prerequisite: ETDE 1293.

ETDE 1373
**DIGITAL SYSTEMS & MICROCONTROLLERS**
Introduces digital logic, number systems, and circuits as they relate to computing, memory, and control systems. Topics include numbering systems, logic gates, flip-flops, counters, shift registers, latches, decoders, multiplexers, interfaces, displays, I/O, and timing circuits. Students learn how to research and use manufacturer specification sheets. Students learn computer communication systems, communication standards, and troubleshooting. Microprocessors, microcontrollers, and embedded systems are introduced. Students complete a course project using a microcontroller that demonstrates hardware control and software programming. Technical reports and presentations are vital components of the course. Theory/Lab. Prerequisite: ETDE 1363.

ETDE 2113
**INTRODUCTION TO PLCs**
An introductory course in programmable logic controllers (PLCs) and their applications in industrial environments. Topics include ladder logic programming, input and output modules, power supplies, selection and installation of controllers, and interfacing controllers with equipment. Upon successful completion, the student should be able to install PLCs and create basic programs. Theory/Lab. Prerequisite: ETDE 1343.

ETDE 2123
**PLC APPLICATIONS**
Programmable logic controllers (PLCs) and their applications in industrial environments. Topics include basic programming, hardware specifications, and wiring. After successful completion, the student is able to program and troubleshoot fundamental PLC systems and related control devices. Theory/Lab. Prerequisite: ETDE 2113.

ETDE 2133
**INTRODUCTION TO INSTRUMENTATION**
This course is an introduction to common field transmitters used in the measurement and control of process variables including temperature, pressure, flow, level and position. Upon successful completion, the student should have a solid understanding of process variables and the measurement of them. Students will have the skills to install, maintain, calibrate and troubleshoot instrumentation devices. We also introduce students to open and closed loop systems, instrument symbols, and the circuits that transport the information to the process control system. Theory/Lab. Prerequisite: ETDE 1293.

ETDE 2223
**ELECTRICAL POWER DISTRIBUTION**
Students study the physical properties of electromagnetic and electromechanical energy conversion devices and their application to conventional rotating machines. Electrical energy generation, transmission and distribution and relay technology are also covered. Theory/Lab. Prerequisite: ETDE 1293. Corequisite: ETDE 1363.

ETDE 2253
**HYDRAULICS & PNEUMATICS**
Hydraulic principles, types of hydraulic fluids and their characteristics are covered. Describes components of the hydraulic system and their functions, including filters and strainers, reservoirs and accumulators, pumps, piping, tubing and hoses, control valves, relief valves, and actuating devices. Covers a variety of operating principles of reciprocating, positive displacement, rotary, and dynamic air compressors. Covers primary and secondary air treatment. Includes valves, logic devices, cylinders, and air motors. Theory/Lab. Prerequisites: ETDE 1283 and MATH 1513.

ETDE 2273
**ELECTRONIC CONTROL DEVICES**
An introduction to a wide range of electronic devices and industrial automatic controls. Emphasis is placed on motor speed-position controls and programmable devices. Topics include specialized switches, sensors, stepper motors, stepper motor controllers, variable frequency drives, and control systems common to the industrial environment. Upon completion, the learner is able to install, troubleshoot, and program variable frequency drives and stepper control systems. Students also analyze how variable speed drives save energy and maintenance costs in industrial applications. Theory/Lab. Prerequisites: ETDE 1343 and ETDE 1363.

ETDE 2812
**12 CREDIT HOURS ELECTRICAL/ELECTRONICS INSTRUMENTATION INTERNSHIP**
An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and is supervised by industry and school representatives. Lab. Prerequisites: Recommendation by program instructor and a minimum overall (cumulative) GPA of 2.5.

ETDE 3123
**INSTRUMENTATION**
The fundamentals of industrial instrumentation. Topics include the operation and calibration of electric, electronic and pneumatic instruments as well as the basic physical laws of temperature, pressure, flow and level. Upon successful completion the student is able to design, install, maintain and calibrate basic instruments and control devices. Theory/Lab. Prerequisites: ETDE 1373 and ETDE 2123.

ETDE 3213
**PROJECT MANAGEMENT & ENGINEERING ECONOMICS**
The principles and techniques of managing engineering projects are presented, and emphasis is placed on project teams, design process, estimates, project budgeting, scheduling, proposals, and Microsoft project. Theory.

ETDE 3223
**INDUSTRIAL NETWORKS**
Students learn the fundamentals of local area networks and their operation in the industrial control environment. Topics include the characteristics of network topologies, system hardware (repeaters, bridges, routers, and gateways), system configuration, and installation and administration of the LAN. Upon completion, students are able to install, maintain, and manage typical industrial control networks. Theory/Lab. Prerequisites: ETDE 2123 and ETDE 2273.

ETDE 3233
**LIQUID & GAS FLOW MEASUREMENT**
Provides guidelines for the selection and use of liquid and gas flow meters and their theory of operation, advantages/disadvantages. Topics include methods and equipment that are used for accurate calibration, gas and liquid flow calculations, fluid properties, and the use of primary and secondary flow standards. Theory/Lab. Prerequisites: ETDE 3313 and PHYS 1214.

ETDE 3313
**HEAT TRANSFER & FLUID MECHANICS**
A calculus-based course offering fundamental principles of thermal-fluid sciences important to the design synthesis and operation of process control systems. Students analyze fluid systems using Bernoulli and general energy equations, laminar and turbulent flows, flow and pressure measurements and flow forces. Students also study heat transfer by conduction, convection, and radiation. Theory. Prerequisites: ETDE 2253, MATH 2144 and PHYS 1214.

ETDE 3513
**PROGRAMMING FOR INSTRUMENTATION**
Introduces students to computer-based data acquisition and process control using graphical programming to automatically measure physical properties encountered in instrumentation engineering technology. Theory/Lab. Prerequisite: ETDE 3123.

ETDE 4112
**ELECTRICAL/ELECTRONICS INTERNSHIP**
(12 CREDIT HOURS) An advanced course in electronic/pneumatic instrumentation devices commonly used in process measurement and control systems. Students work in a teaming environment to apply various control methodologies (i.e., PID, etc.) to monitor and control process variables in solving real world problems. Upon successful completion, the student is able to design, install, maintain and calibrate basic instruments and control devices. Theory/Lab. Prerequisites: ETDE 3223, ETDE 3233, ETDE 3513 and MATH 2153.

ETDE 4313
**DISTRIBUTED CONTROL SYSTEMS**
The practical applications of distributed control systems (DCS). Includes the relationship between programmable logic controllers and the DCS, as well as the importance of the human machine interface (HMI) and advanced control strategies. Theory/Lab. Prerequisites: ETDE 3223 and MATH 2153.

ETDE 4813
**INSTRUMENTATION CAPSTONE**
The capstone course is the culminating student experience in Instrumentation Engineering. Students work in teams from the project’s conception phase, through design and construction, to completion.
Through these phases students employ principles and techniques acquired in ETDE 3213 Project Management and Engineering Economics. Faculty serve as technical advisors to assist students in the design and conduct of their applied research efforts. Lab. Prerequisites: ENGL 3323, ETDE 3213, ETDE 3223, ETDE 3513, School Dean’s approval and a minimum GPA of 2.5.

ENGINEERING GRAPHICS & DESIGN/DRAFTING (ETDG)

ETDG 1143 INTRODUCTION TO DESIGN/DRAFTING Students learn basic use and application of AutoCAD as a drafting tool through the creation of geometrical shapes, parts, drawings, and electrical symbols and schematics. Students also gain a basic understanding of the fields of civil, mechanical, and architectural design and drafting. Theory/Lab. Corequisite: MATH 1513.

ETDG 1192 APPLIED AUTOCAD Each learner produces geometric figures using basic AutoCAD drawing and editing commands, and progresses to advanced AutoCAD features that enhance productivity and accuracy. Drawings are scaled and plotted according to industry standards. All learners use the Windows operating system to manage drawing files, and compare their time on a project with the minimum acceptable time allotted to a practicing technician for completion of the same task. In order to improve life-long learning skills, the learner uses written or on-line resources to independently determine a solution when presented with an unknown concept. Students must have taken or be enrolled in College Algebra. Theory/Lab. Prerequisite: ETDG 1143. Corequisite: MATH 1513.

ETDG 1253 TECHNICAL DRAWING Using visualization skills and considering spatial relationships each learner creates technical drawings that include orthographic, section and auxiliary views. Complete dimensioned drawings are created according ANSI and other industry standards. Using Microsoft software, all learners produce a bill of material, calculate unit conversions and perform Internet research. Students must have taken or be enrolled in College Algebra. Theory/Lab. Prerequisite: ETDG 1143. Corequisite: MATH 1513.

ETDG 1523 ARCHITECTURAL DESIGN Students use architectural theories to design an aesthetic and structurally sound light commercial building, and apply drafting standards to produce construction documents while maintaining ADA specifications for the purpose of building a commercial structure. Students also use software that provides early exploration of design concepts and forms and the ability to more accurately maintain the designer’s vision through the design, documentation and construction process. This software allows the designer to make a change and automatically update it across the project, which is an essential element in the building information modeling (BIM) process. The software taught supports sustainable design, clash detection, construction planning and fabrication. Theory/Lab. Corequisite: MATH 1513.

ETDG 2143 ARCHITECTURAL MODELING Students learn to use software that provides early exploration of design concepts and forms and the ability to more accurately maintain the designer’s vision through the design, documentation and construction process. This software allows the designer to make a change and automatically update it across the project, which is an essential element in the building information modeling (BIM) process. This software provides support to sustainable design, clash detection, construction planning and fabrication. Theory/Lab. Corequisite: MATH 1513.

ETDG 2223 PIPING DRAFTING & DESIGN The principles of piping systems function and design, preparation of pipe drawings from sketches and specifications, and bills of material handling and preparation. It also includes introduction of heat exchangers, calculation of pipe and equipment for drawings and design requirements using industry standards. Students must have taken or be enrolled in College Algebra. Theory/Lab. Prerequisite: ETDG 1143. Corequisite: MATH 1513.

ETDG 2293 MECHANICAL DESIGN The design of machine systems using the principles of mechanical design ergonomics, economics and production processes. Students increase their drafting and design competency through development of detail and assembly drawings and associated technical documents. Theory/Lab. Prerequisites: ETDG 1192, ETDG 1253 and ETDG 2423.

ETDG 2423 SOLIDWORKS Students use SolidWorks, a mechanical design automation software, to create parametric, solid models of parts and assemblies, while taking into consideration design intent and file naming conventions. Mechanical assemblies and detail drawings are derived from individual solid parts. Solid model part files are converted to an appropriate format for use in manufacturing processes. Theory/Lab. Corequisite: MATH 1513.

ETDG 2523 DESIGN DRAFTING CAPSTONE The culminating experience in the fundamental theories and practices in Design Drafting. Expands the concepts presented in previous coursework through simulation and actual problem resolution. Lab. Prerequisites: Program instructor approval and a minimum overall (cumulative) GPA of 2.5.

ETDG 2623 BUILDING STRUCTURES Students create construction documents of structural steel framework and support systems of commercial and industrial buildings using their own design for beam-to-girder and beam-to-column connections. Students calculate dimensional and design information using the Manual of Steel Construction as a reference. Students create fabrication drawings of the individual components of framework and support systems of buildings for manufacturing and delivery to the construction site. Theory/Lab. Prerequisite: ETDG 1253.

ETDG 2663 CIVIL TECHNOLOGY APPLICATIONS Students learn and apply knowledge in the field of land surveying drafting and civil drafting. Includes the study of converting field notes to drawings, developing plans and profiles for underground utilities, and paving and developing site grading plans. Theory/Lab. Prerequisite: ETDG 1192.

ETDG 2674 CIVIL DRAFTING Students develop an understanding of the field of civil drafting, which includes standard procedures, plan and profile sheets, alignments, and other key elements of the civil design field. Students also use a computer aided design program to gather, analyze, compile and manipulate data to create accurate and fully integrated Geographic Information Systems (GIS) mapping projects. Theory/Lab. Prerequisite: ETDG 1192.

ETDG 2812 (12 CREDIT HOURS) DESIGN DRAFTING INTERNSHIP An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and is supervised by industry and school representatives. Lab. Prerequisites: Recommendation by program instructor and a minimum overall (cumulative) GPA of 2.5.

MANUFACTURING TECHNOLOGIES (ETDM)

ETDM 1153 INTRODUCTION TO MANUFACTURING Students learn general shop safety and practices, applications of precision measuring and layout, and operation of basic industry machine tools including conventional lathes and mills. Students also learn basic manufacturing processes as they relate to industry standards. Theory/Lab.

ETDM 1333 CNC MANUFACTURING PROCESSES & FIXTURES Students identify applications of tool and tooling used on CNC lathes and mills and identify proper speeds and feeds for material, tool geometry, and ANSI standards for inserts and tool holders, as well as research new technology. Students learn to create a process flow, and then improve the process by saving time and money. Theory/Lab. Prerequisites: ETDM 1553 and ETDM 1413.

ETDM 1343 CNC MACHINE PROGRAMMING The student learns programming methods for manual and computer assisted milling and turning machines utilized to produce industry related parts and components that are bench-marked to industry standards in a variety of materials. Theory/Lab. Prerequisite: ETDM 1353. Corequisite: MATH 1613.

ETDM 1353 CNC MACHINE OPERATION The student learns general shop safety and basic machine operations. MDI, DNC, and other data input methods are utilized in the set-up and operations of CNC machine tools to produce industry related parts to specified tolerances and quality, including milling and turning centers. Theory/Lab. Corequisite: ETDM 1153.

ETDM 1413 CONVENTIONAL MANUFACTURING PROCESSES & TOOLING Students learn the appropriate tools and tooling for lathes and mills. ANSI standards for inserts and tool holders, proper speed and feed for materials, and proper tool geometry, create a process flow, and identify process improvement opportunities available with new technology. Theory/Lab. Prerequisites: ETDM 1153 and MATH 1513.

Note: Courses marked with 🌐 are available online.
### ETDM 2112 (12 CREDIT HOURS)
**MANUFACTURING INTERNSHIP**
An internship is a cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines and is supervised by industry and school representatives. Lab. Prerequisites: Recommendation by program instructor and a minimum overall (cumulative) GPA of 2.5.

### ETDM 2123
**APPLIED MANUFACTURING PROCESSES**
Students are able to identify motivating factors in the workplace for diverse people, and explain and demonstrate an MRP system. Students learn to select the proper machine operations and fixtures necessary to accurately perform a process, calculate cost of required material, estimate machine run times to determine actual costs of producing a part, and identify the individual components of and create a production schedule. As part of a practical, real world project, the students define and discuss the steps necessary to move a manufacturing company toward lean manufacturing by explaining and demonstrating lean manufacturing principles and practices as applied to their project. Theory/Lab. Prerequisite: ETDM 2463. Corequisite: ETDM 2423.

### ETDM 2203
**AUTOMATED MANUFACTURING TECHNIQUES**
Students are introduced to the Programmable Logic Controller (PLC), their control schemes, and applications in modern automation, process documentation techniques, and robotics. Students are also introduced to modern manufacturing concepts like JIT and Lean Technologies, including their applications. Theory/Lab. Prerequisites: ETDM 1143 and ETDM 2423. Corequisite: ETDM 1333.

### ETDM 2423
**QUALITY SYSTEMS & PRACTICES**
Students learn to use various quality processes to improve the manufacturing of industry products. Statistical process control (SPC), total quality management (TQM), and the various steps involved in earning ISO certifications are taught as projects with an emphasis on how quality affects customer service and customer relations. A variety of testing equipment is used to verify the quality of manufactured items. Theory/Lab. Prerequisite: ETDM 1413. Corequisite: ETDM 2463.

### ETDM 2463
**CAM APPLICATIONS**
The students learn advanced CNC programming methods on the CNC mill and lathe using computer assisted programming software, and verify program performance by setting-up and operating the machine to perform advanced operations to specifications. Theory/Lab. Prerequisites: ETDM 1343 and ETDM 1353.

### GENERAL STUDIES (GEN)

#### GEN 2090 (1-9 CREDIT HOURS)
**SPECIAL PROJECTS**
Individual study under the supervision of an instructor with credit hours to be arranged. Projects relevant to the student's major area of study may be selected. Theory/Lab. Prerequisite: School Dean's approval.

### GEOGRAPHY (GEOG)

#### GEOG 2243 (S, N)
**FUNDAMENTALS OF GEOGRAPHY**
An introduction to basic geographic concepts, with an emphasis on the interrelationships of people with their physical and cultural environment. Theory.

#### GEOLOGY (GEOL)

#### GEOL 1014 (L, N)
**EARTH SCIENCE**
The study of sciences related to earth and our solar system – geology, meteorology, oceanography, and astronomy. Theory. Note: Physical Science elective.

### GRAPHIC DESIGN (GRD)

#### GRD 1133
**BASIC DRAWING**
Basic Drawing is the start of an ongoing exploration of drawing skills as they relate to the Graphic Design field. Beginning studies deal with the principles of linear perspective and the use of light and shadow. Through sketching, students will look for line, tone, and texture. Subjects include still life studies and outdoor sketches. Theory/Lab.

#### GRD 1143
**BASIC DESIGN**
The study of design elements and principles, as well as foundational design elements including shape, form, and line. Theory/Lab.

#### GRD 1213
**ADVERTISING DESIGN I**
Understanding the fundamentals of advertising creation is at the core of this course. Students learn how the design principles shape advertising layout, how engagement techniques persuade readers, and how to research the demographics of the target audience and media outlets to find suitable environments to effectively communicate a product’s message to its intended consumer. Projects include exercises in copywriting, layout and design using traditional methods, as well as applications on the computer. Theory/Lab. Prerequisites: GRD 1133, GRD 1143 and VIS 1123.

#### GRD 1243
**ADVANCED DRAWING**
After a brief refresher on perspective and form, students focus on the human figure and learning to see like an artist. In-class projects include gesture drawings from live models, drawing from statues and toys, as well as self-portraits; out-of-class projects include copying old masters, keeping a sketchbook, and one (1) research project. Theory/Lab. Prerequisites: GRD 1133.

#### GRD 1333
**DESIGN PRODUCTION**
Print production has the responsibility of turning a creative idea into printed material including, but not limited to, magazine and newspaper ads, brochures, outdoor signage, and posters. Advanced page layout production techniques in the preparation of job printing ranging from thumbnail stage to super comprehensive tests will be administered and included in the student's final grade. Participation in an industry portfolio review and multiple industry interviews are required. Theory/Lab. Prerequisites: GRD 1143 and VIS 1203. Corequisites: VIS 1343 and VIS 1373.

#### GRD 1363
**SURVEY OF 20TH CENTURY DESIGN**
Covering human history from 1900 until the present day, Survey of 20th Century Design concentrates on religion, environment, society and politics and how these areas have influenced design in modern culture. The major objective is to explore the progression of graphic design. The student develops a bank of knowledge consisting of information and imagery. Theory.

#### GRD 2413
**ADVERTISING DESIGN II**
Advertising agencies, newspapers, magazines, outdoor, electronic/digital, and other communications media are studied. The course strives to develop the conceptualization, interpersonal skills, and ability to work in creative team environments that are the mainstay of the industry. Theory/Lab. Prerequisites: GRD 1213, GRD 1333, VIS 1343 and VIS 1373. Corequisite: GRD 2423 or School Dean’s approval.

#### GRD 2423
**ADVANCED DESIGN PRODUCTION**
Students are expected to synthesize advanced skills in order to produce a multi-page publication, as well as related print works. Students explore and apply concepts in print production from planning through job completion. Students develop problem solving techniques, organization, time management, and reproduction issues and design mechanics that are applied to each project. Theory/Lab. Prerequisites: GRD 1333, VIS 1343 and VIS 1373. Corequisite: GRD 2413 or School Dean’s approval.

#### GRD 2523
**BRANDING/IDENTITY DESIGN**
The foundation of the course emphasizes branding solutions in identity design. It involves the creation of thumbnails through comprehensive layout stages and final production which are used in presentations. The course includes several identity projects that are conceptualized, designed, and produced for real and/or hypothetical companies which provide a product or service. Theory/Lab. Prerequisites: GRD 2413 and GRD 2423. Corequisite: GRD 2543.

#### GRD 2543
**GRAPHIC DESIGN PRACTICUM**
Students work to address actual client needs through client meetings, visual research, and prototype development. Students are involved with projects from the initial meeting with the client through delivery of the finished work. Projects are designed to further develop the students’ interpersonal communication and production knowledge while working in a design studio team environment. Lab. Prerequisites: GRD 2413 and GRD 2423, or School Dean’s approval.

#### GRD 2623
**CONSUMER DESIGN**
Emphasizes conceptual design solutions for projects ranging from thumbnail stage to super-comprehensives for 3D pieces, such as packaging and product display, and 2D pieces, such as magazine advertisements and annual reports. Solutions include design rationales that involve writing, marketing and printing production. Theory/Lab. Prerequisite: GRD 2523 or the School Dean's approval.

#### GRD 2696
**GRAPHIC DESIGN CAPSTONE**
Represents the final culmination of the program of study involving either hypothetical or live assignments and incorporates all of the learning objectives. A resume, branded portfolio, interactive CD, and web site of work produced will be required for job preparation and real job interviewing. Post-tests will be administered and included in the student’s final grade. Participation in an industry portfolio review and multiple industry interviews are required. Theory/Lab. Prerequisites: All required courses on GRD plan of study. Corequisite: GRD 2623 or School Dean’s approval.

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**Note:** Courses marked with 🏷 are available online.
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HUM 2243 (H)  
NATIVE PEOPLES OF NORTH AMERICA  
A study of the history and cultures of Native Americans from pre-colonial to present times. Emphasis is on tribal cultures, traditions, and experiences, conflicts with European explorers and settlers, and US government relations. Students discuss cultural differences, as well as legal and political issues affecting Native Americans today. Theory.

HUM 2453 (H)  
INTRODUCTION TO FILM  
An introduction to the basics of motion pictures, film theory, history and appreciation. Theory.

HUM 2563 (I, H)  
COMPARATIVE CULTURES  
Comparison of environments, economies, social and political organizations and other aspects of culture among selected literate and preliterate societies. Theory.

HUM 2663 (I, H, D)  
STUDY/TRAVEL/WORK ACROSS CULTURES & BORDERS  
In today's world, interaction with people of other cultures is no longer an exceptional event, but an increasingly familiar occurrence. Often these interactions occur at the local supermarket or even with a routine customer service phone call. Also, it is ever more common for Americans to interact across cultures as part of their personal or work travels to other countries. Prepares participants to more effectively engage with people of other cultures and cope with the inevitable challenges faced when crossing political and social borders. Theory.

HIGH VOLTAGE LINEMAN PROGRAM (HVLP)  
HVLP 1121  
INTRODUCTION TO HIGH VOLTAGE LINEMAN PROGRAM  
High voltage industry career opportunities, including salary information, placement requirements, current trends, research on companies and the physical, mental, and social needs in the high voltage industry are covered. Topics related to being successful in college and a career cornerstone experience that emphasizes networking with professionals and student organizations are included. Theory.

HVLP 1132  
HIGH VOLTAGE LINEMAN SAFETY  
Pole top rescue, bucket truck rescue, and the many safety hazards that exist, including heat exhaustion, heat stroke, insect bite or stings in the High Voltage industry are covered. Administering first aid, training opportunities that must occur, and the proper use of different types of fall protection are studied. Theory/Lab. Prerequisite: HVLP 1243.

HVLP 1216  
HIGH VOLTAGE INTERNSHIP I  
A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and is supervised by an electrical line foreman or utility worker. Students work with different types of companies and with various types of material and equipment. Lab. Prerequisites: HVLP 1243, departmental approval, an institution GPA of 2.5 or greater, and a current CDL.

HVLP 1243  
HIGH VOLTAGE POLE CLIMBING TECHNIQUES  
Strength and flexibility training needed to perform the duties of a line technician, as well as wooden pole climbing techniques, tool recognition and proper use, material recognition, and knot tying are covered. Students work with various types of material and equipment. Safety instructions are emphasized and required safety equipment is used while in the pole climbing area. Theory/Lab.

HVLP 1316  
HIGH VOLTAGE INTERNSHIP II  
A cooperative agreement between industry and education which allows the student to utilize and define skills learned during their educational process. All work is performed in accordance with the industry standards and is supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and equipment. Lab. Prerequisites: HVLP 2483, departmental approval, an institution GPA of 2.5 or greater, and a current CDL.

HVLP 1353  
INTRODUCTION TO OVERHEAD ELECTRICITY  
A study of overhead electricity introduces principles of alternating current through step-up, step-down transformers, substations, long distance transmission, and distribution from power generation to the consumer and through the power line circuit. Atomic theory of electron flow characteristics will also be covered. Theory.

HVLP 2416  
HIGH VOLTAGE INTERNSHIP III  
A cooperative agreement between industry and education, which allows students to utilize and define skills previously learned in their educational process. All work is performed in accordance with industry standards and supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and equipment. Lab. Prerequisites: HVLP 2483, departmental approval, an institution GPA of 2.5 or greater, and a current CDL.

HVLP 2483  
PRINCIPLES OF OPERATION OF HIGH VOLTAGE DISTRIBUTION SYSTEMS  
Study of overhead and underground high voltage systems, transformer configurations, line voltage drops and the installation of overhead and underground systems are covered. Safety practices are emphasized and students will work with various types of material and equipment in this hands-on course. Theory/Lab. Prerequisites: HVLP 2563 and HVLP 2663.

HVLP 2516  
HIGH VOLTAGE INTERNSHIP IV  
A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and equipment. Lab. Prerequisites: Departmental approval, an institution GPA of 2.5 or greater, and a current CDL.

HVLP 2553  
UNDERGROUND DISTRIBUTION SYSTEMS  
While similar in nature to overhead systems, an underground system has its own requirements. Construction techniques, tools and equipment and traffic control are given extensive coverage.

Troubleshooting maintenance and care of personal equipment are covered with special emphasis on safety. Students work with various types of material and equipment. Theory/Lab. Prerequisite: HVLP 2483.

HVLP 2563  
OVERHEAD DISTRIBUTION SYSTEMS  
An in depth study of construction techniques, tools equipment and personal protective equipment used in overhead distribution systems. Safety practices are emphasized while students work with various types of material and equipment in this hands-on course. Theory/Lab. Prerequisites: HVLP 1243 and HVLP 1353.

HVLP 2643  
ADVANCED DISTRIBUTION SYSTEMS  
A study of high voltage and the distribution electrical field. High voltage equipment, tools, distribution equipment and safety procedures are covered. Local rules and regulations, as well as electrical codes are covered as they pertain to these two (2) types of installations. Students work with various types of material and equipment. Theory/Lab. Prerequisites: HVLP 2553, HVLP 2563, and completion of two (2) High Voltage internships.

HVLP 2663  
HEAVY CONSTRUCTION EQUIPMENT & OPERATION  
A study of the Class A Commercial Driver’s License (CDL) driving regulations and various types of equipment used in overhead and underground high voltage systems. Safety practices are emphasized while students drive and back equipment in this hands-on course. Theory/Lab. Prerequisite: Departmental approval and a current CDL permit.

HVLP 2673  
TRANSMISSION PRINCIPLES  
An in-depth study of construction techniques, tools, equipment, and care of personal protective equipment used in transmission construction, which includes building and maintaining different transmission structures. Students learn the skills required for hot-sticking at different voltages 69kV to 138kV lines using hook-ladders and baker-boards. Theory/Lab. Prerequisite: HVLP 2483.

HVLP 2716  
HIGH VOLTAGE INTERNSHIP V  
A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and supervised by an electrical line foreman or utility worker. Students work for different types of companies and with various types of material and equipment. Lab. Prerequisites: Departmental approval, an institution GPA of 2.5 or greater, and a current CDL.

HVLP 2726  
HIGH VOLTAGE LINEMAN CAPSTONE EXPERIENCE  
The designing of distribution, transmission and underground systems, and includes the procuring and estimating of the material involved in these systems. Local rules and regulations, as well as electrical codes are covered as they pertain to these types of installations. Reviews the high voltage lineman procedures learned in previous courses as needed. Safety practices are emphasized as students work with various types of material and equipment in this hands-on course. Theory/Lab. Prerequisites: HVLP 2643 and completion of four (4) High Voltage internships.
HIGH VOLTAGE INTERNSHIP
A cooperative agreement between industry and education, which allows the student to utilize and define skills learned in their educational process. All work is performed in accordance with the industry standards and is supervised by an electrical line foreman or utility worker. Lab. Prerequisites: Departmental approval, an institution GPA of 2.5 or greater, and a current CDL.

INFORMATION TECHNOLOGIES (ITD)

ITD 1013 FUNDAMENTALS OF INFORMATION TECHNOLOGIES
An overview of information technologies, its systems and culture, in which students work in teams on real-world, multi-level projects in learning environments reflective of current, high-performance business settings. Topics include general literacy and terminology, history, societal impact and cultural shifts, career fields and opportunities, technology forecasting and trends, as well as contemporary ethical issues. Theory/Lab.

ITD 1033 INTRODUCTION TO COMPUTER LOGIC
Introductory course in structured logic techniques. Topics to be covered include principles of problem solving, flowcharts, pseudo code, common language structures, internal and external documentation, debugging, using variables and constants, data types and the hierarchy of math operations. Theory/Lab.

ITD 1213 HARDWARE SYSTEMS SUPPORT
Focus is on the management and maintenance of hardware and operating system environments. Topics include user administration, security, backup/recovery, and advanced systems performance evaluation and troubleshooting. Theory/Lab.

ITD 1223 NETWORK SYSTEMS
Students examine network concepts, standards, technologies, media, protocols and topologies. Topics include connectivity, network devices, basic security, local and wide area networks, network design, transmission media, structured cabling, IP addressing and Open System Interface (OSI) model. Theory/Lab. Prerequisite: ITD 1213.

ITD 1243 PRINCIPLES OF INFORMATION SECURITY
Students explore the principles of cyber security, with an emphasis on current threats and vulnerabilities. Topics include infrastructure and operational security; cryptography; legal and ethical issues; and security policies, practices and procedures. Theory/Lab.

ITD 1253 OBJECT-ORIENTED PROGRAMMING USING C#
Students learn how to design, code, and test applications in C# using object-oriented programming techniques. Topics include classes, data types, variables, methods, recursion, operators, control statements, inheritance and polymorphism, arrays, packages, interfaces, exception handling, Input/Output, Java applets and strings. Theory/Lab.

ITD 1353 WEB DEVELOPMENT
Students learn web development through the application of various development principles, tools and technologies. Topics include image formats; HTML; Dynamic HTML; FTP; CSS; and JavaScript. Theory/Lab.

ITD 1373 VOICE, DATA & WIRELESS CONCEPTS
Students investigate telecommunication, data and wireless systems, technologies and policies. Topics include network architectures, transmission and media, protocols, operations, security and emerging technologies. Theory/Lab.

ITD 2090 (1-9 CREDIT HOURS) SPECIAL PROJECTS
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of information technologies with credit hours assigned based on level and amount of effort involved. Theory/Lab. Prerequisite: School Dean’s approval.

ITD 2133 NETWORK SUPPORT MANAGEMENT
Focuses on network troubleshooting techniques and advanced network protocol configurations. Topics include router and switch configurations, IP version 6, OSPF, RIP, RIPv2, EIGRP protocols, network devices management, and IOS license management. Theory/Lab. Prerequisite: ITD 1223.

ITD 2153 LAN/WAN IMPLEMENTATION & SUPPORT
An advanced course on the design, configuration, and maintenance of switches, routers, local area networks (LANs), virtual local area networks (VLANs) and wide area networks (WANs). Topics include: LAN configuration, operation and troubleshooting; WAN configuration, operation and troubleshooting; advanced routing protocols, and network troubleshooting. Theory/Lab. Prerequisite: ITD 1223.

ITD 2183 APPLICATION DEVELOPMENT USING JAVA
Students explore advanced programming techniques using Java. Topics include JDBC, file processing, graphical user interfaces, network programming and sockets, thread, security, servlets, swing, properties, introspection, collections and architectures. Theory/Lab. Prerequisite: ITD 1333.

ITD 2203 DATABASE SYSTEMS
An introduction to database systems, with emphasis on data modeling and the design of efficient database systems. Topics include database architecture, ER and EER models, the relational data model, SQL queries, normalization, indexing and security. Theory/Lab. Prerequisite: ITD 1033.

ITD 2223 OPERATING SYSTEMS
Focuses on operating systems and system security. Topics include operating system installation, configuration and implementation, and operating system security architectures. Theory/Lab.

ITD 2263 GRAPHICAL USER INTERFACE DEVELOPMENT
Students learn how to design, develop and evaluate interactive application interfaces. Topics include events, regular expressions, exception handling, debugging, and testing. Theory/Lab. Prerequisite: ITD 1253.

ITD 2313 SCRIPT PROGRAMMING
Students learn to develop and execute scripts. Topics include parsing command line arguments, regular expressions, program logic, functions, error handling, file processing and other scripting techniques. Theory/Lab. Prerequisite: ITD 1033.

ITD 2413 ENTERPRISE SECURITY MANAGEMENT
Students learn the basic principles and governance aspects of securing information systems through research and application of regulatory compliance requirements and standards. Topics include security policy and continuity plan development, national and international standards, ethical issues, and published best practices. Theory/Lab. Prerequisite: ITD 1033.

ITD 3090 (1-9 CREDIT HOURS) SPECIAL PROJECTS
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of information technologies with credit hours assigned based on level and amount of effort involved. Theory/Lab. Prerequisite: School Dean’s approval.

ITD 3123 LINUX WORKSTATION & SERVER OS
Focuses on Linux workstation and server Linux operating systems. Topics include operating system installation, configuration, maintenance and security. Theory/Lab. Prerequisite: ITD 2223.

ITD 3153 LAN/WAN ROUTING & SWITCHING
An advanced course on the configuration and maintenance of switches, routers, virtual and local area networks (VLANs and LANs), and wide area networks (WANs). Topics include: VLAN and LAN operation and troubleshooting, WAN operation and troubleshooting, and advanced routing protocols and switching. Theory/Lab. Prerequisite: ITD 1223.

ITD 3163 IT ENTERPRISE OPERATIONS
Students gain a working knowledge of the roles, functions, structures and constituencies of IT organizations. Topics include major IT systems and terminology, planning, compliance, quality assurance, environmental responsibility and internal/external customer relations. Theory/Lab. Prerequisite: ITD 1213.

ITD 3201 EMPLOYMENT ORIENTATION
Focuses on employment and career readiness, students demonstrate job readiness, as well as the ability to articulate their professional goals and develop the materials and skills necessary to secure appropriate employment. Topics include employment procedures and guidelines, career planning and job searches and common workplace issues. Theory. Prerequisites: Students must have a minimum 2.5 cumulative GPA and approval from the Internship Coordinator.

ITD 3243 SERVER-SIDE WEB PROGRAMMING
Students learn server-side web programming through the application of advanced development principles, tools and technologies. Topics include PHP: database manipulation; Secure Sockets Layer (SSL); cookies; and JavaScript. Theory/Lab. Prerequisites: ITD 1353 and ITD 2203.
ITD 3253  🅿️  SERVER ADMINISTRATION
Focuses on server administration. Topics include: installing and configuring Active Directory; monitoring, troubleshooting and optimizing system performance; and establishing system policies and procedure. Theory/Lab. Prerequisite: ITD 2223.

ITD 3323  🅿️  ENTERPRISE FRAMEWORK PROGRAMMING
Students gain a working knowledge of advanced topics in C#. Topics include: C#, XML, database programming and multithreading. Theory/Lab. Prerequisites: ITD 1253 and ITD 2203.

ITD 3333  🅿️  DISTRIBUTED APPLICATION DEVELOPMENT
Students learn to develop enterprise applications. Topics include: data structures, web applications and interprocess communication. Theory/Lab. Prerequisites: ITD 1253 and ITD 1353.

ITD 3423  🅿️  SECURE ELECTRONIC COMMERCE
Students explore secure e-commerce technologies, models and issues, and the evolution of e-commerce. Topics include: digital currency methods, electronic transactions, public and private key infrastructure, smart cards and biometrics, web security, legal and ethical issues, inventory management, secure shell, digital certificates and encryption technologies. Theory/Lab. Prerequisites: ITD 1243 and ITD 1353.

ITD 3433  🅿️  DIGITAL FORENSICS
Students are introduced to the procedures and techniques used to identify, extract, validate, document and preserve electronic evidence. Topics include forensic tools, resources, policies and procedures. Theory/Lab. Prerequisites: ITD 1223, ITD 1243 and ITD 2223.

ITD 3443  🅿️  NETWORK SECURITY
Students examine network security and attacks. Topics include: advisors and targets, network mapping, attack types and vulnerabilities, covert channels, network monitoring, network hardening, security techniques, and countermeasures. Theory/Lab. Prerequisite: ITD 3253 or ITD 3533.

ITD 3453  🅿️  INFORMATION SYSTEMS & ARCHITECTURE
Students learn to apply systems thinking and information system concepts to applications and enterprise solutions for a business environment. Topics include: common system components, business-driven solutions, systems integration, and enterprise architecture. Theory/Lab. Prerequisites: ITD 1213 and ITD 1223.

ITD 3463  🅿️  ADVANCED DATABASE APPLICATIONS
Students create secure database applications using advanced database development tools and techniques. Topics include variable types, logic structures, creating and working with program units, subprograms and functions, Dynamic SQL, database development and utilization, access control and database security utilities. Theory/Lab. Prerequisites: ITD 1253 and ITD 2203.

ITD 3523  🅿️  COMPUTER SECURITY
Students learn the concepts behind modern cryptographic standards and how to apply them in information technology-based scenarios. Topics include symmetric and public-key encryption, hash functions, digital signatures and certificates, key management, cryptographic modes and attack types, and common cryptographic protocols and applications. Theory/Lab. Prerequisites: ITD 1243 and ITD 2223.

ITD 3533  🅿️  SECURE SYSTEM ADMINISTRATION
Students learn to secure and protect systems from threats and vulnerabilities. Topics include: provisioning, server security system installation and configuration, security software systems for mission-critical enterprises, incident handling and response. Theory/Lab. Prerequisites: ITD 1243 and ITD 2223.

ITD 3543  🅿️  ENTERPRISE NETWORKING
Implementation, analysis and administration of a virtual infrastructure. Topics include server implementations and configuration; creating, configuring and managing virtual machines, virtual networks and storage devices; resource allocation, balancing resources utilization and performance management tool technologies. Prerequisites: ITD 1223 and ITD 2223.

ITD 3613  🅿️  EMERGING & CONVERGING TECHNOLOGIES
Students are provided with opportunities to explore IT best practices, processes and their implications. Theory/Lab. Prerequisite: ITD 1213.

ITD 3623  🅿️  CONTROL SYSTEMS SECURITY
Students gain a working knowledge of several control systems security issues, including common risks and mitigation strategies. Topics include: process control network communications, vulnerability identification, network monitoring and incident management. Theory/Lab. Prerequisite: ITD 1243.

ITD 3633  🅿️  IT ORGANIZATIONAL TRAINING
Students apply learning theory and instructional design principles to the development, delivery and evaluation of information technology-related training. Topics include: needs analysis, learning theory, instructional techniques and technologies, implementation and evaluation. Theory/Lab. Prerequisite: ITD 1213.

ITD 3643  🅿️  DATA CENTER/CLOUD IMPLEMENTATION
Students acquire a working knowledge of the processes and procedures necessary to design, install and maintain data center environments. Topics include: virtual and physical computing infrastructure, cloud deployment models, fire detection and suppression, environmental controls and impact, power systems, physical security and system monitoring. Theory/Lab. Prerequisites: ITD 1223 and ITD 2223.

ITD 3653  🅿️  MALWARE ANALYSIS
Students learn to apply software tools and techniques to perform static and dynamic analysis of a suspected malware binary to determine its purpose and scope. Topics include sandbox environments, analysis tools, system calls, machine code, and stack analysis. Theory/Lab. Prerequisites: ITD 1243 and ITD 2313.

ITD 3663  🅿️  MOBILE PROGRAMMING
Students learn to write programs for mobile devices, as well as key issues and concepts involved with mobile system programming, including Agile development. Topics include user interface design, data access models, network and device performance, and sometimes-connected networks. Theory/Lab. Prerequisites: ITD 1253 and ITD 1353.

Note: Courses marked with 🅿️ are available online.
MATH 0153
ALGEBRA FUNDAMENTALS
The areas of elementary algebra directly applied to practical, real-world situations are emphasized. Course is designed to help students learn basic math and establish a foundation in algebraic concepts and problem solving to prepare students for entrance into a college-level algebra course. This is a competency-based course, and the student's placement exam scores determine course placement. The course does not count toward graduation or any degree program. Theory.

MATH 0163
INTERMEDIATE ALGEBRA
A review of fundamental operations of algebra involving first (1st) degree equations, simple quadratic equations, equations with two (2) variables, and systems of equations and inequalities. This is a competency-based course, and the student’s placement exam scores determine course placement. The course does not count toward graduation or any degree program. Theory.

MATH 0202
BUSINESS MATHEMATICS STRATEGIES
This corequisite strategies course provides learning support and supplemental instruction for students co-enrolled in MATH 2003 Business Mathematics. Eligibility is determined by student’s college readiness placement exam scores. This course does not count toward graduation or any degree program. Theory. Corequisite: MATH 2003.

MATH 1493
MATH FOR CRITICAL THINKING
A study of the fundamental structures of mathematics for non-math or non-science/engineering majors. Topics include problem-solving, estimation, set theory, logic, number theory, algebraic equations, the qualities, and applications. Theory.

MATH 1513 (A)
COLLEGE ALGEBRA
The study of equations and functions (polynomial, rational, radical, exponential, logarithmic) and systems of equations. Theory.

MATH 1613 (A)
TRIGONOMETRY
The study of trigonometric functions and their inverses, trigonometric identities, solutions of triangles, and applications. Theory.

MATH 2003
BUSINESS MATHEMATICS
Applications of mathematical principles of business are discussed. Topics covered include trade and cash discounts, mark up and mark down, payroll and simple and compound interest. Theory.

MATH 2144
CALCULUS I
An introduction to derivatives, integrals, and their applications. Theory. Prerequisites: MATH 1513 and MATH 1613.

MATH 2153
CALCULUS II
Integration and its applications; the calculus of transcendental functions; techniques of integration; and the introduction to differential equations. Theory. Prerequisite: MATH 2144.

MATH 2423
MATH CONCEPTS FOR EDUCATORS
Designed to provide the foundations for teaching arithmetic and geometry on the elementary level. Origins of numerals, number bases, systems of whole numbers, integers, rational numbers, real numbers, and intuitive geometry are some of the topics included. Also focuses on current issues in mathematics education and research, as well as the use of microcomputers in mathematics education. Theory.

MATH 2713 (A)
ELEMENTARY CALCULUS
Algebraic functions and their graphs, derivatives, techniques and applications, integration of algebraic functions and applications of the definite integral. Theory. Prerequisite: MATH 1513 or equivalent, or School Dean’s approval.

MATH 3103 (A)
DISCRETE MATHEMATICS
Students investigate discrete mathematical concepts, to include: logic, Boolean algebra, probability and combinatorics, set theory, proofs, proof techniques, relations, functions, graph theory and trees. Theory. Prerequisites: MATH 1513 and STAT 2013, or School Dean’s approval.

MANAGEMENT (MGMT)

MGMT 2243
SMALL BUSINESS MANAGEMENT
Designed for individuals considering going into business for themselves. Emphasis is given to governmental regulations, financial needs, location factors, purchasing and pricing, inventory, advertising, bookkeeping, tax records and reports, banking, choosing personnel and credit and collections. Theory.

MGMT 2313
PRINCIPLES OF MANAGEMENT
An introduction to the basic theory and principles of management. Emphasis is on the functions of management: planning, organizing, staffing, directing, and controlling. A survey approach to current trends in management and possible future developments in organization and administration is used. Theory.

MGMT 2413
SUPERVISORY MANAGEMENT
The problems of first-line managers are covered, as well as skills needed to lead, coordinate, direct, and control the work of others to achieve organizational goals. Theory. Prerequisite: PSYC 1113 or PSYC 2513, or School Dean’s approval.

MGMT 2603
HUMAN RESOURCE MANAGEMENT
An interactive study of the operating environments, policy development and other functions typical of the expanding field of Human Resource Management (HRM) and Development (HRD). Theory.

MGMT 2913 (D)
LEADERSHIP & ORGANIZATIONAL BEHAVIOR
Students gain an advanced understanding of organizational and behavioral dynamics in contemporary professional environments, as well as develop and enhance their own organizational and leadership skills. Topics include leadership patterns, resource management, diversity, professional growth, motivation, organizational development and change implementation, group dynamics and performance improvement. Theory.

MULTIMEDIA TECHNOLOGY (MMT)

MMT 1113
INTRODUCTION TO 3D
Students are introduced to basic 3D design software and learn fundamental techniques to model objects, environments, and characters; and utilize primitive elements to build more sophisticated pieces. Proper procedure, workflow, modeling tools, texture mapping, and basic lighting to create 3D models are covered. Theory/Lab.

MMT 1143
INTRODUCTION TO MOTION GRAPHICS
An introduction to terminology and concepts of Motion Graphics. Students gain hands-on experience learning core concepts of making things move on screen to communicate emotions and ideas. Theory/Lab. Prerequisite: GDR 1143.

MMT 1153
INTRODUCTION TO VIDEO EDITING
Using provided footage students learn solid fundamentals for building sequence and story through the use of editing techniques. Class activities include the study of classic movies and a variety of approaches to editing, spacing, meaning, and emotional content. Theory/Lab. Prerequisite: MMT 1453.

MMT 1201
ACTING & IMPROVISATION
Artists in general and animators in particular, whether in 2D or 3D, are essentially actors, conveying emotion through physical and emotional expression. Using improvisation techniques, students learn how to think quickly, and to speak and move according to the emotion needing to be communicated. Theory/Lab.

MMT 1202
CREATIVE PROBLEM SOLVING
Creativity is the ability to see past the ordinary, to observe things in new ways and new combinations. It is a skill, and numerous techniques exist for enhancing and strengthening one’s creative abilities. This class stresses visual observation, puzzle solving, and techniques for breaking out of self-imposed critical limitations. Theory/Lab.

MMT 1223
3D MODELING I
A continuation of Introduction to 3D, this course refines the student’s understanding of polygons, NURBS and Sub-Divisions to model more complex objects and environments. Students work in greater depth on texture mapping, UV editing and shader networks. Theory/Lab. Prerequisites: GDR 1133, GDR 1143 and MMT 1113.

Note: Courses marked with ☀️ are available online.
MMT 1323
3D MODELING II
Covers the creation, development and execution of an original character, suitable props and related environments following the industry standard process for development. Basic Rigging concepts will also be introduced. Theory/Lab. Prerequisites: G RD 1243 and MMT 1223.

MMT 1443
2D ANIMATION
An introduction to the techniques, concepts and terminology of animation based on the 12 Principles of Animation. Starting with simple animations of squares and circles, the class will progress to character animation and storytelling. Theory/Lab. Prerequisites: G RD 1133, GRD 1143 and MMT 1201.

MMT 1453
STORYBOARDING
Covers the basics of staging and continuity, with an emphasis on dramatic storytelling. Final boards are timed in motion software to produce an animation. Good drawing skills are a must. To maximize the learning of the storyboard process, students work on paper rather than digitally until the animatic phase. Theory/Lab. Prerequisite: G RD 1243.

MMT 1463
BEGINNING ZBRUSH
ZBrush is one of the most powerful and widely used modeling tools in the film and game industries. Students learn the fundamentals of sculpting objects, how to modify them in other programs such as Maya and Photoshop, before taking them back into ZBrush for final polishing. The class works in tandem with MMT1323 3D Modelling II. Theory/Lab. Prerequisites: G RD 1243 and MMT 1223.

MMT 2090 (1-9 CREDIT HOURS)
SPECIAL PROJECTS
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of multimedia technologies with credit hours assigned based on level and amount of effort involved. Theory/Lab. Prerequisite: School Dean’s approval.

MMT 2113
GAME DESIGN FUNDAMENTALS
Students learn and execute the fundamentals of styles of play, rules of engagement, development of levels, interface design, character development, storytelling, various types of game worlds, game play and the user experience. Theory/Lab. Prerequisites: G RD 1243, MMT 1453 and VIS 2533.

MMT 2143
3D MOTION GRAPHICS & SPECIAL EFFECTS
Using industry standard software, students combine various types of footage (stills, 3D animation, live footage, text, etc.) into motion graphic sequences, adding special light and motion effects, as well as creating new material within the software. Theory/Lab. Prerequisites: MMT 1153, MMT 1453 and MMT 2433.

MMT 2423
INTRODUCTION TO WEB DESIGN
An introduction to the basic concepts of web site design and production. Students are introduced to basic web production software, and utilize the Internet as a source for research and teaching/learning delivery. Students produce and maintain a personal online web site. Theory/Lab. Prerequisites: MMT 2453, VIS 1123 and VIS 1373.

MMT 2433
3D ANIMATION I
After a character is modeled, textured, and rigged, it’s time to animate the figure. The class concentrates on introducing the techniques and principles of classic animation and how to achieve them via the Maya tool set. Theory/Lab. Prerequisites: MMT 1201, MMT 1323, MMT 1433 and MMT 1453.

MMT 2453
INTERFACE DESIGN
Students learn basic design principles for user-friendly, intuitive interfaces across a variety of devices. Topics include navigation, legibility, accessibility, and authoring of content architecture based on targeted end-users. Theory/Lab. Prerequisites: GRD 1143 and VIS 1373, or School Dean’s approval.

MMT 2533
3D ANIMATION II
Students continue to refine animation skills up to the point of starting on the final project: conceiving, storyboarding, and animating an original 11 second animation for the 11 Second Club monthly contest. Basic lighting and rendering are also introduced. Theory/Lab. Prerequisite: MMT 2433.

MMT 2716
MULTIMEDIA CAPSTONE
The final culmination of the program of study involving either hypothetical or live assignments, and incorporating all of the learning objectives. A resume, branded digital portfolio, interactive CD, and web site of work produced are required for job preparation and real job interviewing. Post-tests are administered and included in the student’s final grade. Participation in an industry portfolio review and multiple industry interviews are required. Theory/Lab. Prerequisites: All required courses on MMT plan of study or the School Dean’s approval.

MMT 2800 (6-12 CREDIT HOURS)
MULTIMEDIA INTERNSHIP
The internship consists of on-the-job training in the industry, and emphasizes supervised employment and observation. Lab. Prerequisites: VIS 2533 or the School Dean’s approval and a minimum GPA of 2.0.

NUTRITIONAL SCIENCES (NSCI)
NSCI 1113 (N)
INTRODUCTION TO NUTRITION
Explores functions of the nutrients in human life processes and their relationship to disease and health conditions, including nutrient relationship to health as a basis for food choices. Theory.

NURSING (NURS)
NURS 1113
EKG INTERPRETATION
A discussion of the physiology of cardiac conduction, and the basics of how to read an EKG strip, and the normal components of the EKG waveform. We examine basic cardiac dysrhythmias, including atrial and ventricular dysrhythmias, and blocks. Finally, selected nursing diagnoses for patients with dysrhythmias are offered, along with suggested associated nursing interventions.

NURS 1123
DIAGNOSIS/DIAGNOSTIC METHODS
Examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention of selected diseases and disorders for each body system.

NURS 1128
FOUNDATIONS OF NURSING
Introduces the student to the roles of the nurse as a provider of care, a manager of care, and a member within the discipline of nursing. As a provider of care, the student learns to assist the client to meet his/her needs when health fluctuates on the wellness-illness continuum. An overview of the nursing process is presented as a method for planning care for clients throughout the life span along with the significance of providing culturally competent nursing care. Emphasis is placed on establishing nurse/client relationships and therapeutic communications. Skills associated with the role of the nurse are the primary focus. Admission to the nursing program is required. Theory/Lab-Simulation/Clinical. Prerequisite/Corequisite: Concurrent enrollment in NURS 1322 required, unless previously completed.

NURS 1132
PRE-NURSING PREPARATION
Designed to promote success in the nursing program. Students are assisted in evaluating their own learning styles and discovering their most effective study methods. An explanation of cognitive levels of test questions is included, with emphasis on application-style questions found in nursing course exams, as well as in the national licensure exam, and exercises in critical thinking are integrated. Exposure to the use of nursing informatics and time management skills further enhances the student’s probability of success in the nursing program. Student must have completed all developmental coursework prior to enrolling for course.

NURS 1133
LPN TO RN TRANSITION
Designed to provide career mobility for the eligible licensed practical nurse, and provides an introduction to the nursing process with a focus on man’s adaptation to meet his basic needs. Skills in interpersonal relationships and physical assessment are developed with special emphasis on nursing process, communication, values clarification and role change. A review of dosage calculation methods also occur. Theory/Lab. Prerequisites: Admittance to the Nursing program and an unencumbered Oklahoma LPN license.

NURS 1143
PROFESSIONALISM IN HEALTHCARE
Provides an understanding of the importance of professionalism and the need to perform in a professional, ethical, legal, and competent manner. Describes professional standards that apply to all health care workers – the “common ground” that everyone shares in providing the highest quality of health care and service excellence for patients, visitors, and guests.

NURS 1229
NURSING CARE OF FAMILIES
The student utilizes theoretical knowledge, nursing process and clinical skills to meet the individual needs of the client during the developmental processes of pregnancy, birthing, post-partum, pediatric care, and psychiatric/mental health nursing. Growth and development and the management of common disease/abnormality processes of these components are addressed. The students explore coping assistance and psychological considerations and abnormalities, including cultural factors. The role of the student, as a member in the profession, is expanded through the recognition of: 1) accountability, 2) identification, and 3) the desire for personal and professional development. Clinical, laboratory, skills, and theory are incorporated to enable the students to plan provide safe, quality nursing care for clients and their families in the above

Note: Courses marked with 🅰️ are available online.
NURS 1229 NURSING CARE OF ADULTS II
Focuses on the provision of advanced care for adult clients in complex settings. The student demonstrates an internalization of the nursing process in the coordination of care for individuals and groups of clients. In the roles of provider and manager of care the student is provided the opportunity to prepare for accountability for their own nursing judgments and actions. The clinical component utilizes theory from NURS 2229 Nursing Care of Adults II. Selected clinical experiences provide management and critical care opportunities for the student to apply concepts, principles, and skills acquired in related theory classes. Theory and campus laboratory skills/simulation enable the student to provide management and critical care for adult clients in complex settings. Theory/Lab/Simulation/Clincal. Prerequisite: NURS 2129.
Corequisite: NURS 2222.

NURS 2303 MEDICAL TERMINOLOGY
Focuses on development of competence in medical terminology, including root words in light of anatomy, physiology, pathology, procedures of body systems, diagnostic procedures, abbreviations, documentation guidelines, and pharmacology.

ORTHOTIC & PROSTHETIC TECHNOLOGIES (OPT)

OPT 1204 UPPER EXTREMITY PROSTHETICS
An examination of the anatomy, pathologies, and biomechanics of the upper limb in order to understand the functional needs of the upper extremity amputee. Topics include management of transradial and transhumeral amputation, suspension and harnesing principles, body-powered and myoelectric control systems, and prosthetic design criteria. Students will develop skills in material and component selection, prosthetic alignment, and fabrication. Theory/Lab. (An additional $300 charge for lab and material fees applies to this course.)

OPT 1214 SPINAL ORTHOTICS
Exploration of the anatomy and biomechanics of the human spine, and the use of spinal orthoses to control functional deficits. Discussions emphasize the association between pathology, functional loss, and orthotic design. Technical instruction focuses on material selection, fabrication, fitting criteria, adjustment, and repair of spinal orthoses. Theory/Lab. (An additional $300 charge for lab and material fees applies to this course.)

OPT 1304 TRANSITIBIAL PROSTHETICS
Covers the physical and biomechanical deficits that result from amputation below the knee, and the range of prosthetic options for optimizing gait and function. Topics include amputation levels, design criteria, suspension options, and typical gait anomalies. Students will also examine the role of mechanical, fluid, and microprocessor controlled knees in transfemoral prosthetic design. Theory/Lab. (An additional $300 charge for lab and material fees applies to this course.)

OPT 2414 UPPER EXTREMITY ORTHOTICS
Covers the physical and biomechanical deficits that result from amputation above the knee, and the range of prosthetic options for optimizing gait and function. Topics include devices for management of the hip, knee, and ankle, as well as standing systems and reciprocating gait orthoses. Technical instruction focuses on material properties and component choice, plastic thermoforming, and design criteria. Theory/Lab. (An additional $300 charge for lab and material fees applies to this course.)

OPT 2404 TRANSFEMORAL PROSTHETICS
Covers the physical and biomechanical deficits that result from amputation above the knee, and the range of prosthetic options for optimizing gait and function. Topics include amputation levels, design criteria, suspension options, and typical gait anomalies. Students will also examine the role of mechanical, fluid, and microprocessor controlled knees in transfemoral prosthetic design. Theory/Lab. (An additional $300 charge for lab and material fees applies to this course.)

OPT 2812 (12 CREDIT HOURS) INTERNSHIP
A cooperative agreement between an approved orthotic and prosthetic facility and OSUIT to offer supervised on-the-job professional experience to completing students. Provides the opportunity to apply concepts and practice in a real industry environment. Students are required to arrange an internship with an approved facility eight (8) weeks prior to the start of the course. Weekly reports must be submitted to the supervising faculty member. Theory/Lab. Prerequisites:
The student must have completed a minimum of 12 hours of college credit in general education with a GPA of 2.5 or better (in a 4.0 grading scale), completed a minimum of 24 hours of college credit in technical education in his/her program of study, and have been recommended by the faculty of his/her program of study.

**ORIENTATION (ORIE)**

**ORIE 1011  **

**COLLEGE STRATEGIES**

This course focuses on providing the foundation for students during the college years. The assignments reflect the transition into fundamentals of college life. The course offers a brief overview of the OSUIT campus and services with a focus on basic survival skills to meet the collegiate expectations. Theory.

**PHILOSOPHY (PHIL)**

**PHIL 1013 (H, S)  **

**ETHICS OF LEADERSHIP**

Designed to provide emerging and existing leaders the opportunity to explore philosophies of leadership and ethics in order to develop and improve their leadership skills. Emphasis is on integrity, personal morality, honest, and social responsibility, and integrates readings from the humanities, experiential exercises, films, and case studies. Theory.

**PHIL 1213 (H, S)  **

**ETHICS**

Examines the types of situations that pose ethical problems in the workplace. Emphasis is on integrity, personal morality, honest, and social responsibility. Case studies and comparison/contrast of legal/ethical issues are also discussed. Theory.

**PHOTOGRAPHY TECHNOLOGY (PHO)**

**PHO 1113**

**FUNDAMENTALS OF PHOTOGRAPHY**

Students learn basic camera operations, including shutter speed, aperture and their relation to exposure, types of cameras, basic lighting and composition. Theory. Corequisites: PHO 1123 and PHO 1133.

**PHO 1123**

**DIGITAL DARKROOM**

An introduction to the processes and procedures of Macintosh OS basics as well as Photoshop and Lightroom. Topics covered include histograms, image manipulation, color balance, layers, masking and digital workflow. Theory/Lab. Corequisites: PHO 1113 and PHO 1133.

**PHO 1133**

**DIGITAL PHOTOGRAPHY**

The processes and procedures of digital photography are introduced. Students work with digital cameras to capture images appropriate to the digital environment. Special consideration is given to understanding the digital photographer’s workflow, including digital file types. Theory/Lab. Corequisites: PHO 1113 and PHO 1123.

**PHO 1243**

**PHOTOGRAPHIC THINK TANK**

An exploration into current trends, technology, techniques, business and ethics in photography. Course consists of discussion, lecture, electronic presentation and guest speakers from industry. Theory. Prerequisites: PHO 1113, PHO 1123 and PHO 1133.

**PHO 1313**

**STUDIO I**

Students experience controlled light environments, electronic flash, and incandescent lighting with special emphasis in lighting theory and application. Students also work with view camera systems. Theory/Lab. Prerequisites: PHO 1113 and PHO 1133, or School Dean's approval.

**PHO 1353**

**PHOTOJOURNALISM**

Course topics include equipment, manipulation of photographic processes, adapting photographic skills to publication requirements, deadline and assignments and simple feature to complex photo essays. Theory/Lab. Prerequisites: PHO 1113 and PHO 1133, or the School Dean's approval.

**PHO 2090 (1-5 CREDIT HOURS)**

**SPECIAL PROJECTS**

Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of photography technologies with credit hours assigned based on level and amount of effort involved. Theory/Lab. Prerequisite: School Dean's approval.

**PHO 2413**

**STUDIO II**

Advanced lighting techniques including portraiture, product and lighting for different surfaces using a variety of camera formats are studied. Students cover the American Society of Media Photographers professional business practices. Theory/Lab. Prerequisites: PHO 1313 and PHO 2523, or the School Dean's approval.

**PHO 2423**

**PORTRAIT PHOTOGRAPHY**

Students study and work with advanced studio and location photography including special lighting, posing people, communication techniques, equipment demands and restrictions. Theory/Lab. Prerequisite: PHO 1313, or the School Dean’s approval. Corequisite: PHO 2453.

**PHO 2453**

**ADVANCED DIGITAL PHOTOGRAPHY**

Building on the techniques and processes learned in PHO 1113 Digital Photography, students learn progressive digital camera techniques, color correction, prepress processes and digital workflow. Special emphasis is placed on image scanning and output, image enhancement, file preparation, special effects and file manipulation. Theory/Lab. Prerequisites: PHO 1113 and PHO 2523, or the School Dean’s approval.

**PHO 2483**

**COLOR & DIGITAL CONCEPTS**

An advanced color theory course exploring issues in digital color, digital photography and image file formats. Various software packages are used to prepare color projects. Students develop an understanding of value and color as it applies to color models and demonstrate knowledge of both printed and digital output. Emphasis is placed on problem solving, development of visual color acuity, understanding color harmony, calibration and imaging techniques, and the psychological, societal, and environmental impact of color. Theory/Lab. Prerequisites: PHO 1113, PHO 1133 and PHO 1123, or the School Dean’s approval.

**PHO 2503**

**INTRODUCTION TO VIDEO PRODUCTION**

An introduction to digital video concepts as related to lighting, shooting and editing. Students gain hands-on experience in a variety of studio lighting scenarios, video pre-planning, shooting, and post and Premier production using Final Cut Pro non-linear editing suites. This is a project-oriented and collaborative learning experience. Theory/Lab. Prerequisite: PHO 2523, Photographic Design or School Dean’s approval.

**PHO 2513**

**EDITORIAL PORTRAITURE**

Innovative applications of studio and location portrait techniques, with emphasis on personal expression and subject matter are explored. Students work with different types of lighting with an emphasis on producing images suitable for publication. Theory/Lab. Prerequisite: PHO 2423 or the School Dean’s approval.

**PHO 2523**

**PHOTOGRAPHIC DESIGN**

An in-depth focus on aesthetic considerations and communication methods used in effective graphic design. Students work with advanced camera, studio and location techniques to produce problem-solving photographic illustrations. Theory/Lab. Prerequisites: PHO 1113, PHO 1123 and PHO 1133, or the School Dean’s approval.

**PHO 2543**

**PHOTOGRAPHY PRACTICUM**

Students work to address actual client needs through client meetings, and visual research. Students are involved with projects from the initial meeting with the client through delivery of the finished work. Projects are designed to further develop the students’ interpersonal communication, and production knowledge while working as a professional photographer. Lab. Prerequisites: PHO 2413 and PHO 2503, or School Dean’s approval. Corequisite: PHO 2703.

**PHO 2696**

**PHOTOGRAPHY CAPSTONE**

The final culmination of the program of study involving either hypothetical or live assignments that integrate all of the learning objectives. A branded portfolio, interactive CD, Internet web site of work produced and resume are required for job preparation and real job interviewing. Post-tests are administered and included in the student’s final grade. Participation in an industry portfolio review and multiple industry interviews are required. Theory/Lab. Prerequisites: All required courses on the PHO plan of study or the School Dean’s approval.

**PHO 2703**

**ADVERTISING PHOTOGRAPHY**

Advanced studio and location photography including the areas of catalog and advertising work is covered. Students explore product lighting and work closely with the client and art director. Theory/Lab. Prerequisites: PHO 2413 and PHO 2453, or the School Dean’s approval.

**PHO 2713**

**ADVANCED PORTRAIT PHOTOGRAPHY**

A study of applied studio and location portraiture directed toward challenging students to create expressive and innovative portraits while developing personal style for lighting, posing and personality interpretation. Theory/Lab. Prerequisite: PHO 2423 or the School Dean’s approval.

**PHO 2723**

**DOCUMENTARY PHOTOGRAPHY**

In this news photography class the students explore current social and cultural issues. Emphasis is on informative images that effectively communicate issues to the viewer. Theory/Lab. Prerequisite: PHO 1353, or the School Dean’s approval.
PHO 2773  
**VISUAL VALIDATION**  
Exploration of the student’s chosen interest area with emphasis placed on quality and concept. A body of work is produced and formally presented to an audience in order to successfully complete the course. Theory/Lab. Prerequisites: PHO 2513 and PHO 2703, or the School Dean’s approval.

PHO 2800 (3-12 CREDIT HOURS)  
**PHOTOGRAPHY INTERNSHIP**  
Involves on-the-job training in industry, which emphasizes supervised employment and observation. Theory/Lab. Prerequisites: PHO 2713 and PHO 2773, or the School Dean’s approval, and a minimum GPA of 2.0.

**PHYSICAL SCIENCE (PHYS)**

PHYS 0123  
**SCIENCE**  
Designed to prepare students for entry into a college level science course, and familiarizes the student with the basic concepts of physics, chemistry, earth science and life science. Students learn proper laboratory procedures and are able to apply the scientific method in solving problems in lab experiences. Does not count toward graduation or any degree program. Placement is determined by entry assessment scores. Theory/Lab.

PHYS 1114  
**GENERAL PHYSICS I**  
Emphasizes the areas of mechanics and thermodynamics. The laboratory portion utilizes computer-generated data and graphs. Theory/Lab. Prerequisite: MATH 1613 or the School Dean’s approval.

PHYS 1204  
**GENERAL PHYSICAL SCIENCE**  
A lecture and demonstration course designed to assist students in interpreting their physical environments. Topics from astronomy, chemistry, geology and physics are covered. Theory/Lab.

PHYS 1214  
**GENERAL PHYSICS II**  
A continuation of PHYS 1114 General Physics I, and includes topics from electricity, magnetism, light, optics and modern physics. Theory/Lab. Prerequisites: MATH 1613 and PHYS 1114, or the School Dean’s approval.

**POLITICAL SCIENCE (POLS)**

POLS 1011  
**CONTEMPORARY POLITICAL ISSUES I**  
A discussion of current and generally controversial political and social issues. Theory.

POLS 1021  
**CONTEMPORARY POLITICAL ISSUES II**  
A discussion of current and generally controversial political and social issues. Theory. Prerequisite: POLS 1011 or the School Dean’s approval.

POLS 1031  
**CONTEMPORARY POLITICAL ISSUES III**  
A discussion of current and generally controversial political and social issues. Theory. Prerequisite: POLS 1021 or the School Dean’s approval.

POLS 1113  
**US GOVERNMENT**  
Provides an overview of the American constitutional government. The role of the political parties and pressure groups, the legislative, executive and judicial branches and the role of national government in foreign affairs, fiscal-monetary policies and civil rights are examined. Theory.

**PSYCHOLOGY (PSYC)**

PSYC 1113 (S)  
**INTRODUCTORY PSYCHOLOGY**  
An introduction presenting the principles, theories, vocabulary and applications of the science of psychology. Heredity and environment, development of personality, behavior, learning applications and life span development are discussed. Theory.

PSYC 2313 (S)  
**PSYCHOLOGY OF PERSONAL ADJUSTMENT**  
A beginning course in psychology which emphasizes basic principles of personality, motivation, attitude, development and positive problem solving models in personal, social and career settings. Theory.

PSYC 2593 (S)  
**DEVELOPMENTAL PSYCHOLOGY**  
A study of the nature and course of development of human behavior from birth through adulthood, old age and psychosis. Prerequisite: PSYC 1113 or the School Dean’s approval.

**READING (READ)**

READ 0143  
**READING FUNDAMENTALS**  
Reviews the fundamentals of reading with an emphasis toward the improvement of reading comprehension and vocabulary skills. This is a competency-based course and placement is determined by entry assessment scores. Does not count toward graduation or any degree program. Theory.

**ENERGY TECHNOLOGIES - NATURAL GAS COMPRESSION TECHNOLOGIES (SEG)C**

SEG 1123  
**ENGINE PRINCIPLES**  
A study of operation and application of two (2) and four (4) stroke cycle engines to include engine cooling and lubrication systems, lube oil analysis, startup procedures, tune-up procedures, preventive and predictive maintenance. Proper alignment and installation of large stationary engines are included. Theory/Lab.

SEG 1133  
**ADVANCED ENGINE TECHNOLOGY**  
Introduces the overhaul procedures for reciprocating natural gas engines which includes disassembly, inspection, measurements, failure analysis, and reassembly. The use of hand tools, special tools, precision measurement tools, shop safety, and usage of manuals is stressed. Also includes an introduction to gas turbine engine operating principles and systems. Theory/Lab.

**SEIM 1103 FUNDAMENTALS OF INDUSTRIAL MAINTENANCE**  
Students will gain a basic understanding of industrial maintenance. Equipment identification and function, safety, OSHA, EPA, hazardous materials, and waste regulations are included. Tools, fasteners, pipe, pipe fittings, valves, tubing fittings, imperial and metric precision measurement and fork lift operation are studied. Theory/Lab.

**SEIM 1123 DC/AC CIRCUIT ANALYSIS**  
The basic principles of DC/AC electrical circuits are covered. Subjects included are: electrical safety, operating characteristics of the circuit components, use of symbols in schematics, electrical laws, series, parallel, and series/parallel circuits, DVOM electrical measurement, transformers, magnetism, and impedance.

**SEIM 2423 ELECTRONIC CONTROL DEVICES**  
This course builds upon the skills developed in SEIM 1123 DC/AC Circuit Analysis, and provides a study of the operation, types and maintenance of various AC and DC motors and generators. Topics include NFPA 70E: Standard for Electrical Safety in the Workplace, LOTO, reversing, timing and counting functions, stopping methods, load, torque and power quality requirements, reduced-voltage starting circuits, motor drive circuits, wiring configurations, power transformers, and preventive and predictive maintenance. Theory/Lab. Corequisite: SEIM 1123.
SEIM 2433
MOTORS & CONTROLS
This course builds upon the skills developed in SEIM 1123 DC/AC Circuit Analysis, and provides a comprehensive study of the principles and techniques of electromechanical devices such as switches, circuit protection devices, relays, smart relays, and solenoids. In addition, the course introduces NFPA 70E electrical safety, ladder logic, wiring diagrams, and circuit troubleshooting. Theory/Lab. Corequisite: MATH 1513.

SEIM 2513
PROGRAMMABLE LOGIC CONTROLLERS (PLCS)
An introductory course in programmable logic controllers (PLCs) and their applications in industrial environments. Course topics include PLC programming, hardware specifications, wiring, PLC ladder logic diagrams, sensors, input and output modules, control devices, rack configuration and programming rungs with addresses. PLC configuration and troubleshooting techniques are also covered. Theory/Lab. Prerequisite: SEIM 2423.

SEIM 2533
INDUSTRIAL MAINTENANCE CAPSTONE
Students research employability skills, prepare and critique job applications and resumes, and develop interview skills and portfolios. While preparing their resumes and portfolios students will review and be tested over all previous technical classes and discuss how to best present the knowledge and skills acquired in these classes. This class prepares students for internship and full-time employment. Theory/Lab. Prerequisites: Students must have successfully completed all previous core and academic courses, except Internship, as listed in the Program Information Guide and have a minimum 2.0 institutional GPA or have School Dean or designee’s approval.

ENERGY TECHNOLOGIES - PIPELINE INTEGRITY (SEPL)

SEPL 1113
INTRODUCTION TO PIPELINES & FACILITIES
An introduction to the basics of the pipeline industry and duties of a Pipeline Integrity Technologist. Students gain an understanding about pipelines, products transported in pipelines, basic pipeline design and pipeline terminology. Theory. Corequisite: MATH 1513.

SEPL 1123
PIPELINE MATERIALS & COMPONENTS
A study of the physical basics of a pipeline. Materials and processes used to manufacture pipe, and basic maintenance are discussed in detail. Students must have taken or be enrolled in Intermediate Algebra or higher. Theory/Lab.

SEPL 1213
PROCESSING & PRODUCT HANDLING
Students explore pipeline equipment maintenance schedules, operations and maintenance activities, failure investigation and a variety of maintenance and repair topics. Theory/Lab.

SEPL 1223
INTRODUCTION TO CORROSION CONTROL
An introduction to the various types of corrosion found in the pipeline industry. Students study the different types of corrosion, the basics of cathodic protection, in-line inspections, coatings, and a variety of pipeline inspection techniques. Also examine both the application and management of pipeline corrosion. Students also learn appropriate assessment and repair methods for pipeline corrosion. Theory/Lab. Prerequisite: MATH 1513.

SEPL 2112 (12 CREDIT HOURS)
INTERNSHIP
A cooperative agreement between industry and education which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must be in good academic standing and have successfully completed all required Pipeline Integrity and Arts & Sciences courses.

SEPL 2413
REGULATIONS & COMPLIANCE
Students examine the federal regulations that govern the operation of liquid and gas pipelines. Also included are industry specifications and applicable guidelines. Theory/Lab. Prerequisite: SEPL 1223.

SEPL 2423
INTEGRITY MANAGEMENT CONCEPTS I
An examination of methodologies used to identify and evaluate pipeline defects. Topics covered include pipeline evaluation techniques including pigging, ultrasonic, sampling, and leak detection surveys. Theory/Lab. Prerequisite: SEPL 1223.

SEPL 2513
PIPELINE HAZARD RECOGNITION & RISK MANAGEMENT
This course teaches pipeline construction site safety procedures, work practices and controls including work site preparation, safety data sheets (SDS) review, hazard recognition, front end operational hazards, rigging and hoisting, On-ground and in-trench pipe hazards, pipe assembly and coating hazards. Theory.

SEPL 2523
PIPELINE MAINTENANCE & REPAIR
Students examine general pipeline repair activities, mitigation/remediation of exposed pipeline, coatings, and the creation of assessment reports. Theory/Lab. Prerequisite: SEPL 1223.

SEPL 2533
INTEGRITY MANAGEMENT CONCEPTS II
Students create assessment reports, and inline inspection programs, document predictive vs. actual anomalies, identify preventative/mitigative measures and explore requirements necessary to prevent pipeline incidents. Theory/Lab. Prerequisite: SEPL 2423.

SEPL 2542
NACE CP1 PREP
Students prepare for the National Association of Corrosion Engineer’s level one (1) examination. Theory/Lab. Prerequisite: SEPL 2413.

SEPL 2553
CAPSTONE
The culminating experience in Pipeline Integrity Technology, which includes the fundamental theories and practices of pipeline integrity and expands the concepts presented in previous work through simulation and actual problem resolution. Theory/Lab. Prerequisite: SEPL 2423.

SEPL 2563
PROJECT MANAGEMENT
Students learn and apply their knowledge of economic principles in making decisions and choosing among alternatives. Project schedules are developed using both the bar method and the critical path method. This includes study of basis of equivalent worth, rate of return, payback analysis and estimating a project through completion. Theory.

ENERGY TECHNOLOGIES - POWER PLANT TECHNOLOGY (SEPP)

SEPP 1103
FUNDAMENTALS OF THE ENERGY INDUSTRY
Students gain a basic understanding of the energy industry. Focus is placed on basic equipment identification and function, Safety, OSHA, EPA, hazardous materials, and waste regulations are included. Tools, fasteners, pipe, pipe fittings, valves, tubing, tubing fittings, and precision measurements are studied. Theory.

SEPP 1113
INTRODUCTION TO ELECTRICAL/ELECTRONICS
A general survey of basic electrical technology. Terminology, tools and equipment, safety procedures, and fundamental electrical concepts are covered. Students see fundamental concepts demonstrated through hands-on projects. The class develops practical skills in selecting circuit components, circuit construction, and measuring instruments. A basic understanding of series and parallel circuits, electromagnetic induction and application, and the configuration of the power grid is achieved. Theory/Lab.

SEPP 1123
INTRODUCTION TO POWER PLANTS
An introduction to electric power generation and power plant systems and processes. Students will survey the many types of power generation facilities, from traditional to renewable energy. Emphasis is placed on combined cycle generation, Rankine cycle generation, and plant systems, layouts and flow paths. Students visit facilities and interact with industry personnel on topics such as employee expectations, organizational structure, communication, career paths, and culture. Theory.

SEPP 1133
PIPING & INSTRUMENT DIAGRAMS
Students develop proficiency in the reading, understanding, and application of system Piping and Instrumentation Diagrams (P&ID). Students gain proficiency in reading P&ID’s for tracing and troubleshooting systems and Lock-out Tag-out of equipment. Safety programs and OSHA regulations are reinforced within plant system walk-downs as part of the curriculum. Theory/Lab.

SEPP 1223
ELECTRICAL MOTORS & CONTROLS
Students achieve an understanding of the fundamental concepts of motors, motor starters, and control circuits. Topics include AC/DC motors and starters, motor control circuits and interfaces with plant instrumentation and control, and interpretation of technical documentation (such as built prints, control documentation, and manufacturer manuals). Theory/Lab.

SEPP 1223
POWER PLANT COMPUTER APPLICATIONS
This course is an applied exploration of software and computer skills used in the energy industry. Students are taught the use and application of operating systems and programs for writing, communications, and data collection, organization and analysis. Topics include spreadsheet development and PowerPoint presentations, as well as common work order management and Work Permit, Hot Work, Confined Space, LOTO, and Job Hazard Analysis form development, storage, and retrieval. Students will be introduced to communication, scheduling, and organizational skills through the use of email planning and scheduling programs. Theory/Lab.

Note: Courses marked with 📦 are available online.
SEPP 1243
CAPSTONE 1
The culmination of the systems, equipment, and process portion of the program and preparation for the first (1st) full summer semester internship. Students research employability skills, prepare and critique job applications and resumes, and develop interview skills and portfolios. During preparation of resumes and portfolios, students discuss how to best present the skills acquired in their previous classes, as well as how to describe the safety training received in preparation for their summer internship at a power plant facility. Theory.

SEPP 1312 (12 CREDIT HOURS)
INTERNSHIP
A cooperative agreement between industry and education allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must have successfully completed all previous core and academic courses as listed in the Program Information Guide and have a minimum 2.0 institutional GPA, or have the School Dean or instructor's approval.

SEPP 2403
PLANT OPERATIONS
This class is designed as a transition from descriptive to operational characteristics of power plants. The focus is on the operation of combustion turbines, steam turbines, and generators. This includes the operation of auxiliary equipment associated with this large equipment. Theory/Lab.

SEPP 2413
COMPLIANCE REGULATIONS
Students gain competencies in the understanding and application of compliance regulations associated with the power generation industry. NERC and environmental compliance regulations are emphasized. Theory. Prerequisite: SEPP 1133.

SEPP 2423
MECHANICAL SYSTEMS
Students gain competency in the practical use, operation, and maintenance of mechanical equipment related to power generation facilities. Topics include basic mechanics, fans, blowers, pumps, valves, heat exchangers, conveying equipment, bearings, and lubricants. Theory, Prerequisite: SEPP 1133.

SEPP 2443
BOILERS & PRIME MOVERS
Students expand their knowledge of how plant systems and equipment interact and gain competency in the theory of boilers used in the generation of electricity. Topics include the classification, design, and construction of boilers, combustion turbines, and steam turbines. Theory.

SEPP 2503
BALANCE OF PLANT
This course teaches students to prepare the plant to synchronize to the power grid. Students learn the concepts of steam generation (boilers and condensors), cooling (cooling towers, circulating water, and cooling water), electrical production (synchronization and transmission), and environmental operations. Theory.

SEPP 2523
WATER SYSTEMS & PROCESSES
Students gain competency in practical use, operation, and maintenance of various water systems typically found in power plant facilities. Topics include steam/water cycle, condenser and circulating water, cooling towers, feed water components and cycle operation. Water treatment, clarification and demineralization and basic water lab skills are covered. Theory/Lab. Prerequisite: CHEM 1314.

SEPP 2543
PLANT CHEMICALS & WATER QUALITY
This course covers the proper handling, storage, dosage, and analysis of chemicals common to the power industry. Topics covered include plant permitting and water chemistry related to corrosion, corrosion control, boiler water, circulating water, makeup water, and wastewater. Students are taught in a lab setting to calibrate, operate, and maintain lab equipment. Emphasis is placed on following policies and procedures and documentation. Theory/Lab.

SEPP 2553
SAFETY COMPETENCY & QUALIFICATION
This course is designed to provide students with training that leads to qualifications and certifications for OSHA 10 or OSHA 30 (Industrial), First Aid and Safety, CPR, HAZWOPER, and Forklift & Man Lift Operation. Theory.

SEPP 2563
PLANT CONTROLS & PERMISIVES
A focused study on the instruments and systems used to operate power plant equipment and systems. Technology for pressure, temperature, flow, and level sensing and control is studied, along with calibration and troubleshooting. Control Loop integration with systems and related interpretation of documentation and human-machine interfaces is also explored. Theory/Lab.

SEPP 2623
ADVANCED PLANT OPERATIONS
Students gain the knowledge necessary to comprehend overall plant operations and respond to situations that call for corrective action as well as opportunities to enhance plant production. Students will learn skills and techniques for continuous improvement while learning and critiquing responses to operating scenarios out of the norm. Students will use existing knowledge of equipment, systems, and instrumentation to understand the operation of an entire unit in a facility. Students study concepts related to commissioning, normal startup, normal operations, normal shutdown, turnaround, and abnormal situations, as well as the process technician’s individual and team role in performing tasks associated with these concepts within an operating unit. Theory/Lab.

SEPP 2633
CAPSTONE 2
The culmination of the Power Plant program and preparation for full-time employment. Students complete understanding and achievement of program objectives, research employment opportunities, and prepare for job placement. During preparation of personal resumes and portfolios, students discuss how to best present the skills acquired in their previous classes, as well as how to describe the knowledge and experience they have gained, in preparation for starting their career at a power plant facility. Theory/Lab.

SOCIOLGY (SOC)
SOC 1113 (S)
INTRODUCTORY SOCIOLOGY
Assists the student in understanding the social influences on day-to-day life by examining the sciences of human society. Major emphasis is placed on the study of group behaviors. Theory.

Note: Courses marked with 🌐 are available online.
SURV 2223
LAND LAW II
Each learner understands the role of the surveyor in the legal system and applies the legal principles of locating conveyances, and boundaries in the field to the practice of surveying. Theory. Prerequisite: SURV 1223.

SURV 2303
SURVEYING I
An introduction to and application of plane surveying procedures and field problems related to linear and angular measurements, differential leveling and topographic surveys. Students gain competency through a series of practical and real world field applications. Theory/Lab. Prerequisites: MATH 1513 and SURV 1011.

AUTOMOTIVE SERVICE TECHNOLOGY - TOYOTA T-TEN (TTEN)

TTEN 1631
BRAKE FUNDAMENTALS
Emphasizes theory, demonstration and practical lab work to cover the components and operation of automotive brake systems. Includes principles of hydraulics and friction, and an introduction to anti-lock brake systems and principles, general shop safety and asbestos hazards. Theory/Lab.

TTEN 1641
SUSPENSION FUNDAMENTALS
The theory, demonstration and practical lab work used to cover the components and operation of automotive suspension and steering systems is covered. It includes suspension and alignment geometry principles and benefits of proper alignment service. Electrical and electronic suspension and steering systems are introduced. General shop safety is covered. Theory/Lab.

TTEN 1651
ELECTRICAL FUNDAMENTALS
Emphasizes theory, demonstration and practical lab work of basic automotive electrical systems. It includes circuit types and applications and emphasizes the use of electrical testing and measuring equipment. Safety is stressed. Theory/Lab.

TTEN 1661
MEASUREMENT FUNDAMENTALS
The principles, identification and use of automotive precision measuring tools and devices using the metric and decimal systems of measure are covered through theory, demonstration and practical laboratory instruction. Shop safety using hand and power tools is stressed. Theory/Lab.

TTEN 1671
ENGINE FUNDAMENTALS
The identification, principles and operation of internal combustion engines are covered through theory, demonstration and practical laboratory. It includes identification and basic operation of related engine systems and introduction to shop safety and hand and power tools usage. Theory/Lab.

TTEN 1702
DEALER SERVICE INFORMATION/PROFESSIONAL TECHNICIAN PORTFOLIO
Consists of theory, demonstration and application of Toyota Motor Sales USA dealership operations, expectations and procedures with emphasis on dealership service operations. Toyota quality and customer satisfaction. Emphasis is on the career networking focusing on the variety of related career opportunities within the automotive service industry. Included are the materials and activities designed to aid the student in the completion of his/her Professional Technician Portfolio (T-PORT), including exposure to experts in the automotive service industry. It includes technician procedures and responsibilities regarding work ethics, shop and personal safety, tools and equipment, environmental and warranty policies, reference materials, pay system, product identification, employee/employer and customer relations. The Toyota Certified Technician Program (TCTP) and Automotive Service Excellence (ASE) certification are introduced and participation is required. Toyota entry requirements must be met. Safety is stressed. Theory/Lab.

TTEN 1704
TOYOTA ELECTRICAL SYSTEMS
Consists of theory, demonstration and application of electrical system operation and service, and includes circuit construction and components. Testing using proper test equipment and techniques for on-car and off-car procedures are taught. Instruction also involves Toyota battery, starting and charging system tests with emphasis given to system diagnosis, failure analysis and service according to Toyota specifications. Safety is stressed. Theory/Lab.

TTEN 1723
TOYOTA MINOR SERVICE
Consists of theory, demonstration and application of minor Toyota vehicle service emphasizing Toyota quality and customer satisfaction. Includes, but is not limited to: pre-delivery service, Toyota recommended scheduled maintenance, used car inspections, rotate and balance tires, cooling system service, accessory installation and basic electrical system tests. Other skills emphasized include proper decision making techniques and the proper procedures and use of Toyota reference materials, repair orders, flat rate and warranty manuals, tools and equipment, care and handling of vehicles. Tools are required and safety stressed. Theory/Lab.

TTEN 1812
TOYOTA BODY ELECTRICAL
Consists of theory, demonstration and application of electrical circuit operation and testing on Toyota simulators and vehicles using meters, wiring diagrams, repair manuals and other printed material, as well as video information. Testing is performed according to Toyota specifications and includes wire repair and component testing with emphasis on systematic testing, failure analysis, diagnosis and service according to Toyota specifications. Safety is stressed. Theory/Lab.

TTEN 1823
TOYOTA BRAKE SYSTEMS
Consists of theory, demonstration and application of Toyota brake system operation, diagnosis, preventive maintenance and service, and includes proper use of specialized tools and equipment for Toyota. Power brakes, load sensing braking systems, as well as antilock brake systems are taught with emphasis given to system diagnosis, failure analysis and Toyota recommended service procedures. Safety is stressed. Theory/Lab.

TTEN 1824
INTERNSHIP
A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship. Prerequisites: Must be in good academic standing and have successfully completed all previous required core courses.

TTEN 1891-1893 (1-3 CREDIT HOURS)
ADVANCED TOYOTA INTERNSHIP I
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Toyota T-TEN program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship. Prerequisites: Must be in good academic standing and have successfully completed all previous required core courses.

TTEN 1913
TOYOTA ENGINE REPAIR
Consists of theory, demonstration and application of Toyota engine repair and service procedures. Subjects included are identification, diagnosis, inspection, disassembly, measurement and assembly with emphasis given to the use of Toyota repair manuals, special tools, precision measurement device, troubleshooting techniques and shop safety. Theory/Lab.

TTEN 1923
TOYOTA CLIMATE CONTROL SYSTEMS
Consists of theory, demonstration and application of Toyota vehicle heating, ventilating and air conditioning (HVAC) systems, and includes basic heating, refrigeration and air conditioning, component identification and function, air flow systems, electrical circuits related to HVAC systems, special tools and equipment usage, as well as system service, repair and adjustments, recovery, recycling and charging and performance testing. Emphasis is also placed on diagnosis and safety. Theory/Lab.

TTEN 1943
INTERNSHIP
A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver’s license.

TTEN 1991-1992 (1-2 CREDIT HOURS)
ADVANCED TOYOTA INTERNSHIP II
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Toyota T-TEN program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship. Prerequisites: Must be in good academic standing and have successfully completed all previous required core courses.

TTEN 2090 (1-9 CREDIT HOURS)
SPECIAL PROJECTS
Individual study is arranged under the supervision of an instructor with credit hours to be determined. Projects may be undertaken in any area of Automotive Technology. Theory/Lab. Prerequisite: The Program Chair’s approval.
TTEN 2114
TOYOTA EFI & COMPUTER CONTROL SYSTEMS
Consists of theory, demonstration and application of the component functions of Toyota ignition, electronic fuel injection and emission control systems. It includes the use of Toyota special tools, simulators and vehicles with emphasis on system diagnosis, failure analysis and service according to Toyota specifications. Safety is stressed. Theory/Lab.

TTEN 2133
TOYOTA ENGINE CONTROL DIAGNOSIS
Consists of theory, demonstration and application of Toyota engine control components including the ignition system, fuel injection system and emission control system using the Toyota diagnostic tool and other specialized equipment available to the Toyota technician. Emphasis is on maintaining, servicing and diagnosis using Toyota specifications. Safety is stressed. Theory/Lab.

TTEN 2134
INTERNSHIP
A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed to industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver’s license.

TTEN 2133
TOYOTA ENGINE CONTROL DIAGNOSIS
Consists of theory, demonstration and application of Toyota engine control components including the ignition system, fuel injection system and emission control system using the Toyota diagnostic tool and other specialized equipment available to the Toyota technician. Emphasis is on maintaining, servicing and diagnosis using Toyota specifications. Safety is stressed. Theory/Lab.

TTEN 2191-2193 (1-3 CREDIT HOURS)
ADVANCED TOYOTA INTERNSHIP III
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Toyota T-TEN program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

TTEN 2233
TOYOTA MANUAL DRIVETRAINS
Consists of theory, demonstration and application of Toyota manual transmissions and transaxles and other related drivetrain components. Component/system operation, service, adjustments and overhaul are covered. Emphasis is given to system maintenance, diagnosis and failure analysis and involves the use of specialized tools and equipment. Safety is stressed. Theory/Lab.

TTEN 2234
TOYOTA AUTOMATIC TRANSMISSIONS
Consists of theory, demonstration and application of Toyota automatic transmissions/transaxles and related drivetrain components and includes component and system operation, testing, minor service, as well as transmission disassembly/assembly. Electronic control operation and diagnosis are emphasized, and involves the use of specialized tools and equipment. Safety is stressed. Theory/Lab.

TTEN 2253
INTERNSHIP
A cooperative agreement between industry and education which allows T-TEN students to utilize and refine skills previously learned in their educational process. All work is performed to industry standards and guidelines, and supervised by industry and school representatives. Lab. Prerequisites: Student must be in good academic standing, completed previous required T-TEN core courses and must have a valid driver’s license.

TTEN 2291-2292 (1-2 CREDIT HOURS)
ADVANCED TOYOTA INTERNSHIP IV
This course serves as an alternate internship for those students who have received prior learning credit for application toward the Toyota T-TEN program. This internship is a cooperative agreement between industry and education, which allows students to utilize and refine skills previously learned in their educational process. All work is performed in accordance with industry standards and guidelines, and supervised by industry and school representatives. Internship. Prerequisites: Student must be in good academic standing and have successfully completed all previous required core courses.

TTEN 2343
TOYOTA SUSPENSIONS/NVH
Consists of theory, demonstration and application of Toyota steering and suspension systems. Operation, diagnosis, adjustments and servicing are emphasized using proper procedures, special equipment and tools. A holistic approach to Toyota vehicle suspension systems including noise, vibration and harshness (NVH) analysis using Toyota diagnostic tools is taught and safety is stressed. Theory/Lab.

TTEN 2353
TOYOTA CAPSTONE
Designed to allow students to utilize and refine skills previously learned in the educational process. Included is the diagnosis and servicing of electronically controlled systems found on Toyotas, as well as the proper use of special tools and information used to make repairs to industry standards. Includes discussion of student goals and duties specific to the industry and specific competencies demonstrated. Students complete the Career Passport, post tests and exit assessments. Theory/Lab.

VISUAL COMMUNICATIONS (VIS)
VIS 1123
INDESIGN PUBLISHING I
Students are introduced to the Macintosh operating system, file management, basic typography and desktop printer output. A basic overview of industry appropriate applications are covered. Theory/Lab.

VIS 1203
INTRODUCTION TO TYPOGRAPHY
Type measurement, methods of type, production, historical survey of type, legibility and typographic design are covered. Theory/Lab. Prerequisites: GRD 1133 and GRD 1143. Corequisite: VIS 1123.

VIS 1223
INDESIGN PUBLISHING II
A project-driven course emphasizing page layout software. Students create multi-page color layouts. Projects incorporate keyboard shortcuts, file management, typographic rules, grids, style sheets and master pages using industry appropriate page layout applications. Theory/Lab. Prerequisite: VIS 1123 or School Dean’s approval.

VIS 1343
DIGITAL ILLUSTRATION
Covering digital illustration and drawing. Primary emphasis is on the use of illustration software. Various peripheral devices will be used including scanners and color printers. Theory/Lab. Prerequisite: VIS 1123.

VIS 1373
DIGITAL IMAGING
Designed to develop a working knowledge of scanning and photo enhancement software on computer publishing systems. The course uses a problem-oriented approach in handling digital images as used in design. Alternative illustration techniques are included, including stock digital images and created images. Includes an introduction to prepress requirements and four (4) color process. Theory/Lab. Prerequisite: VIS 1123. Corequisite: VIS 1223 or the School Dean’s approval.

VIS 2090 (1-9 CREDIT HOURS)
SPECIAL PROJECTS
Special projects are conducted as individual study under the supervision of an instructor. Projects may be undertaken in any area of visual communications with credit hours assigned based on level and amount of effort involved. Theory/Lab. Prerequisite: School Dean’s approval.

VIS 2433
3D MODELING & ANIMATION PRACTICUM
Explores a variety of 3D applications for any number of projects or activities. Students experience working in a producer/client relationship, as well as organizing, planning and producing a variety of projects. Other items emphasized will be developing interpersonal communication skills, and time management, pipeline and management capabilities. Theory/Lab.

VIS 2533
ADVANCED DIGITAL IMAGING
Explores advanced digital imaging using problem solving techniques as they pertain to design, color correction, color theory, image restoration and repair, special effects/ilters, and advanced masking(channel techniques. It includes a comprehensive knowledge of prepress and web output requirements and four (4) color/web-color space conversion issues as well as various aspects of color theory. Theory/Lab. Prerequisite: VIS 1373 or School Dean’s approval.

WATCHMAKING & MICROTECHNOLOGY (WMT)
WMT 1116
CAREER CORNERSTONE/ MICROTECHNOLOGY
Explores the culture, challenges and opportunities that exist in the watchmaking industry. Introduces terminology, theory and techniques needed to utilize watch technology. A heavy emphasis is placed on topics related to microtechnology including: metric system of measurement and measuring devices, tracing, sawing, precision filing, drilling, turning, heat treating, surface finishing, tool making, and tool sharpening. A basic understanding of the mechanical movement is learned and connections are drawn between micromechanics and watch service. Also included are instruction and laboratory experiences in shop and equipment maintenance and safety. Lab.

WMT 1126
ADVANCED MICROTECHNOLOGY I
Builds upon and expands the foundations learned in WMT 1116. Additional advanced micromechanics proficiencies are learned and built upon including the construction, fitment and craftsmanship of high quality precision parts and mechanisms. Additional movement theory and service practices are learned. Also included are instruction and laboratory experiences in shop and equipment maintenance and safety. Lab. Prerequisite: WMT 1116.
WMT 1216
ADVANCED MICROTECHNOLOGY II
Furthers the development of manufacturing skills with advanced machining techniques, such as use of the cross slide, milling and machined surface finishing techniques. Additional movement theory, service practices and construction techniques culminate in application of higher-level watch servicing proficiencies. Also included are instruction and laboratory experiences in shop and equipment maintenance and safety. Lab. Prerequisite: WMT 1126.

WMT 1226
EXTERNAL WATCH
Emphasizes the case and bracelet. Students learn case and bracelet design and construction, as well as refinishing techniques. Proper replacement of case parts such as crown and case tubes, pushers, bezels, gaskets and crystals is covered in detail, including water resistance theory and practical examination. Students are taught proper preparation and final presentation for the finished case as part of watch service. Lab. Prerequisite: WMT 1216.

WMT 1316
QUARTZ WATCH REPAIR
Emphasizes the delicate operation of servicing, repairing, testing, and adjusting the modern quartz watch movement. Theory is taught on lubrication, electricity, stepping/servo motors, capacitors, basic circuitry functions, and electronic measurements. Practical classroom exercises focus on movement service, parts handling and lubrication, cleaning techniques, testing equipment, and cell replacement as part of complete watch service. Lab. Prerequisite: WMT 1226.

WMT 1326
MECHANICAL WATCH REPAIR
Emphasizes the operation, design, and theory behind the modern mechanical watch movement. Classroom exercises prepare the student for diagnosis, repair, and maintenance of movement systems including: winding and setting mechanism, the barrel and mainspring, as well as understanding and analysis of functional principles of the gear train of modern mechanical watch movements. Students focus on complete watch service, quality and understanding the culture and craftsmanship behind complete watch service, culminating in the creation of the school watch. Lab. Prerequisite: WMT 1316.

WMT 2416
ESCAPEMENT & OSCILLATOR
Emphasizes understanding and analysis of functional principles of the escapement of modern mechanical watch movements, as well as theory on historical escapements. Students complete projects involving the proper setup and adjustment, diagnostic procedures, and repair techniques of the Swiss lever escapement in conjunction with watch service. Terminology of the balance wheel and hairspring, their composition and theory basics are covered, leading into the next course. Lab. Prerequisite: WMT 1326.

WMT 2426
PRECISION TIMING & AUTOMATIC WATCHES
Develops the student’s professional knowledge and combines watch service with technical learning experiences in the watch regulating unit, hairspring vibration, hairspring manipulations, and precision timing procedures. Students learn additional theory and repair of automatic winding mechanisms and how this mechanism affects overall timing accuracy. Additional complications are introduced at this time. Lab. Prerequisite: WMT 2416.

WMT 2516
CHRONOGRAPH WATCHES
Culminates the theoretical and practical procedures used in the service and repair of high-grade mechanical chronograph watches. Emphasis is on precision timing and adjusting, as well as repairing and adjusting a variety of chronograph mechanisms through watch service. Lab. Prerequisite: WMT 2426.

WMT 2526
SHOP MANAGEMENT & WORKFLOW STUDIES
Emphasizes professional after sales service shop management strategies. Includes personal productivity evaluations and workflow practices. Students experience a wide variety of movements and repairs in order to be well prepared for the workplace. This setting synthesizes technical, behavioral, business and interpersonal skills into a holistic endeavor that prepares the student for the real world. Lab. Prerequisite: WMT 2516.

WMT 2616
ESTIMATING & QUALITY CONTROL
Builds upon all previous courses with additional estimating methods, cost/profit analysis and consistency analysis. It also combines all the previous courses quality control steps into one, focused study from initial intake of a repair through completion with a specific emphasis on quality. Lab. Prerequisite: WMT 2526.

WMT 2626
ADVANCED MECHANICAL WATCH REPAIR & CAPSTONE
Students concentrate on improving quality, consistency and productivity in preparation for their final examination and entrance to the workplace. The AWCI CW21 Certification examination is administered, as well as a final comprehensive exam of program competencies. The Capstone course culminates the entire educational effort to provide a practical application of the many different components related to their occupation. Students are required to participate in the exit assessment procedures to fulfill the requirements of this program of study. Lab. Prerequisite: WMT 2616.
OSUIT is a branch campus of the OSU system. The campus’ academic programs and policies are governed by the Board of Regents for Oklahoma State University and the A&M Colleges.

OSU serves a supervisory and advisory function in areas of administration which involve coordination of policy. OSRHE is the coordinating board for all public higher education institutions.

Matters of general governance as they affect students are under the jurisdiction of the President of OSUIT.

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BS, Oklahoma State University  
JD, University of Oklahoma

**Path, Bill**  
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BA, Harding University  
MS, Texas A&M University  
EdD, University of Arkansas

**Agnew, Ina**  
Vice President of Student Services  
BA, University of South Florida  
MS, Murray State University  
PhD, Oklahoma State University

**Newman, Scott**  
Vice President of Academic Affairs  
BME, MM, University of Oklahoma  
MS, University of Oxford  
EdD, Oklahoma State University

**Smith, James R.**  
Vice President of Fiscal Services  
BA, Hillsdale Free Will Baptist College  
MDiv, Southwestern Baptist Theological Seminary  
MS, University of Arkansas

**FACULTY**

**Adams, Wesley**  
School of Diesel & Heavy Equipment  
AAS, OSU Institute of Technology

**Allen, Mark**  
Dean, School of Arts & Sciences  
BS, MS, Kansas State University  
MBA, Pittsburg State University  
PhD, Oklahoma State University

**Allison, James**  
School of Arts & Sciences  
BS, Oklahoma State University  
MBA, St. Ambrose University  
MA, Oklahoma State University

**Alphin, Edward**  
School of Construction Technologies

**Ashraf, Ahmed Asif**  
School of Watchmaking  
AAS, OSU Institute of Technology  
BS, MS, University of Dhaka, Bangladesh

**Asmussen, Angela M.**  
School of Arts & Sciences  
BA, Panhandle State University  
MA, Northeastern State University

**Bagusetty, Geeth**  
School of Engineering Technologies  
BE, Jawaharlal Technological University  
MS, Oklahoma State University

**Bales, Joseph**  
School of Construction Technologies  
AAS, OSU Institute of Technology

**Bartlett, Joseph L.**  
School of Energy Technologies  
AS, Northeastern Oklahoma A&M College  
BA, University of Arkansas

**Bennett, Robert**  
School of Arts & Sciences  
AAT, Eastern Oklahoma State College  
BS, East Central University

**Bertholf, Dually**  
School of Construction Technologies  
AAS, OSU Institute of Technology  
BS, MS, Oklahoma State University

**Bible, Kathryn L.**  
School of Nursing & Health Sciences  
AAS, Bacone College  
BSN, Oklahoma Wesleyan University  
MSN, University of Oklahoma

**Black, Judith**  
MPower – Adult Basic Education  
BS, University of Oklahoma  
MS, Northeastern State University

**Block, Jennifer**  
Director, Orthotics & Prosthetics  
BA, University of Oklahoma  
MS, Oklahoma State University

**Boatner, Joseph**  
School of Construction Technologies  
AAS, OSU Institute of Technology

**Brown, Peter**  
School of Energy Technologies  
BA, ME, University of Central Oklahoma

**Burden, Jesse**  
School of Automotive Technologies  
AAS, OSU Institute of Technology

**Burris, Christopher**  
School of Engineering Technologies  
AS, Oklahoma City Community College  
BS, University Central Oklahoma  
MA, Pittsburg State University

**Caldwell, Brian**  
School of Visual Communications  
BA, Southwestern Oklahoma State University

**Campbell, Casey**  
School of Engineering Technologies  
AAS, BT, OSU Institute of Technology

**Campbell, Jodi**  
School of Nursing & Health Sciences  
First National/Citizens Security Endowed Professor  
BSN, University of Tulsa  
MSN, University of Oklahoma

**Champion, Jason**  
Program Chair, School of Watchmaking  
AAS, OSU Institute of Technology  
BS, MS, Oklahoma State University

**Claborn, Danny D.**  
School of Information Technologies  
AAS, OSU Institute of Technology  
BS, MS, Oklahoma State University

**Clevenger, Michelle**  
School of Arts & Sciences  
AAS, OSU Institute of Technology  
BS, Northeastern State University  
MS, Oklahoma State University
Cole, Tara
School of Arts & Sciences
BA, Greed Hardeman University
MA, University of Central Oklahoma

Constantine, Geoffrey
School of Automotive Technologies
AAS, OSU Institute of Technology

Cornell, James
School of Engineering Technologies
BS, Oklahoma State University

Cunningham, Darrel
School of Engineering Technologies
AS, Northeastern Oklahoma A & M College
BS, Oklahoma State University
MEd, American College of Education

Davis, Matthew Q.
School of Construction Technologies
AAS, OSU Institute of Technology
BS, MS, Northeastern State University

Diggins, Jamie
School of Nursing & Health Sciences
BSN, East Central University
MSN, Southern Nazarene University

Dreyer, Melissa A.
School of Arts & Sciences
BA, MS, Northeastern State University
PhD, Oklahoma State University

Ducote, Joseph
School of Construction Technologies
AAS, OSU Institute of Technology

Duncan, Rachelle D.
School of Arts & Sciences
BS, MS, Northeastern State University
EdD, Oklahoma State University

Dunham, Dell B.
School of Construction Technologies
AAS, Eastern Oklahoma State College

Foster, Regina D.
School of Arts & Sciences
BS, University of Central Oklahoma
MS, PhD, Oklahoma State University

Freeman, Michael
School of Engineering Technologies
AAS, OSU – Oklahoma City
BS, Oklahoma State University

Fritts, James D.
School of Construction Technologies

Garrido Guevara, Hector
School of Diesel & Heavy Equipment
BT, Universidad Politécnica de Aguascalientes

Ghadimkhani, Aliasghar
School of Engineering Technologies
MS, PhD, New Jersey Institute of Technology

Gibble, Mark
School of Automotive Technologies
AAS, OSU Institute of Technology

Glass, Donna
School of Arts & Sciences
AST, OSU Institute of Technology
BA, University of Science and Arts of Oklahoma
MA, Oklahoma State University

Guinn, Filmore
School of Information Technologies
AA, Odessa College
BS, University of Texas of the Permian Basin
MS, Keller Graduate School of Mgmt., DeVry University
PhD, Northcentral University

Hanzel, Terry
School of Energy Technologies
BS, MS, Southeastern Oklahoma State University

Harmon, Nathan
School of Visual Communications
AAS, OSU Institute of Technology

Harris, Jeremy
School of Automotive Technologies
AS, Universal Technical Institute

Hasan Abul R.
Dean, School of Engineering Technologies
BS, University of Engineering & Technology
MS, University of North Dakota
PhD, University of Wyoming

Hass, Michael
School of Information Technologies
BS, University of Minnesota
MS, Oklahoma State University

Henry-Hulett, Kari
School of Arts & Sciences
AS, Connors State College
BA, Northeastern State University
MEd, American College of Education

Hicks, Jennifer
School of Arts & Sciences
AS, Tulsa Community College
BS, MBA, Oklahoma State University

Hill, Jason S.
School of Automotive Technologies
AAS, OSU Institute of Technology
BS, MS, Oklahoma State University

Hiner, Charles
School of Construction Technologies

Holman, Thomas W., Jr.
School of Arts & Sciences
AA, Rose State College
BA, MA, University of Central Oklahoma

Hoover, John, II
School of Diesel & Heavy Equipment
AAS, AS, OSU Institute of Technology

Hoque, M Asif U.
School of Construction Technologies
ME, University of Tulsa

Howard, Hall
School of Visual Communications
AAS, OSU Institute of Technology

Ingle, David
School of Diesel & Heavy Equipment
AAS, OSU Institute of Technology

Johnson, Anthony
School of Visual Communications
AAS, OSU Institute of Technology

Kern, Kenneth
School of Arts & Sciences
B.A., University of New Mexico
M.A., Oklahoma State University

Killman, Terry
School of Diesel & Heavy Equipment
BS, MS, Pittsburg State University

King, Boyd
School of Construction Technologies
AAS, OSU Institute of Technology

Kinzer, Calvin C.
School of Arts & Sciences
BA, Oklahoma State University
MA, University of Arkansas

Labit, Scott
MidAmerica Industrial Park Advanced Training Center - Pryor

Lamm, Chris
School of Construction Technologies
AAS, AS, OSU Institute of Technology
BA, Northeastern State University

Lasarsky, John
School of Engineering Technologies
AAS, BS, OSU Institute of Technology

Lee, James Adrian
Dean, School of Culinary Arts
BS, University of Oklahoma

Leffew, Lynn
School of Nursing & Health Sciences
Orthotics & Prosthetics
AAS, OSU Institute of Technology

Leiterman, Gene L.
Dean, School of Engineering Technologies
AAS, BS, OSU Institute of Technology

L'Heureux, Ron
School of Culinary Arts
AOS, Culinary Institute of America

Lindsey, Terryl G.
Dean, School of Diesel & Heavy Equipment
AAS, BS, OSU Institute of Technology

Madden, Michael
School of Nursing & Health Sciences
AAS, OSU Institute of Technology
BS, University of Tulsa
MS, Oklahoma State University

Margwarth, Paul B.
School of Construction Technologies
AAS, OSU Institute of Technology
BS, Oklahoma State University

Martin, Jana S.
Dean, School of Nursing & Health Sciences
AAS, Connors State College
BSN, MSN, University of Oklahoma

Martin, John D.
School of Diesel & Heavy Equipment
AT, OSU Institute of Technology
BS, MS, Oklahoma State University

Massey, Douglas
School of Energy Technologies
AS, Grantham University

Mauldin, L. Susie
School of Arts & Sciences - LASSO Center
BS, MEd, Northeastern State University
Reeves, Eric
School of Automotive Technologies
AAS, OSU Institute of Technology

Replige, Shawn
School of Automotive Technologies
AAS, OSU Institute of Technology

Ritchey, Randolph E.
Dean, School of Information Technologies
AAS, OSU Institute of Technology
BS, Northeastern State University
MS, Oklahoma State University

Robison, Charles F.
School of Arts & Sciences
AS, Connors State College
BS, MS, Oklahoma State University

Rodriguez, Mark H.
School of Arts & Sciences
BS, University of Washington
MS, New York University

Rubert, Steven J.
School of Arts & Sciences
AS, Carl Albert State College
BS, East Central University
MS, Oklahoma State University

Russell, Scottie
School of Automotive Technologies
AAS, OSU Institute of Technology
BA, Saint Gregory’s University

Salas, Matthew
School of Energy Technologies
AAS, OSU Institute of Technology

Schultz, Donald J.
MidAmerica Industrial Park Advanced Training Center - Pryor
AA, BA, Columbia College

Sharp, Amber
School of Arts & Sciences
BS, MS, Oklahoma State University

Smith, Brad A.
School of Energy Technologies
AAS, OSU Institute of Technology

Smith, Jennifer
School of Arts & Sciences
BA, University of Oklahoma
MS, University of Colorado
EdD, Oklahoma State University

Stacy, Jewell
School of Arts & Sciences
AAS, OSU Institute of Technology

Stacy, Michael
School of Construction Technologies
AAS, OSU Institute of Technology

Stenstrom, Kurt W.
School of Visual Communications
Kendall College of Art & Design

Sterling, Dana
School of Arts & Sciences
BA, University of Tulsa
MA, University of Oklahoma

Strother, James
School of Information Technologies
BS, University of Arkansas
MS, Oklahoma State University

Surmont, John
School of Culinary Arts
AAS, Tulsa Junior College

Threadgill, Mark
School of Engineering Technologies
AAS, Tulsa Community College
BS, Oklahoma State University

Trantham, Kenneth
School of Diesel & Heavy Equipment
AAS, OSU Institute of Technology

Van Delft, Leo
Dean, School of Automotive Technologies
AAS, North Virginia Community College
BS, Truman State University
MS, Oklahoma State University

Walker, Timothy
School of Engineering Technologies
AS, Seminole State College
AAS, AS, OSU Institute of Technology
BS, Oklahoma State University

Ware, Aaron
School of Culinary Arts
AAS, OSU Institute of Technology

Wilhite, Shawnna
School of Nursing & Health Sciences
AAS, Connors State College
BSN, Oklahoma Wesleyan University
MSN, Northeastern State University

Williams, Tammy
School of Arts & Sciences - LASSO Center
AA, Connors State College
BS, Northeastern State University

Wilson, Sareca G.
School of Arts & Sciences
BS, University of Oklahoma
MS, Northeastern State University

Woodard, Darren
School of Construction Technologies
AS, Tulsa Community College
BS, Oklahoma State University

Yost, Zane
School of Visual Communications
BFA, University of Tulsa

Ziegenbein, Jason
School of Watchmaking
AAS, OSU Institute of Technology
BS, Oklahoma State University

PROFESSIONAL STAFF

Arnold, Darrin
Purchasing Specialist, Purchasing
AAS, OSU Institute of Technology

Avery, Kathy
Counseling Services
AS, Carl Albert State College
BS, Oklahoma State University
MA, Sam Houston State University
MLIS, University of Oklahoma

Bailey, Jalynda
Financial Analyst, Purchasing
AS, OSU Institute of Technology
BSBA, Oklahoma State University
MBA, Cameron University

Been, Angie
English Tutor, LASSO Center
AAS, AS, OSU Institute of Technology
BS, Oklahoma State University
Bingman, Richard  
Manager, Campus Postal Services  
AAS, Community College of the Air Force  
BS, Southern Illinois University  
MA, Webster University

Boudinot, Keith  
Database Administrator/Programmer, Technology Services  
AS, AAS, BT, OSU Institute of Technology

Bowles, Crystal  
Registrar  
BA, University of Central Oklahoma  
MA, Gordon-Conwell Theological Seminary

Byrd, James  
Director, Student Union  
BS, Oklahoma State University

Canan, Michelle  
Director, Institutional Research  
BS, Southeastern Oklahoma State University  
BS, Rogers State University

Cazenave, Beverley  
Recruiter, Prospective Student Services  
AS, Sanford Brown College

Covey, Eric B.  
Public Relations, Marketing & Communications  
AS, Tulsa Community College  
BA, Northeastern State University

Currington, Lisa K.  
Coordinator: Prior Learning Assessment & Articulation Services  
BBA, Morehead State University

DeBock, Devin H.  
Dean of Students  
Emergency Management  
BS, Southwestern Oklahoma State University  
MS, Oklahoma State University

Dinsmore, Anna  
Coordinator, Workforce & Economic Development  
AAS, Rogers State University  
BA, University of Oklahoma

Duncan, Jenny C.  
Director, Library Services  
AA, Northern Oklahoma College  
BA, University of Oklahoma  
MEd, East Central University  
MLIS, University of Oklahoma

Dungee, Chi  
Assistant Director, Financial Aid & Scholarships  
AS, OSU Institute of Technology  
BS, Oklahoma State University

Emerson, Meghan  
Recruiter, Prospective Student Services  
BS, Oklahoma State University

Erwin, Shari  
Executive Director, Marketing & Communications  
BA, Missouri Southern State College  
MA, University of Arkansas at Little Rock

Farrimond, Sommer B.  
Veterans Coordinator  
BFA, Savannah College of Art and Design

Files, David  
Director, Distance Learning & Academic Excellence  
BS, Oklahoma State University  
MEd, American Intercontinental University

Fitzi, Kendra  
Assistant Bursar  
AAS, OSU Institute of Technology

Force, Bruce  
Director, Student Life  
AAS, Northern Oklahoma College  
BS, MS, Oklahoma State University

Froelich, Anthony  
Residence Coordinator, Residential Life  
BA, Houston Baptist University

Gilroy, Lisa L.  
Manager, IT Support, Technology Services  
BS, Northeastern State University

Glass, Rendi  
Director, Assessment & Testing  
AAS, OSU Institute of Technology  
BSB, University of Phoenix  
MS, Southeastern Oklahoma State University

Grammer, Jody  
Associate Vice President, Academic Affairs  
BS, MS, Oklahoma State University

Gregorio, Kyle  
Assistant Registrar  
BCM, Ozark Christian College

Hale, Sheryl  
Associate Vice President, Workforce & Economic Development  
BA, MS, EdD, Oklahoma State University

Hannon, Billy L.  
Supervisor, Physical Plant Facilities Maintenance  
AAS, OSU Institute of Technology

Harrison, Charles B.  
Director, MidAmerica Industrial Park Advanced Training Center - Pryor  
BS, Oklahoma State University  
MS, Southern Methodist University - Dallas

Hollingshad, Shelby  
Recruiter, Prospective Student Services  
AAS, OSU Institute of Technology

Holmes, Hayley  
Manager, Food Services  
BS, MS, Oklahoma State University

Howk, Beth  
Bursar  
BS, Oklahoma State University  
MBA, Oklahoma Christian University

Hudgens, Sandra G.  
Director, Accounting Services  
BBA, University of Central Arkansas  
MS, Northeastern State University

Hudson, Stephen II  
Director, Residential Life  
BA, Henderson State University

Hulett, Kevin  
Associate Vice President, Technology Services  
AAS, BS, BT, OSU Institute of Technology  
MEd, American College of Education

Isham, Kevin M.  
Manager, Custodial Services

Jones, Briana  
Web Content Strategist, Marketing & Communications  
BA, University of Oklahoma  
MA, Liberty University

Kearnns, Harlon  
Supervisor, Motor Pool  
AAS, OSU Institute of Technology

Kieffer, Elizabeth A.  
Reference & Instruction Librarian  
BA, University of Oklahoma  
MA, University of Kansas  
MLIS, University of Oklahoma

Kovacs, Catherine M.  
Project Manager - TAACCT  
Orthotics & Prosthetics  
BA, MA, University of Oklahoma

Lamunyon, Karla  
Prospective Data Management  
Prospective Student Services  
AS, BT, OSU Institute of Technology  
MS, Oklahoma State University

Lomenick, James  
Videographer, Marketing & Communications  
AS, Northern Oklahoma College  
BA, Oklahoma State University

Martin, Marshall  
Supervisor, Physical Plant Facilities Maintenance  
AAS, OSU Institute of Technology

McCulloch, Kyle  
Server Administrator, Technology Services  
AAS, OSU Institute of Technology

McGraw, Katherine R.  
Manager, Child Development Center  
AS, OSU Institute of Technology

Miller, Chandra  
Director, Purchasing  
AAS, Seminole State College  
BBA, Langston University  
MS, Oklahoma State University

Miller, Curtis  
Institutional Research Analyst  
BA, East Central University  
MA, PhD, University of Tulsa

Miller, Ronald J.  
Instructional Design Specialist, Distance Learning  
BS, MS, Northern Arizona University

Munday, Gregory  
Residence Coordinator, Residential Life  
BA, University of Central Oklahoma

Nguyen, Sam  
Wellness & Sports Coordinator  
BS, Missouri Southern State University

North, Paula  
Director, Human Resources  
BS, Oklahoma State University

Pitcher, Mark  
Director, Physical Plant  
BSBA, Xavier University

Pitta, Colin R.  
IT Support Specialist, Technology Services  
AAS, BS, BT, OSU Institute of Technology

Plummer, Sara D.  
Publications Coordinator, Marketing & Communications  
BS, Oklahoma State University

Rash, Kamie  
Activities Coordinator, Student Life  
AS, Pratt Community College  
BS, MS, Kansas Wesleyan University
Rider, Shadow  
IT Support Specialist, Technology Services  
AS, AAS, BT, OSU Institute of Technology

Rogers, Beth  
Interpreter, Assessment & Accommodation - LASSO Center  
AS, Tulsa Community College  
BSW, Northeastern State University

Sampson, Carl  
IT Support Specialist, Technology Services  
AS, AAS, BT, OSU Institute of Technology

Short, Matt  
Director, Financial Aid & Scholarships  
AAS, Spartan School of Aeronautics  
BA, MS, Oklahoma State University

Smith, Damyn  
IT Support Specialist, Technology Services  
AAS, BT, OSU Institute of Technology

Spurlock, Chad  
BSEd, Northeastern State University  
MA, Southern Nazarene University

Stryker, Thomas J.  
Systems Analyst, Technology Services  
AS, AAS, BT, OSU Institute of Technology

Teague, Stanley  
Coordinator of Campus Environmental Health & Safety and Energy Management  
AA, Tulsa Community College  
BA, University of Oklahoma

Todd, Nathaniel  
Director, Prospective Student Services  
BA, Cameron University

Vasquez, Sable  
Coordinator, Special Events & Services  
AAS, Northeastern Oklahoma A & M College  
BA, Oklahoma State University - Tulsa

Walker, Brenda S.  
Project Coordinator, Workforce & Economic Development  
AAS, OSU Institute of Technology  
BT, Rogers State University  
MS, Southern Nazarene University

Ward, Alison  
Bookstore Manager

Wilson, Jay  
Coordinator, Physical Plant Facilities  
Maintenance  
AA, OSU Institute of Technology

Wise, Richard C.  
Manager, Infrastructure & Technical Support, Technology Services  
AAS, OSU Institute of Technology

Wooliver, Matthew  
Chief of Campus Police  
AAS, OSU - Oklahoma City

York, Allen H.  
Supervisor, Grounds Maintenance  
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