

COURSE DESCRIPTIONS

ACCOUNTING

Accounting 1103 Fundamentals of Accounting

This course covers record keeping for small businesses. Double-entry system is used and an emphasis is placed on special journals and financial reports. This course can be used as a preparatory course for Accounting 2103 and for technical students who have had no previous training or experience in bookkeeping.

Accounting 1213 Computerized Accounting

Computerized accounting is designed to familiarize the student with the process of accounting principles in a computerized environment. The class provides extensive hands-on practice for the workplace using accounting software currently used by small businesses. Prerequisites: Acct. 1103 or other higher level accounting courses.

Accounting 2103 Financial Accounting

This course is an introductory course in financial accounting emphasizing the accounting process and the preparation of financial statements. Major topics include accounting concepts, cash, receivables, inventory, asset acquisition and depreciation, liabilities, bonds, and cash flow.

Accounting 2203 Managerial Accounting

This course is an introductory course in managerial accounting. Major topics include planning and control, decision-making, and cost accounting. Prerequisite: Accounting 2103

APPLIED BUSINESS

BA 1113 Introduction to Applied Business Practices

This course explores the nature and challenges in the business workplace. This course presents terminology and techniques needed to work with various business techniques, equipment, and practices.

BA 1123 Business Machines

This course provides the opportunity to develop expertise in the business environment. This course emphasizes the understanding of the principles behind identified hardware, software and other business machines.

BA 1133 Customer Service

This course presents ways to evaluate and provide effective customer service and examines strategies for improvement.

BA 1140 Selected Topics in Applied Business

This course is the study or analysis of a selected topic or topics during the freshman year and may be repeated with a different topic. Courses may also be listed under 1150, 1160, 1170, 1180, or 1190.

BA 2113 Basic Applications I

This course focuses on projects that allow students to apply their learning in business concepts.

BA 2140 Advanced Selected Topics in Applied Business

This course is the study or analysis of a selected topic or topics during the sophomore year and may be repeated with a different topic. Courses may also be listed under 2150, 2160, 2170, 2180, or 2190.

BA 2213 Intermediate Applications I

This course emphasizes understanding of business operations.

BA 2223 Intermediate Applications II

This course concentrates on specialized functional areas.

BA 2313 Advanced Applications I

This course concentrates on growth strategies.

BA 2323 Advanced Applications II

This course provides the student with in-depth instruction of projects where students master skills in project development and delivery.

BA 2433 Special Topics in Applied Technology

This course allows students to identify, examine, and review standards or practices evolving in the business world.

BA 2443 Special Projects in Applied Technology

This course allows student to undertake a self-designed project in the business arena under the supervision of an instructor.

ART

Art 1103 Fundamentals of Art I

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

Art 1110 Selected Topics in Art

This class covers basic studies in various disciplines in the areas of art.

Art 1113 Art Appreciation

This course is a study of art from a variety of different backgrounds and cultures as both product and process. Aesthetic judgment making in evaluation of art from different times and places are emphasized in this course.

Art 1123 Perspective and Composition

An introduction to the essentials of perspective and use of compositional principles for further instruction in drawing and painting, this course uses a variety of media. Prerequisite: Art 1103.

Art 1133 Water Color I

Water Color I will develop students' skills in watercolor painting, stressing form and composition, visual perception, and individual expression.

Art 1143 Water Color II

Water Color II will continue to develop students' skills in watercolor painting. The course will continue to stress form and composition, visual perception, and individual expression. Prerequisite: Art 1133.

Art 1151 Basic Skills in the Arts

Instruction is provided in the origin and basic skills utilized in various art forms. Selection of art forms will be dependent upon student requests and instructor expertise.

Art 1153 Drawing I

Drawing I will develop students' understanding of the basic concepts of drawing and their powers of observation. Students will work with various media, utilizing a variety of sources and environments.

Art 1163 Figure Drawing I

Figure Drawing I includes study in gesture and finished drawings of the model. Emphasis will be placed on pose, composition, and a variety of media.

Art 1423 Graphic Design Internship I

A cooperative agreement between Carl Albert State College and local graphic design firms, this course provides college credit for training and experience in graphic design production.

Art 2011 Art Capstone

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

Art 2113 Art History Survey I

Art History Survey I is a study of the arts, artists, and their cultures from prehistoric man through the early Renaissance.

Art 2123 Art History Survey II

Art History Survey II is a study of the arts, artists, and their cultures from the early Renaissance to the present.

Art 2133 Ceramics I

This course is an introduction to the techniques and creative approaches to the use of clay in designing and constructing objects. Students will experience coil, slab, and other house building techniques. There will be instruction in glazing and firing of stoneware and raku and application of clay body and glaze formulations.

Art 2143 Ceramics II

This is a course in advanced techniques in researching glazes and mold making. Students will gain considerable experience in clay processing, decoration, and development of glaze formula. Prerequisite: Art 2133.

Art 2163 Painting I

Painting I will develop students' skills in opaque painting, stressing form and content, visual appreciation, and individual expression.

Art 2173 Painting II

Painting II will continue to develop students' skills in opaque painting. The course will continue to stress form and content, visual appreciation, and individual expression. Prerequisite: Art 2163.

Art 2183 Metal Design I

This is an introductory course in basic techniques of jewelry and metal design. Techniques will cover materials, tools, metals, and equipment. Students will execute metal fabrication processes of molding, cutting, piercing and soldering.

Art 2193 Metal Design II

This is a course in advanced metal fabrication processes with further exploration of techniques and an introduction to jewelry scale casting and silversmith techniques. There will be an emphasis on individual problem solving. Prerequisite: Art 2183.

Art 2201 General Craft

This is an introductory course in arts and crafts, using craft materials such as leather, metal, fiber, clay, and others.

Art 2213 Black and White Photography I

Black and White Photography I will cover basic 35mm camera operations as well as black and white film processing and printing.

Art 2223 Color Photography I

Color Photography I will cover color positive or slide exposure, processing, and printing. Prerequisite: Art 2213.

Art 2233 Graphic Design I

Graphic Design I will cover typography and graphic design. Students will work in a variety of media, including the computer. Prerequisite: Art 1103

Art 2243 Advertising Illustration

Problems of the illustrator are investigated while exploring the elements s/he uses. Projects involving basic solutions to contemporary illustration are developed.

Art 2423 Graphic Design Internship II

A cooperative agreement between Carl Albert State College and local graphic design firms, this course provides college credit for continued training and experience in graphic design production. Prerequisite: Art 1423.

BIOLOGICAL SCIENCE

Biology 1114 General Biology

Designed for non-science majors, this course is an introduction to the foundation of life and the laws of nature as revealed in organisms. This course examines the general concept of fundamental facts, principles, and theories of the biological sciences with particular emphasis on those aspects that apply to man. 3 hours theory, 2 hours laboratory.

Biology 2010 Selected Topics in Biological Science

A study of selected topics in the biological sciences is offered and includes special instruction on the biological sciences to technical personnel of area companies or agencies and to other select groups in the community.

Biology 2011 Biological and Medical Sciences Capstone

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

Biology 2155 Microbiology

This course is an introduction to the study of microbes & includes their biochemical, environmental, medical, & social importance. Laboratory study is concerned with morphology, biochemistry, utilization, and control of microorganisms. Prerequisites: 4 hours Biological Science, Chemistry

Botany 1114 General Botany

Designed for students with majors and minors in biological science, this course presents the major concepts of biology and its processes as illustrated by the living plant. 3 hours theory, 2 hours laboratory.

Zoology 1114 General Zoology

Designed for students with majors and minors in biological science, this course presents the major concepts of biology as illustrated by animal life and studies selected vertebrates as laboratory animals. 3 hours Theory, 2 hours Laboratory.

Zoology 2114 Human Physiology

This course examines the functions of the human body systems in maintaining the ultimate goal, homeostasis.

Prerequisites: Zoology 1114 and Chemistry 1115. 3 hours Theory, 2 hours Laboratory.

Zoology 2124 Human Anatomy

An introductory study of the gross anatomy of the human body and its systems is presented. This course includes laboratory studies of the human skeleton, models and other visual aids and dissection of selected mammalian examples with reference to man. Prerequisites: Zoology 1114. 3 hours theory.

BUSINESS

Business 1002 Personal Development

This course provides for development of skills and attitudes that allow students who have spent most of their educational lives learning technical skills to function effectively, professionally, and interpersonally in the work place.

Business 1013 Introduction to Business

This is an introductory course for students of economics and business and surveys basic principles, forms, and practices involved in administration of the business firm.

Business 1113 Business Mathematics

This course is a review of the fundamental principles of mathematics and application of these principles to business processes. Topics covered include bank records, percentage, payroll records, discounts, commissions, markup, interest, taxes, insurance, inventories, depreciation, stocks, bonds, and annuities.

Business 2010 Selected Topics in Business

This class will deal with selected topics, projects, and/or independent studies in business and may be repeated with a change in subject matter.

Business 2011 Business Capstone

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Prerequisite: Student must be sophomore status or have instructor's approval.

Business 2023 Principles of Management

An introduction to the basic theory and principles of management, this course emphasizes the functions of management—planning, organizing, staffing, decision making, communicating, motivating, leading, and controlling through a survey approach to current trends in management and possible future developments in organization and administration.

Business 2113 Principles of Business Law I

This course is an introduction to the legal environment of business. Major topics will include: the court system, contracts, business organization, and labor.

Business 2123 Statistics for Business & Economics

This course will cover methods of collecting, analyzing, and presenting data for business purposes. Topics will include: frequency distributions, measures of central tendency, probability, dispersion, sampling, and correlations. Prerequisite: Math 1513

Business 2133 Business Communications

Business Communications is a survey course of communications skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. Prerequisites: English 1113 and CS 1103 or equivalent.

Business 2163 Basic Real Estate Principles & Practices

This course is designed to acquaint students with the fundamentals related to the real estate industry. This course covers the Oklahoma License Law, Law of Agency, titles and deeds, contracts, land descriptions, property ownership, and property rights. This course prepares the student to take the State Real Estate Commission examination for a salesman's license.

Business 2173 Advanced Real Estate Principles & Practices

This course is designed to meet the requirements of the Oklahoma Real Estate Commission to take the real estate broker's examination. Also covered are business practices and professional standards, a minimum of real estate law, property management, taxes, titles, liens, closing statements, real estate math, and appraising. Prerequisite: Business 2163.

CHILD DEVELOPMENT**Child Development 1103 Teacher, Community, and Family Relations**

This course is designed to enable students to develop the skills and techniques for working with parents and community in relation to the child care setting. Includes methods for communication, parent involvement, and family relations, and parent education.

Child Development 1113 Child Growth & Development

This course introduces students to the developmental stages of preschool children's growth & their relationship to the world they live in. The curriculum incorporates the physical, social, emotional, and intellectual needs of young children.

Child Development 1121 Childcare Services: Individual Practices

This course is designed to produce within the individual an awareness of the importance of personal development competence and confidence in the field of early childhood development.

Child Development 1131 Childcare Services: Organizational

This course is aimed at producing an early childhood professional who recognizes the significance of responsive interactions with colleagues and children on sight and team development in meeting the need of the clientele.

Child Development 1141 Childcare Services: Community Practices

This course will focus on developing the student's knowledge of constructive interpersonal relations with parents and the community at large. In addition, this course will further the student's understanding of the organization's role and its position within the larger community.

Child Development 1151 CDA Assessment System and Competency Standards Overview

This course is designed to present informative information on process and procedures in obtaining the Child Development Associate Credential. A program outline using the CDA Competency Standards book will be the guideline for the teaching objectives.

Child Development 1223 Behavior, Guidance, Readiness, and Observation

This course is a study of observing and recording common behavior in children during their early years. Students will learn to keep records and assessments and will focus on understanding their development and behavior through different guidance techniques.

Child Development 2051 Current Topics in Child Development

This course covers current topics dealing with innovative and informative approaches in the child care field and may be repeated with a different topic.

Child Development 2011 Child Development

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

Child Development 2103 Children with Special Needs

This course enables students to understand the physical and psychological needs of handicapped children and to implement a learning environment to help meet their needs through selected activities.

Child Development 2123 Health Care, Safety and Nutrition

This course enables students to develop skills needed to teach health, safety, and the required nutritional needs of the pre-school child. This course includes health and safety practices, as well as evaluation of nutritional learning experiences including mealtime and supplemental concepts.

Child Development 2133 Language, Physical, and Intellectual

This course examines teaching techniques appropriate in literature and motor skills for preschool children with emphasis on selected activities that will enhance learning skills for the preschool age child.

Child Development 2143 Science, Math, and Social Diversity

This course teaches learning experiences in math, science, and social sciences using real world situations incorporating hands-on learning methods suitable for a preschool child's mental health.

Child Development 2150 Internship: Super. Work Employment for Study

This course is designed for on-the-job training in positions, which can provide additional knowledge in the students' major areas of emphasis.

Child Development 2213 Play, Art, and Music Experiences

This course introduces students to various ideas and techniques that would enhance a preschool child's expression, fostering the individual needs of each child through play, art, and music.

Child Development 2223 Program Planning and Administration

This course is designed to teach students how to develop, plan, and administer a childcare program. Emphasis will include evaluating lesson plans using short- and long-range goals of the child care program. Students will also learn the philosophy of different programs in the field of child.

Child Development 2233 Audio-Visual Materials & Aids

This course teaches students various techniques of audio-visual aids and the basic instruction of audio-visual equipment and its uses in the preschool curriculum.

COMPUTER SCIENCE**Computer Science 1001 Introduction to Personal Computers**

This course is designed for those students with little or no knowledge of the microcomputer. Students will be introduced to hardware and software concepts, terminology, and basic operations. Basic purchasing, installation, maintenance and troubleshooting will be discussed.

Computer Science 1010 Selected Topics in Computer Science

The study and/or analysis of a selected topic in computer science, this course may be repeated with a different topic.

Computer Science 1101 Introduction to Windows

This course is designed using a hands on approach to the fundamental Windows techniques. Topics to be discussed will include: manipulating windows, managing files, managing print queues, and customizing the user interface. Installation of Windows and Windows based software will be discussed.

Computer Science 1103 Microcomputer Applications

This course is designed to give the student "hands-on" experience with word processing, electronic spreadsheets, presentation software, and data base management software. Exploration of the Internet and a brief overview of microcomputer concepts will be Windows based. This course can be used to satisfy Computer proficiency requirement at some four-year institutions.

Computer Science 1113 Introduction to Computer Forensics

This course is designed as an overview of computer forensics and investigation tools and techniques. Topics will include crime and incident scene processing, data acquisition, computer forensics analysis, file recovery, investigative report writing, and evidence control. In addition students will be introduced to available computer forensics hardware and software tools. The basics of operating systems, file structure, and digital processes will be covered during the basics phase of this course. Students will be required to submit to a background check. Prerequisite: CS 1103.

Computer Science 1201 Introduction to the Internet

This course is designed as an introduction and overview of the Internet. Topics will include: Internet Service Providers, domain names, popular browsers, search engines, bookmarks, and current trends in programming taught using Java. The course covers basic control structures, files, input & output, concluding with a study of arrays. Prerequisite: Computer Science 1303 or equivalent.

Computer Science 1233 E-Commerce

This course will introduce the student to e-commerce concepts, terminology, software, hardware, future trends, management information systems, systems analysis, data communications, and career opportunities. It includes a study of the impact of internet marketing on individuals, businesses, and society.

Computer Science 1303 Business Computer Concepts

This course will introduce the student to computer concepts, terminology, software, hardware, future trends, management information systems, systems analysis, data communications, and career opportunities. It includes a study of the impact of computers on individuals, businesses, and society. The student will be introduced to the software development with BASIC. The student will also receive instruction in word processing, spreadsheets, and database software.

Computer Science 1313 Programming I

This course is designed as a study of structured programming techniques. The course will include fundamental control structures, files, input and output, and end with the study of array. Outside computer practice required. Prerequisite: Computer Science 1303 or equivalent.

Computer Science 1333 Programming II

A continuation of CS 1313, this course emphasizes structured methodology of program design, development testing, implementation, and documentation of computer systems applications using VISUAL BASIC. Coverage of sequential and random access files and processing techniques and development of programs and systems of programs for batch and interactive environments is included. This course is project intensive and requires outside computer practice. Prerequisite: Computer Science 1313.

Computer Science 2003 Electronic Spreadsheets

This course is designed to provide students with hands-on experience in using electronic spreadsheets. The student is introduced to the spreadsheet access system, help facility, entering cell entries, cell ranges and blocks, entering formulas, using functions, importing/exporting files, MACROS, and other spreadsheet concepts. Outside computer practice is required. Prerequisite: CS 1103

Computer Science 2011 Computer Science Capstone

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

Computer Science 2013 Data Base Management Systems

This course is designed to provide students with hands-on experience in using data base management systems. The student is introduced to planning and creating a database, data structures, sorting and electing data, report generation, command structures, data management, and other database concepts. Outside computer practice is required.

Prerequisite: Computer Science 1103 or equivalent.

Computer Science 2203 Networking I

This course gives the student the fundamental knowledge needed to design, configure and implement a Local Area Network (LAN). An emphasis is placed on the integration of available software and hardware elements of various network architectures. Prerequisite: Computer Science 1103.

Computer Science 2213 Networking II

This course is a continuation of CS2203 and will present practical applications of LAN software installation and network administration in a laboratory environment. Problem solving skills will be emphasized along with actual troubleshooting scenarios and students will be required to solve problems introduced on lab networks. Prerequisite: Computer Science 2203.

Computer Science 2223 Desktop Publishing

This course is designed to introduce students to desktop publishing techniques and software. Students will use basic features of Adobe In Design to create professional quality print publications. Prerequisite: CS1103

Computer Science 2333 Internet Programming

A course in programming taught using Java. The course will be an object-oriented course that will cover basic control structures, files, input and output, dynamic memory allocation, including an introduction to linked lists, stacks, queues, and binary trees. Prerequisite: Computer Science 1333.

Computer Science 2420 Selected Topics in Computer Science

This course covers selected topics, projects, and/or independent study in computer science and may be repeated with change in subject matter.

COOPERATIVE EDUCATION (8 Hours Maximum)**Cooperative Education 1001 Seminar**

Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and approval of advisor required.

Cooperative Education 1021 Seminar

Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and approval of advisor required.

Cooperative Education 1111 Supervised Work Experience

Supervised employment in the student's chosen field is the core of this course & provides practical experience for students preparing for careers. Students will work 6 to 11 hours per week for 16 weeks if this course is taken in a spring or fall semester & 8 to 15 hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and approval of advisor is required.

Cooperative Education 1122 Supervised Work Experience

Supervised employment in the student's chosen field is the core of this course & provides practical experience for students preparing for careers. Students will work 12 to 17 hours per week for 16 weeks if this course is taken in a spring or fall semester & 16 to 22 hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and the approval of advisor required.

Cooperative Education 2031 Seminar

Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133, or 2044, and approval of advisor required.

Cooperative Education 2041 Seminar

Group discussion of topics related to supervised work experience such as work habits, relations with employer and co-workers, etc., is included in this course. Concurrent enrollment in Cooperative Education 1111, 1122, 2133 or 2044 and approval of advisor required.

Cooperative Education 2133 Supervised Work Experience

Supervised employment in the student's chosen field is the core of this course and provides practical experience for students preparing for careers. Students will work 18 to 23 hours per week for 16 weeks if this course is taken in a spring or fall semester & 23 to 29 hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021, 2031, or 2041 and approval of advisor required.

Cooperative Education 2144 Supervised Work Experience

Supervised employment in the student's chosen field is the core of this course & provides practical experience for students preparing for careers. Students will work 24 or more hours per week for 16 weeks if this course is taken in a spring or fall semester & 30 or more hours per week for 11 weeks if this course is taken in a summer term. Concurrent enrollment in Cooperative Education 1001, 1021 or 2041 and approval of advisor required.

CRIMINAL JUSTICE**Criminal Justice 1010 Selected Topics in Criminal Justice**

This course will deal with selected topics in the various studies in and applications of criminal justice.

Criminal Justice 1103 Introduction to Corrections

This course is an overview of modern corrections, typology, institutions, prevention, treatment, and supervision.

Criminal Justice 1113 Introduction to Criminal Justice

Students examine the historical development of criminal justice, police functions, trial procedure, constitutional law, imprisonment, probation and parole, and government agencies.

Criminal Justice 2011 Criminal Justice Capstone

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

Criminal Justice 2013 Criminal Law I

Students examine substantive criminal law defining common law, statutory crimes, and punishment.

Criminal Justice 2023 Criminal Procedure

Rules, principles, and concepts governing the enforcement of arrest, search, and seizure. Procedural controls incidental to the investigation of criminal offenses - arrest, search, and seizures in the administration of justice.

Criminal Justice 2033 Criminal Evidence

This course is a study of the rules of evidence and includes trial procedure, witnesses, hearsay, confessions, circumstantial and documentary evidence, and effective testimony at trial.

Criminal Justice 2043 Criminal Law II

This course is an examination of the nature of the criminal acts of substantive criminal law defining the necessary elements and punishments of each act.

Criminal Justice 2113 Drug Identification & Abuse

Identification of illegal drugs, special problems in enforcement, and an analysis of the development of modern drug laws in relation to scientific studies are covered in this course.

Criminal Justice 2123 Criminal Justice Community Relations

This course deals with basic concepts and principles of community relations with major emphasis on understanding human beings and how to utilize this information in a practical way.

Criminal Justice 2133 Patrol Operations

The role of patrol operations in the law enforcement organization is studied. Skills, knowledge, and theories necessary for efficient patrol work are included.

Criminal Justice 2140 Selected Topics in Criminal Justice

This course deals with various topics designed to approach issues in criminal justice based on students' needs.

Criminal Justice 2223 Criminal Investigation

The role of the crime laboratory in the law enforcement organization, scientific crime detection, recording the crime scene, collection, and identification and transporting of evidence are covered in this class.

Criminal Justice 2253 Police Traffic Studies

Analysis of the police role in highway traffic safety activities, theories, structure and process of enforcement, engineering and education in accident prevention and loss reduction will be studied.

Criminal Justice 2263 Correctional Law

History and development of correctional law, hands-off doctrine, court involvement, basic rights of prisoners, probationers, and parolees are studied in this course.

Criminal Justice 2313 Criminology

This course is a study of the crime as a form of deviant behavior and includes nature and extent of crime, past and present theories, preventions, control, and treatment.

Criminal Justice 2423 Juvenile Delinquency

This course examines causes, control, and prevention of juvenile crime. The juvenile court and police procedures are also studied.

CULINARY

CUL 1103 Culinary Concepts

This course teaches the fundamental concepts, skills, and techniques involved in basic cookery are covered in the course. Special emphasis is given to the study of ingredients, applied kitchen mathematics, cooking theories, and the preparation of stocks, broths, glazes, soups, thickening agents, and the grand sauces and emulsion sauces. Lectures and demonstration teach organization skills in the kitchen, provides and overview of proper identification, usage, and maintenance procedures for a variety of tools including refrigeration equipment, fixed equipment, hand tools, and appliances. Culinary Concepts: 2 credit hours.

CUL 2223 Restaurant Cooking: Practicum

This course will introduce students to the experience of preparing and cooking for restaurant service. Students will given assignments and will rotate through restaurant stations throughout the semester. Students are expected to incorporate and apply at a higher level all previously learned competencies in sanitation, handling and storage of products and food preparation. Students will continue to develop skills such as fish fabrication and more advance cooking techniques.

CUL 2333 Quantity Cooking: Theory

The purpose of this course is to teach basic cooking skills, understanding or recipes and theory of cooking methods to be used in quantity food production. Students learn scientific principles of quantity cooking, cooking method as applied to recipe specifications, appropriate trade terminology, and basic theory of cooking.

CUL 2233 Restaurant Cooking: Theory

This course will introduce students to the theory of planning menus, product ordering, preparing and cooking meals for restaurant service. Students will add their knowledge from prerequisite courses, methods such as grilling, sautéing, pan frying and poaching 'a la minute: Students will continue to learn more advanced cooking techniques and product identification.

CUL 1133 Introduction to Baking

This course presents the fundamental terms, concepts, and methods involved in preparation of baked products. Emphasis is place on conformance and sanitation and hygienic work habits with health laws. Course content reflects American Culinary Federation Educational Institute cook and pastry apprenticeship training objectives. Topics include: baking principles, baking ingredients, preparation of baked goods, baking sanitation and hygiene , and baking supplies and equipment. Prepare doughnuts, fritters, yeast dough's and prepare and decorate cakes in accordance with ACFEI. Laboratory demonstrations and student experimentation parallel class work.

CUL 1223 Menu Management

This course will introduce the fundamentals of menu design and layout with emphasis on the applications of menu mix, inventory efficiency, seasonality, and merchandising for foodservice operations. Students will acquire the skills necessary for the design and planning of the menu and its relationship to the facilities

CUL 2113 Pantry/Garde Manger I

This course will introduce basic pantry/garde manger principles, utilization, preparation and integration into other kitchen operations. Course content reflects American Culinary Federation Educational Institute apprenticeship garde manger, garnishing, and presentation training objectives. Topics include: pantry/garde manger functions, basic garnitures, buffet presentations, cold sandwiches, salad and dressings, molds, garnishes, and cold hors d'oeuvres.

CUL 2103 Dining Room/Guest Service

Emphasizes practical experience utilizing fundamental dining room service principles. Topics include: international dining service, laws, dining service functions, preparation and set up, cafeteria, buffet service, table side service, and merchandising. Laboratory practice parallels class work. Interpret laws relating to the sale of food, beverages and other financial responsibilities. Determine proper procedures used to serve both alcoholic and non-alcoholic beverages. Identify position of employees in the "front of the house." Describe the duties of each employee. Demonstrate skill in working in the dining room. Students learn how to provide effective and professional customer service. Students study actual hospitality cases and developing solutions to common customer service problems.

CUL 1123 Knife Skills

This course teaches students the ability to select, handle, and care for knives. They will learn the essentials knowledge for proper knife handling and care, including: Specialty Knives, edges types, cutting surfaces, Safe Knife handling and storage. Sharpening/Honing, Sanitation(cleaning and sanitizing knives). Students will learn to maximize profitability and yield through an increased knowledge of knife skills. Discover the fundamental techniques and money-saving procedures, including, Vegetable Cuts-long, diced, shaped, and decorative. Students will learn meat, fish and poultry fabrication.

CUL 2011 Capstone

Prerequisite: Must be taken in the last semester of study.

Students in this course develop a business plan that outlines the acquisition of a foodservice operation. Students analyze demographics, location, marketing and financial requirements and examine restaurant concepts in case studies. In this course, students will take menu driven Concepts and derive a business plan that outlines the acquisition of a food service property by analyzing demographics, location, marketing and financial requirements for such a venture and its overall feasibility in the marketplace. Trends, lifestyle shifts and psychographic analysis will addressed while analyzing successful restaurant concepts via case studies. The capstone project culminates in a complete business plan ready for market entry.

CUL 1113 Introduction to catering

This course teaches students to identify the different types of catering, the different markets and marketing of catering, client relations, and meal functions, beverage functions, room selection and setup, production and service planning, client services, staffing and financial controls and reports. Understanding Insurance and Legal Issues.

DIETARY MANAGEMENET**DM 1102 Food Safety**

This course includes safe food handling practices according to FDA food code, food borne illness recognition and prevention, addresses HACCP system, quality control, regulatory compliance and all related areas to ensure a safe and productive food service operation.

DM 1101 Food Safety lab

This course provides field experience in various aspects of safe food handling procedures. Prerequisite of Food Safety (DM 1102) or concurrent enrollment.

ECONOMICS**Economics 2113 Principles of Macroeconomics**

An introduction to modern macroeconomic theory, this course covers the current problems of the aggregate economy. Major topics include the determination of national income, employment, inflation, monetary, and fiscal policy.

Economics 2213 Principles of Microeconomics

An introduction to modern microeconomic theory, this course analyzes the market structure and behavior of firms in a competitive environment. Major topics include demand and supply relationships, consumer behavior, income distribution, pricing, and international trade. Prerequisite: Economics 2113.

ENGLISH**English 0123 Compensatory English**

This course is a basic review of grammar and elements of mechanical form and practice in writing to help students who are deficient in high school curricular standards.

English 1010 Selected Topics in English

This class will deal with selected topics in the study of English grammar usage, sentence structure, or problems in writing and may be repeated with a change in subject.

English 1103 Communications I

Students may take this course in lieu of English 1113 in one-and two-year technical programs. Areas of emphasis will include sentence structure, written expression, oral expression, and effective listening, reading efficiency, graphic communication, and use of resource materials. The students will be introduced to a variety of audio and visual communication media. Some attention will be given to practice in job interviewing both oral and written, and to report writing.

English 1113 Freshman Composition I

An intensive review of the principles of grammar and basic language mechanics, this course includes training for effective communication skills with emphasis on expository writing and study of selected specimens of literature.

English 1203 Communications II

A continuation of English 1103. Students may take this course in lieu of English 1213 by students in one-year and two-year technical programs. The course is designed to improve students' communications skills through spelling, writing, and oral presentations. Perquisite: English 1103.

English 1213 Freshman Composition II

A continuation of English 1113, this course increases emphasis on the study of selected specimens of literature and on the writing of expository research papers. Prerequisite: English 1113.

English 1313 Technical Writing

The course is designed to give students application in organizing and writing support documents for technical, scientific, and engineering reports. Emphasis will be on style, audience analysis, editing, and graphics.

English 1413 Developmental Reading

This course uses diagnostic and remedial procedures to aid students having reading deficiencies and employs developmental procedures for the general improvements of reading proficiency.

English 2010 Selected Topics in Literature

This course deals with selected topics in reading concerned with different genre and works of major writers.

English 2011 English Capstone

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

English 2150 Creative Expression

Instruction is designed to improve the writing skills of students through the creative expression of their own thoughts and emotions through poetry and/or prose.

English 2250 Contemporary Reading

Instruction is designed to improve reading skills and interpretation of themes within contemporary literature. The class objective will be to make reading an enjoyable pastime.

English 2413 Introduction to Literature

This course is a study of selected world literary genre—short story, essay, biography, poetry, and drama—and the criteria for evaluating literature; extensive reading is required. Prerequisite: English 1113 or consent of Division Chairperson.

English 2433 Masterpieces of World Literature I

This course is a study of selected masterpieces of western literature from the Greeks to the Renaissance. Extensive reading is required. Prerequisite: English 1113 or consent of Division Chairperson.

English 2443 Masterpieces of World Literature II

Selected masterpieces of western literature from the Renaissance to the present are studied in this course. Extensive reading is required. Prerequisite: English 1113 or consent of Division Chairperson.

English 2543 English Literature to 1800

This course is a survey of British literature between 449 and 1800. Extensive reading is required. Prerequisite: English 1113 or consent of Division Chairperson.

English 2653 English Literature from 1800

This course is a survey of British literature from 1800 to the present. Extensive reading is required.

English 2773 American Literature to the Civil War

This course is a survey from colonial times to the Civil War. Extensive reading is required.

English 2883 American Literature Since the Civil War

This course is a survey of American literature from the Civil War to the Twentieth Century. Extensive reading is required.

English 2913 Short Story

A study of the origin and development of the short story. This course requires extensive reading. Prerequisite: English 1113 or consent of Division Chairperson.

English 2963 English Grammar

This course presents the functional study of the English language including its development, usage, and structure. Several theories of the study of language will be compared.

FILM STUDIES**Film History 2113 Film History and Criticism to 1945**

This course covers the international history of cinema from its origins to the end of World War II. Using an historical approach, the course also looks through the lens of social criticism.

FOREIGN LANGUAGE**French 1001 Beginning Conversational French**

A foundation course in basic French, this course emphasizes language skills in communications.

French 1002 Beginning Conversational French

A foundation course in basic French, this course emphasizes language skills in communications.

French 1115 Elementary French I

This course is a study of pronunciation, grammar, derivatives, composition, and basic reading.

French 1225 Elementary French II

In addition to continuing study of grammar and composition, this course includes practical conversation used in translation and graded reading. Prerequisite: French 1115.

Spanish 1001 Beginning Conversational Spanish

A foundation course in basic Spanish, this course emphasizes language skills in communications.

Spanish 1002 Beginning Conversational Spanish

A foundation course in basic Spanish, this course emphasizes language skills in communications.

Spanish 1113 Conversational Spanish

Designed to fulfill foreign language requirements for teacher education certification, this course will emphasize frequently-used vocabulary, practical applications, of grammar, illustrated language contexts, and engaging activities to successfully develop good communication.

Spanish 1115 Elementary Spanish I

This course is a study of pronunciation with the use of tapes, fundamentals of grammar, idioms used in everyday life, composition, reading of basic stories. 2 hours laboratory

Spanish 1225 Elementary Spanish II

A continued study of grammar, composition, and practical conversation used in translation, this course includes some use of newspapers and magazines. 2 hours laboratory

GEOGRAPHY**Geography 1113 Elements of Physical Geography**

This course analyzes the spatial distribution of natural features of the earth such as climate, landforms, soils, minerals, water, vegetation, and fauna. Emphasis is on man and environment where appropriate.

Geography 2243 Fundamentals of Human Geography

This course is an introduction to basic geographic concepts and an emphasis on the interrelationships of people with their physical and cultural environment.

HEALTH, PHYSICAL EDUCATION AND RECREATION

Health, Physical Education & Recreation 1101 Freshman Women's Basketball

This course is designed for varsity competition for freshman women in basketball.

Health, Physical Education & Recreation 1102 Introduction to HPER

This course acquaints students with the profession of physical education. This course includes history, philosophy, terminology, objectives, teacher qualifications, vocational opportunities, expected competencies, skill testing, and modern trends that are significant to the total educational program and have an impact on society.

Health, Physical Education & Recreation 1111 Freshman Men's Basketball

This course is designed for varsity competition for freshman men in basketball.

Health, Physical Education & Recreation 1113 Personal Health and Wellness

This course is the study of basic health knowledge and daily practices, including physical fitness leading to lifelong wellness. Social health issues such as AIDS, drug abuse, and alcohol abuse are examined.

Health, Physical Education & Recreation 1121 Freshman Baseball

This course is designed for varsity competition for freshman men in baseball.

Health, Physical Education & Recreation 1131

This course is designed for freshman varsity competition in softball.

Health, Physical Education & Recreation 1191 Beginning Tennis

The fundamentals of tennis instruction are examined, including rules and etiquette. Offered through continuing education.

Health, Physical Education & Recreation 1241 Aerobics

Theory and practice of aerobic training activities are emphasized through learning experiences designed to promote physical exercises such as walking, jogging, running, swimming, and dancing. Offered through continuing education.

Health, Physical Education & Recreation 1321 Beginning Golf

This course is an introduction to the basic skill needs for self-improvement in golf, including rules of the game and golf etiquette. Offered through continuing education.

Health, Physical Education & Recreation 1331 Cardiopulmonary Resuscitation

This is a basic rescue course designed to instruct students to properly administer CPR to infants, children, and adults. Offered through continuing education.

Health, Physical Education & Recreation 1341 Beginning Swimming

The fundamentals of swimming are studied, including an adjustment to water, floating, basic strokes, safety practices, diving, and basic first aid. Offered through continuing education.

Health, Physical Education & Recreation 1371 Couples Dance

Theory and practice of American dance activities are covered, including basic steps, etiquette round, line, and contra dancing. Offered through continuing education.

Health, Physical Education & Recreation 2002 Methods of Recreational Leadership

This course is designed to provide student knowledge in planning, organizing, managing, and directing recreation activities for both youth and adults in community and private life.

Health, Physical Education & Recreation 2011 Health, Physical Education & Recreation Capstone

This course involves an assessment of subject material, skills, and applications of the Health Physical Education & Recreation curriculum. It is to be taken during the student's graduating semester.

Health, Physical Education & Recreation 2101 Sophomore Women's Basketball

This course is designed for varsity competition for sophomore women in basketball.

Health, Physical Education & Recreation 2103 Care and Prevention of Athletic Injuries

The recognition, cause, prevention and treatment of athletic injuries are examined, including a concentrated component dealing with prescribed rehabilitation and therapy, taping methods, protective equipment, equipping the training room, conditioning the athlete, and the athlete's diet. This course also addresses the psychological aspects of athletic injuries.

Health, Physical Education & Recreation 2111 Sophomore Men's Basketball

This course is designed for varsity competition for sophomore men in basketball.

Health, Physical Education & Recreation 2112 Theory of Coaching Basketball

The theory of and practice in fundamentals, methods of training, and coaching are presented.

Health, Physical Education & Recreation 2121 Sophomore Baseball

This course is designed for varsity competition for sophomore men in baseball.

Health, Physical Education & Recreation 2122 Theory of Coaching Baseball

The theory of the practice in fundamentals, methods of training, and coaching are presented.

Health, Physical Education & Recreation 2131 Sophomore Women's Softball

This course is designed for sophomore varsity competition in softball.

Health, Physical Education & Recreation 2132 Sports Officiating I

The interpretation of football and basketball rules and instruction in officiating athletic games and meets is examined.

Health, Physical Education & Recreation 2213 Standard First Aid & Personal Safety

Topics and techniques taught include immediate and temporary treatment for accidental injuries and sudden illness, with special emphasis placed on personal safety and prevention of illness and accidents. This course includes theory and laboratory sessions.

Health, Physical Education & Recreation 2221 Concepts of Fitness

The daily physical fitness practices necessary for a healthy life-style are examined.

Health, Physical Education & Recreation 2232 Sports Officiating II

A continuation of HPER 2132, this course emphasizes the interpretation of basketball, baseball, and softball rules and instruction in officiating athletic games and meets.

Health, Physical Education & Recreation 2812 Drug Education

Analysis and evaluation of scientific data on the health effects of the use of nutrients, alcohol, narcotics, tobacco, and other dangerous drugs are studied. Current topics related to the use of these substances are included.

Health, Physical Education & Recreation 2941 Athletic Training Applications

Under the supervision of a certified athletic trainer, the student will observe and make practical applications of assessment, treatment, and rehabilitation of athletic injuries. Prerequisite: HPER 2103 and permission of instructor.

HISTORY**History 1010 Selected Topic in History**

This course will deal with selected topics in history based on student interest.

History 1062 Oklahoma History

Exploration, Indian treaties, coming of the white man, territorial days, and development since statehood is included in the study of the state's history.

History 1113 Early Western Civilization

Ancient and medieval civilization in their economic, cultural, and political aspects are studied in this course with emphasis on contributions of Greece and Rome.

History 1123 Modern Western Civilization

European background, influences of the frontier, growth of nationalism, development of institutions, and problems of readjustment in the Twentieth Century are the main elements of this course.

History 2011 History Capstone

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major.

Pre-requisite: Student must be sophomore status or have instructor's approval.

History 2483 American History 1492-1865

This is a survey course in American history from the colonial period through the Civil War.

History 2493 American History 1865 to Present

This is a survey course in American history since the Civil War and includes political issues, which underlie America's domestic problems and the rise of the United States as a world power.

History 2513 The American Indian

This course is a survey of representative American Indian tribes from pre-history to the contemporary period.

History 2593 The Black Man in American History

The role of the black man in the development of American civilization is studied in this course.

HOTEL, RESTAURANT, AND TOURISM MANAGEMENT**Hotel/ Restaurant Management 1102 Intro to Hotel/Restaurant Mgmt**

This course acquaints students with career opportunities and the development and history of the hotel and restaurant industries. Food management and organization are introduced.

Hotel/ Restaurant Management 1113 Hotel/Restaurant Sanitation

The phases of good sanitation, public health laws, and special problems in food and lodging sanitation are examined. The use of food preparation utensils, personal hygiene, and preparation of utensils in a sanitary manner are studied.

Hotel/ Restaurant Management 1120 Hotel/Restaurant Technology

This course acquaints students with the most recent technological changes in hotel and restaurant management operation.

Hotel/ Restaurant Management 1130 Hotel/Restaurant Mgmt.

An emphasis is placed on technology and management techniques in hotel and restaurant operation.

Hotel/ Restaurant Management 1203 Hotel/Restaurant Layout & Design

This course acquaints HRMT students with the principles involved in designing systems for hotel and restaurant operations. Furnishings and equipment selection and location are introduced.

Hotel/ Restaurant Management 2123 Meal Management & Preparation

Food preparation for small and large groups is examined, including purchasing procedures and inventory.

Hotel/ Restaurant Management 2223 Lodging & Food Service Promotion

Students learn to sell and promote lodging and food service provided to customers, to use advertising and media, and to organize conferences and conventions.

Hotel/ Restaurant Management 2233 Hotel/Restaurant Personnel Mgmt.

This course acquaints HRMT students with proven supervisory techniques along with an understanding of the wage and hour laws. Writing job descriptions, hiring techniques, and evaluation techniques are introduced.

Hotel/ Restaurant Management 2333 Food Service & Hotel Purchasing

This course prepares HRMT students for purchasing responsibilities by introducing various principles of hotel and foodservice purchasing. Organization and systems for purchasing supplies and equipment for food services, hotels, and banquets are introduced.

Hotel/ Restaurant Management 2353 Food Costing Principles and Application

Students in this course will learn food costing procedures including determining percentages; yield percentages, determining selling price, and month end food cost. The emphasis is on helping students becomes "cost conscious." This increases student's awareness of product cost during production. This course also contributes to student menu planning skills.

Meeting & Destination Management 1233 Intro to Tourism Management

This course provides a basic understanding of the lodging and tourism industry and includes a tracing of the industry's growth and development, a review of the organization of hotels, a survey of the total tourism concept, and an examination of industry career opportunities and future trends.

Meeting & Destination Management 2052 Tourism Internship

This course is a supervised full-time trainee work experience for students majoring in Hotel/Restaurant & Tourism Management. Students have the opportunity to work in actual job situations and gain experience that prepares them for management obligations after graduation.

Meeting & Destination Management 2323 Prin of Meeting Management I

This course covers the social and economic benefits derived from the meeting industry and includes a review of the difference between corporate and association meetings and a research of industry trends and influences.

Meeting & Destination Management 2333 Prin of Meeting Management II

This course covers individual or group participation and involves field study or research in meeting management, destination development, convention and trade show management, and travel administration.

Meeting & Destination Management 2523 Prin of Tourism Destination Development

The travel business from its ancient origins to the present including the dimensions of various segments of the industry hotels, airlines, shipping, rail, & vehicular travel. Foreign & domestic tourism & business travel are studied.

HUMANITIES**Humanities 2020 Selected Topics in Humanities**

This class will deal with selected topics in the various studies of the fine arts and humanities, i.e., history, philosophy, psychology, sociology.

Humanities 2113 Humanities I

A study of the significant ideas of western man as manifest in art, music, literature, and philosophy, this course covers a period of time from pre-historic man to the Renaissance.

Humanities 2223 Humanities II

This course covers a period of time from the Renaissance to the Twentieth Century.

RLED 1123 Introduction to the New Testament

This course is a survey of New Testament literature, with special attention given to literary form, historical background, and religious message.

JOURNALISM**Journalism 1010 Selected Topics in Journalism**

This course will deal with selected topics in the various studies in and application of journalism.

Journalism 1013 Introduction to Mass Communications

This course is an introductory survey of the role of the mass media in modern society with particular emphasis on critical evaluation of the press, radio, and television. Open to non-journalism majors.

Journalism 1023 News Writing & Reporting I

Beginning news writing is studied with emphasis on types of news, leads, and body treatment of stories. Extensive lab work is required.

Journalism 2011 Journalism Capstone

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

Journalism 2313 News Writing & Reporting II

This course covers theory and practice of gathering, writing, and evaluating information for dissemination through the mass media, both print and electronic.

Journalism 2323 News Editing

An introduction to basic editing skills, this course includes copy reading and headline writing, plus some emphasis on basic make-up practices. Extensive lab work is required.

LANGUAGE ARTS**Language Arts 1010 Selected Topics in Language**

The study and/or analysis of a selected topic of a specific language, this course may be repeated with a different topic.

MATH**Mathematics 0113 Developmental Math**

Arithmetic fundamentals and applications, elementary algebra, number systems, basic geometry, formulas, tables, and graphs are studied.

Mathematics 0123 Intermediate Algebra

Elementary algebra is rapidly reviewed and includes the study of real numbers, polynomials, algebraic fractions, exponents, roots, radicals, first-and second-degree equations, functions, graphing, and linear systems of equations.

Mathematics 1413 Survey of Contemporary Mathematics

An overview of mathematics for the non-mathematics major is examined including an explanation of the basic nature of algebra, calculus, number theory, geometry, and other areas of mathematics. This course also includes introduction logic, postulation systems, and other thought structures used in mathematics and practical applications of mathematics to everyday problems using calculators, arithmetic, simple algebra, and statistics. (May not be taken for major credit in mathematics) Math 0123 or equivalent.

Mathematics 1513 College Algebra

This brief review and continuation of Intermediate Algebra includes the study of nonlinear relations and functions, exponential and logarithmic functions, systems of equations, matrices and determinants, sequences and series, and partial fractions. Prerequisite: Math 0123 or equivalent.

Mathematics 1613 Plane Trigonometry

This course examines a two-dimensional study of angular measure, trigonometric solution of right and oblique triangles, logarithms, trigonometric and inverse trigonometric equations, complex numbers, graphing trigonometric functions, and polar coordinates. Prerequisites: Math 0123 and Math 1513 or their equivalents.

Mathematics 1620 Selected Topics in Mathematics

Designed for students in special mathematic topics, this course may be used to teach the metric system, problems in mini-computers, or other mathematical topics.

Mathematics 2011 Mathematics Capstone

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Prerequisite: Student must be sophomore status or have instructor's approval.

Mathematics 2213 Mathematical Structures I

This course includes a study of the origins of numerals and number systems; sets; relations and their properties, and systems of whole numbers, integers, rational numbers; and intuitive geometry. Prerequisite: Math 0123 or equivalent.

Mathematics 2224 Plane Analytic Geometry

This course covers coordinates, equations and their loci, tangents, straight line in the plane, conic sections, and curve fitting. Prerequisites: Math 1513 and Math 1613.

Mathematics 2265 Analytic Geometry and Calculus I

This course covers rectangular coordinates, straight lines and conic sections, polar coordinates, general equations of the second degree, function, limits, derivatives, differentials, indefinite and definite integrals, and applications Prerequisites: Math 1513 and Math 1613.

Mathematics 2275 Analytic Geometry and Calculus II

This course is a continuation of Math 2265 and covers further applications of the integral, conic sections, parametric equations, polar coordinates, limits and continuity, indeterminate forms of limits, infinite series, vectors, partial derivatives, and multiple integrals. Prerequisite: Math 2265.

Mathematics 2283 Differential Equations

A brief presentation of classical ordinary differential equation theory, finite difference theory, numerical methods and the Laplace Transform Theory, and applications are presented. Prerequisite: Math 2275.

Mathematics 2413 Mathematical Structures II

A study of the fundamental structure of mathematics for non-mathematics majors. Topics include: number theory probability; statistics & graphing; & geometric concepts including properties of standard shapes & area & volume formulas. Prerequisite: Math 2213 or Math 1513.

Mathematics 2523 Business Calculus

A study of the fundamental structure of linear analysis for business majors. Prerequisite: Math 1513.

MUSIC**Music 1001 Freshman Voice I**

This course offers individual instruction in vocal techniques, including breathing, expression, and repertoire.

Music 1002 Elementary Class Instruction in Piano I

This course is for students with no previous instruction in piano. It includes basic techniques, lecture, and participation.

Music 1011 Freshman Voice II

This course offers individual instruction in vocal techniques, including breathing, expression, and repertoire.

Music 1012 Elementary Class Instruction in Piano II

This course is a continuation of Music 1002. Prerequisite: Music 1002 or permission of instructor.

Music 1013 Freshman Theory I

Designed for music majors, this course includes key signatures, meter, major and minor modes, intervals, the diatonic triads, and the dominant seventh chord.

Music 1023 Freshman Theory II

This course is a continuation of Music 1013. Prerequisite: Music 1013 or permission of instructor.

Music 1103 Fundamentals of Music

A study of scales, intervals, triads, and basic terminology, this course is for non-music majors and students majoring in elementary education.

Music 1111 Freshman Instrumental Ensemble I

This course is designed to prepare students to perform in an instrumental ensemble. Music choices and styles are determined by the needs, skills and experience of participants. Public performances are part of this course. Prerequisite: Permission of instructor.

Music 1112 Freshman Ear Training and Sight Singing I

Designed for music majors, this course includes rhythmic, melodic, and harmonic dictation and covers the application of materials studied in Music 1013. Prerequisite: Music 1013.

Music 1113 Music Appreciation

This course is designed to create an interest in the enjoyment of music through better understanding of the great composers and their works.

Music 1121 Freshman Show Choir I

The show choir is a touring vocal ensemble; public performances are required in this course. Prerequisite: Permission of instructor.

Music 1122 Freshman Ear Training and Sight Singing

This course is a continuation of Music 1112. Prerequisite: Music 1112 and concurrent enrollment in Music 1023.

Music 1131 Freshman Men's Ensemble I

Designed to provide opportunities for male students to perform in a vocal ensemble, this course bases music choices on the needs, skills and experience of participants. Public performances are part of this course. Prerequisite: Permission of instructor.

Music 1151 Stringed Instrument Practicum

This course is designed for students with no previous instruction in selected stringed instruments. Selection of instruments will be dependent upon student demand and instructor expertise.

Music 1211 Freshman Instrumental Ensemble II

This course is a continuation of Music 1111 with additional music and continued public performances. Prerequisite: Music 1111 and/or permission of instructor.

Music 1221 Freshman Show Choir II

The show choir is a touring vocal ensemble; learning additional music and continuing public performances are required in this course. Prerequisite: Music 1121 and/or permission of instructor.

Music 1231 Freshman Men's Ensemble II

This continuation of Music 1131 expands repertoire and offers additional opportunities for public performances. Prerequisite: Music 1131 and/or permission of instructor.

Music 1311 Freshman Women's Ensemble I

Designed to provide opportunities for female students to perform in a vocal ensemble, this course bases music choices on needs, skills and experience of participants. Public performances are part of this course. Prerequisite: Permission of instructor.

Music 1321 Freshman Women's Ensemble II

This continuation of Music 1311 expands repertoire and offers additional opportunities for public performances. Prerequisite: Music 1311 and/or permission of instructor.

Music 2001 Mixed Chorus

This course is open to all students and may be repeated for credit.

Music 2002 Intermediate Class Instruction in Piano I

This course is a continuation of Music 1002 and Music 1012. Prerequisites: Music 1002, Music 1012, or permission of instructor.

Music 2011 Sophomore Voice I

This course offers individual instruction in vocal techniques, including breathing, expression, and repertoire.

Music 2012 Intermediate Class Instruction in Piano

This course is a continuation of Music 1002, Music 1012, and Music 2002. Prerequisites: Music 1002, Music 1012, Music 2002 or permission of instructor.

Music 2013 Sophomore Theory I

Part-writing and harmonization, classification of chords with study of non-dominant seventh chords and other chromatically altered chords are studied in this course. Prerequisite: Music 1023.

Music 2021 Sophomore Voice II

This course offers individual instruction in vocal techniques, including breathing, expression, and repertoire. Prerequisite: Permission of instructor.

Music 2023 Sophomore Theory II

This course is a continuation of Music 2013. Prerequisite: Music 2013.

Music 2111 Sophomore Instrumental Ensemble I

Music styles and selections are expanded based on experience and skills of participants. Public performances are part of this course. Prerequisite: Permission of instructor.

Music 2112 Sophomore Ear Training and Sight Singing

This course is a continuation of Music 1122 and should be taken concurrently with Music 2013. Prerequisites: Music 1112 and 1122.

Music 2121 Sophomore Show Choir I

The show choir is a touring vocal ensemble. Learning a new program and participating in additional public performances are required in this course. Prerequisite: Permission of instructor.

Music 2122 Sophomore Ear Training and Sight Singing

This course is a continuation of Music 2112 and should be taken concurrently with Music 2023. Prerequisite: Music 2112.

Music 2131 Sophomore Men's Ensemble I

Designed to provide continued opportunities for male students to perform in a vocal ensemble, this course bases music choices on the needs, skills and experience of participants. Public performances.

Music 2200 Selected Topics in Music

This course will deal with selected topics in music with respect to vocal and/or instrumental forms.

Music 2211 Sophomore Instrumental Ensemble II

This course is a continuation of Music 2111 with additional music and continued public performances.

Music 2221 Sophomore Show Choir II

The show choir is a touring vocal ensemble. Additional music and continuing public performances are required in this course.

Music 2231 Sophomore Men's Ensemble II

This continuation of Music 2131 further expands repertoire and offers additional opportunities for public performances.

Music 2311 Sophomore Women's Ensemble I

Designed to provide continued opportunities for female students to perform in a vocal ensemble, this course bases music choices on the needs, skills and experience of participants. Public performances are parts of this course.

Music 2321 Sophomore Women's Ensemble II

This continuation of Music 2311 further expands repertoire and offers additional opportunities for public performances.

Music 2601 Music Capstone

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

NURSING**Ethics 1113 Intro to Medical Terminology**

This course will provide information about common medical terms, definitions, and usage. The systems model is used to organize the content. This method will assist the student to learn the principles of medical terminology and build a working vocabulary of medical terms in a logical and orderly manner.

HECON 1203 Basic Nutrition

A study of normal nutrition relating to physical development and health for all ages of the life cycle with an emphasis on the function of nutrients and their requirements for digestion, absorption and metabolism. Study of the social, religious and cultural factors that affect nutritional health is discussed.

Nursing 1103 Role Transition in Nursing

This course is designed to facilitate the transition of advanced placement students into the Associate of Applied Science in Nursing program. The course will introduce the philosophy and framework of the nursing program. It will include the nursing process, roles and functions of the nurse, therapeutic communication and assessment of the client utilizing the HUMAN NEEDS framework. The course will include clinical experiences to apply the nursing process and will also explore the student's perception of the role transition and present methodologies to ease role transition. Prerequisites: Admission with Advanced Standing (LPN or Transfer), English 1113, English 1213, Psychology 1113, Sociology 1113, Zoology 2114 and 2124, and Home Economics 1203. One three credit hours course may be taken concurrently. 2.5 hours theory, 0.5 hours laboratory.

Nursing 1129 Nursing Practice: Human Needs I

This first nursing clinical course provides instruction to basic nursing skills and supporting scientific principles, which create the foundation for other nursing courses. In this course the student is introduced to and applies the nursing process and physical assessment skills to the older adult client in the community and long term care setting. Content focus of the course includes the concepts of: HUMAN NEEDS, nursing practice, the health-illness continuum, interpersonal and therapeutic communication, life cycle, and beginning pharmacology. The HUMAN NEEDS that are emphasized include: Hygiene, Uniqueness, Mobility, Air, Nutrition, Neuroregulation, Elimination, and Safety and Security. Legal and ethical nursing content is included as a basis for accountability. This course provides campus lab practice and check-off for selected nursing skills. Prerequisites: Letter of admission to the Associate of Applied Science in Nursing program. 5.5 hours theory and 3.5

Nursing 1219 Nursing Practice: Human Needs II

This clinical course allows the student to apply nursing skills and theory to nursing care of clients in acute care and community based settings. The course focuses on nursing care delivery to the peri-operative client and childbearing family. The course expands the student's knowledge base in the health-illness continuum, HUMAN NEEDS, life cycle and pharmacology. The nursing process, interpersonal and therapeutic communication, and principles of learning/teaching are used in the delivery of nursing care. Emphasis is placed on the maintenance and restoration of health and encouragement of an appropriate level of self-care for clients. The nursing student develops an awareness of cultural influences on family structure and health maintenance. The campus laboratory is used to advance nursing skills. Level I HUMAN NEEDS theory content is completed in this course. The nursing roles emphasized are that of provider of care and manager of care. Prerequisites: Nursing 1129 (or advanced standing) and current CPR certification. 5 hours theory, 4 hours laboratory.

Nursing 2010 Selected Topics in Nursing

This course is designed to present a variety of topics and issues related to nursing and the health care fields. Topics will be presented through a variety of teaching methods, which are dependent upon resources and the nature of the content to be covered.

Nursing 2011 Allied Health Capstone

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Prerequisite: Student must be sophomore status or have instructor's approval.

Nursing 2110 Health-Illness Nursing I

This clinical course provides the major portion of the nursing program content on health maintenance in children, nursing care of clients with alterations in health, complex nursing skills and clinical experiences in pediatric and medical/surgical nursing. Content focuses on caring for the ill child in various stages of growth and development, maintaining health during childhood and adolescence, altering the health of selected adult clients at various stages of the life cycle, and teaching families and clients to meet their own health care needs. Emphasis is given to alterations in the HUMAN NEEDS of Mobility, Air (respiration), Nutrition, Neuroregulation, Elimination, and Safety and Security. Utilizing the nursing process, the student expands the ability to develop individualized responses to a variety of needs, feelings and behaviors expressed by the client. Clinical skills advance to more complex procedures. The student will increase her/his expertise in the nursing role of provider of care. Prerequisites: Nursing 1129 and Nursing 1219 or equivalent. 5.5 hours theory, 4.5 hours laboratory.

Nursing 2210 Health-Illness Nursing II

This clinical nursing course provides content and clinical experience related to management, critical care, and mental health concepts. An emphasis is placed on clients with alterations in the HUMAN NEEDS of Hygiene, Uniqueness, Air (circulatory), Neuroregulation, Esteem, Desire, and Safety and Security. This course emphasizes assisting clients toward attainment and maintenance of optimum levels of mental health, managing nursing care for groups of clients, working with a team of health care providers, and performing complex procedures and decision-making skills. The nurse's legal, ethical, and professional responsibilities are discussed and examined. Students use learning/teaching principles to assist clients and other members of the health care team. Through active participation in a variety of formats, the student will have an opportunity to explore the complexity of health care issues facing society. Students participate in the roles of provider of care, manager of care, and member within the discipline of nursing. Prerequisites: Nursing 1129, Nursing 1219 or equivalents and Nursing 2110. 7 hours theory, 3 hours laboratory.

Nursing 2220 Selected Trends & Issues in Health Care

This course is an interdisciplinary program on current trends and issues in health care practice.

OFFICE SCIENCE**Office Science 1010 Selected Topics in Office Science**

The study and/or analysis of a selected topic in office science, this course may be repeated with a different topic.

Office Science 1101 Microcomputer Keyboarding

This course is an introduction to touch control of the alpha and numeric keyboard using the personal computer. An emphasis is placed on the development of speed and accuracy.

Office Science 1132 Records Management

This comprehensive course covers filing and records control, including alphabetic indexing and basic card filing and alphabetic correspondence, numeric, subject, and geographical filing. Students are exposed to computerized data base management of records through the practice materials for the computer.

Office Science 1133 Beginning Keyboarding

In this course, students use the computer to learn to key alphabetic and numeric keys "by touch" using the proper techniques and apply basic formatting (margins, tabs, centering), basic letters, memoranda, reports, and tables. Proofreading and editing techniques will be emphasized as well as improving speed.

Office Science 1210 Selected Topics in Office Science

The study and/or analysis of a selected topic in office science, this course may be repeated with a different topic.

Office Science 2010 Selected Topics in Office Science

This course covers selected topics, projects, and/or independent study in office science and may be repeated with change in subject matter.

Office Science 1233 Office Management

Office management and supervision. A program that prepares individuals to supervise and manage the operations and personnel of business offices and management-level divisions. Includes instruction in employee supervision, systems operation and maintenance; office records management, organization, and security; office facilities design and space management; preparation and evaluation of business management data; and public relations.

Office Science 2133 Intro to Word Processing

This course reviews basic operations of word processors and emphasizes the creation, revision, storage, and final copy printing of documents as well as speed and accuracy. Study includes interrelated concepts and terminology of the word processing industry.

Office Science 2143 Secretarial Procedures

The ethics, traits, and duties of a secretary in a business or professional office are taught with emphasis on Twenty First Century skills, diversity and the international environment. Prerequisite: OS 2133.

Office Science 2150 Office Internship

This course is designed to provide students with practical work experience in an office environment. Students are required to complete a project related to the work experience. Prerequisite: Sophomore standing and approval by Division Chairperson.

Office Science 2213 Word Processing Applications

This course covers practical applications and combines skills of keyboarding and word processing. An is placed on word processing methods, form letter layout, table processing, importing data, logging work, revising, editing, and production work measurement. Students are taught employable competencies on various types of word processing equipment. Prerequisite: Office Science 2133.

Office Science 2223 Legal Transcription

A course designed for students who plan careers as legal secretaries, this course stresses legal terminology. A major emphasis will be on machine transcription of legal material and transcription of legal correspondence, affidavits, briefs, and other legal documents. Prerequisite: Office Science 2133.

Office Science 2233 Medical Transcription

This course is designed for students who plan careers as medical or dental secretaries and stresses medical terminology in the medical office. A major emphasis is placed on the transcription of medical correspondence and reports from dictation equipment. Prerequisites: Office Science 2133 and Ethics 1113.

Office Science 2243 Machine Transcription

This course is designed to develop proficiency in the use of transcription machines and word processors and includes a review of rules of grammar, punctuation, and transcription. The mechanics of producing mail able documents at high production rates are stressed. Prerequisite: Office Science 2133.

ORIENTATION**College Success 1103 College Success**

Designed to aid students in adjustment to college, this course develops & sharpens students' skills necessary for success in college. Units covered include personal evaluation, study skills, research skills, thinking, & decision making.

Orientation 1111 Freshman Orientation

A course required in the personal adjustment program of all freshmen, this course considers academic, social, vocational, and other basic problems common to first-year college students.

Orientation 2112 Career and Personal Development

This course is designed to acquaint students with career opportunities and to encourage development of skills necessary in both the job market and in daily living.

PHILOSOPHY**Philosophy 1013 Introduction to Logic**

A study of basic procedures in critical thinking from the informal logic of ordinary language to symbolic logic, this course includes probability theory and scientific methods.

Philosophy 1113 Introduction to Philosophy

This course is an elementary study of ethical concepts and theories, theories of reality, and principles of communication and argument.

Philosophy 2010 Selected Topics in Philosophy

This class will deal with selected topics in the study of specified philosophers and their related works.

Philosophy 2123 Ethics

This course is a study of the basic ethical systems such as hedonism, formalism, Christianity, stoicism, and Nietzschean ethics and includes an analysis of such terms as good, right, duty, justice, love, and courage.

PHYSICAL SCIENCE**Chemistry 1115 General Chemistry I**

This course covers the more important elements, their history, and occurrence; common methods of preparations, properties, and practical uses of many of the commonly used acids, bases, and salts; and the theory of inorganic chemistry. 3 hours theory, 4 hours laboratory.

Chemistry 1215 General Chemistry II

A continuation of Chemistry 1115, this course covers chemical kinetics, thermodynamics, ionic equilibrium, electrochemistry, nuclear chemistry, and organic chemistry. Prerequisite: Chemistry 1115. 3 hours theory, 4 hours laboratory.

Chemistry 2225 Organic Chemistry I

This course is an introduction to the field of Organic Chemistry. It is designed for Chemistry majors and others in the sciences. It includes basic principles of stereochemistry, spectroscopy, mechanisms, aliphatic and aromatic nomenclature, and acid-base theory. Prerequisite: Chemistry 1215.

Chemistry 2325 Organic Chemistry II

This course is a continuation of Chemistry 2225. It is a continuing study of hydrocarbons and their functional groups, stressing mechanisms and stereochemistry. The course concludes with applications for biological molecules. Prerequisite: Chemistry 2225. 3 hours theory, 4 hours laboratory.

Geology 1014 General Geology

This course examines the composition and structure of the earth and history of modification of its surface by internal and external processes.

General Physical Science 1114 General Physical Science

Designed for non-science majors, this course uses lectures and demonstration to assist students in interpreting physical environment and covers important topics in astronomy, chemistry, geology, and physics.

Physical Science 2010 Selected Topics in Physical Science

A study of selected topics in the physical sciences is presented and offers special instruction in the physical sciences to technical personnel of area companies or agencies and to other select groups.

Physical Science 2011 Physical Science Capstone

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

Physics 1114 General Physics I

This is algebra and trigonometry based course. It includes mechanics, thermodynamics, and/or waves. Prerequisite: Math 1613 or high school trigonometry. 3 hours theory, 2 hours laboratory.

Physics 1214 General Physics II

This is an algebra and trigonometry based course. It includes electricity and magnetism, light, thermodynamics, and/or waves. It may also include modern physics. Prerequisite: Math 1613 or high school trigonometry. 3 hours theory, 2 hours laboratory.

Physics 2014 Engineering Physics I

This is a calculus-based course. It includes mechanics, heat, and thermodynamics. Prerequisite: Math 2265 or concurrent enrollment. 3 hours theory, 2 hours laboratory.

Physics 2114 Engineering Physics II

This is a calculus-based course. It includes electricity, magnetism, and geometrical and physical optics. Prerequisite: Math 2265 or concurrent enrollment. 3 hours theory, 2 hours laboratory.

PHYSICAL THERAPIST ASSISTANT**Physical Therapist Assistant 1113 Intro To Physical Therapy**

History, philosophy, ethics, settings, and trends in Physical Therapy are studied. This course also delineates roles of the health care team and of Physical Therapy personnel and interpersonal skills needed to function as a health care provider and team member. Principles and procedures of basic patient care skills, documentation, and medical terminology are included. Prerequisite: Permission of Instructor. 2 hours theory, 1 hour laboratory.

Physical Therapist Assistant 1203 Anatomy & Physiology for Physical Therapist Assistants

A supplementary study of the human body's structure and function as they relate to the practice of Physical Therapy, this course emphasizes musculoskeletal, circulatory, and nervous systems. Instruction in palpation is also included. Prerequisites: PHTA 1113, Zoology 2124, concurrent enrollment in Zoology 2114, and required PHTA courses or permission of instructor. 2 hours theory, 1 laboratory.

Physical Therapist Assistant 1231 Clinical Orientation

An orientation and observation of physical therapy services, this course includes observation of selected treatment facilities and skills and introduction to medical documentation. Prerequisites: PHTA 1113, Zoology 2124, concurrent enrollment in Zoology 2114, and required PHTA courses or permission of instructor. 1 hour theory.

Physical Therapist Assistant 1283 Physical Disabilities

A study of selected anatomical, physiological, and pathological factors which relate to specific clinical conditions seen in physical therapy. Prerequisites: Zoology 2124, concurrent enrollment in Zoology 2114, PHTA 1113, and required PHTA courses or permission of instructor. 3 hours theory.

Physical Therapist Assistant 1292 Physical Therapy Procedures I

Principles and techniques of palpation, transfers, gait training, specific modalities, and thermal agents are covered with an emphasis on physiological changes and effects in commonly seen diagnoses and in response to treatments.

Laboratory practice with emphasis on positioning and manual skills is included. Prerequisites: Zoology 2124, PHTA1113, concurrent enrollment in Zoology 2114 and required PHTA courses or permission of instructor. 1 hour theory, 1 hour laboratory.

Physical Therapist Assistant 2332 Clinical Experience I

Supervised clinical experience, including observation and application of physical therapy services, is the core of this course that also includes group discussion of selected clinical cases in a seminar format. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours laboratory.

Physical Therapist Assistant 2343 Physical Therapy Procedures II

Theory, physiology, and application of heat, cold, light, water, electricity, and mechanical compression/distraction in therapeutic treatment are covered. An overview of medical physics is included. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory.

Physical Therapist Assistant 2353 Neurology & Pathology

This course covers two main components: Pathology - a study of the structural and functional changes in tissues and organs of the body in conditions seen in the practice of Physical Therapy; Neurology - a comprehensive review of the anatomy and physiology of the nervous system and the muscular-skeletal system. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 3 hours theory.

Physical Therapist Assistant 2363 Kinesiology

A study of anatomical structures and movement as related to physical therapy procedures, this course covers the basic principles of the relationship between joint motion and mechanical action and application of principles with emphasis on the analysis and bio-mechanics of all human motion. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory.

Physical Therapist Assistant 2373 Therapeutic Exercise I

General & specific exercises for conditions commonly referred to physical therapy and principles involved in the theory and practical applications of specific therapeutic exercise and mechanical appliances are emphasized in this course.

Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory.

Physical Therapist Assistant 2382 Medical Office Management

This course focuses on the administrative theory and functions of medical office management. Discussion of health laws and regulations, health information systems, quality improvement, and fiscal management will be included.

Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory.

Physical Therapist Assistant 2413 Rehabilitation

A study of the principles and treatments of selected physical disabilities and diseases, this course covers theory and therapeutic application of rehabilitative techniques and equipment. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory, 1 hour laboratory.

Physical Therapist Assistant 2432 Clinical Experience II

Supervised clinical experience in clinical observation and application of physical therapy services is the core of this course. Group discussion of selected clinical topics in a seminar format is included. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours laboratory.

Physical Therapist Assistant 2442 Psychosocial Aspects of Physical Therapy

This survey course explains the psychological and sociological effects of health care intervention on patients with various physical disabilities. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor. 2 hours theory.

Physical Therapist Assistant 2473 Therapeutic Exercise II

A continuation of Therapeutic Exercise I and additional theory and application of exercise techniques, this course emphasizes treatment of orthopedic disabilities. Prerequisites: All previous PHTA coursework and concurrent enrollment in required PHTA courses or permission of instructor.

Physical Therapist Assistant 2534 Clinical Experience III

This course emphasizes supervised application of physical therapy procedures in the treatment of patients at a variety of selected physical therapy facilities. Prerequisites: Completion of all PHTA courses with a grade of "C" or higher or permission of instructor. 4 hours laboratory.

Physical Therapist Assistant 2536 Clinical Experience III (Web-Enhanced)

This course emphasizes supervised application of physical therapy procedures in the treatment of patients at a variety of selected physical therapy facilities. Weekly assignments via E-mail and World Wide Web. 2 hours lecture, 4 hours lab. Prerequisites: Completion of all PHTA courses with a grade of "C" or higher or permission of instructor.

POLITICAL SCIENCE

Political Science 1010 Selected Topics in Political Science

These topics will be designed to approach contemporary issues in political science based on student interest.

Political Science 1113 American Federal Government

This course is a study of the origin and framework of the federal government.

Political Science 2112 Constitution & Government of Oklahoma

This course is a study of the origin and framework of the constitution and government of Oklahoma.

Political Science 2910 Municipal Planning

This course is a study of the means by which comprehensive plans can be developed for municipalities and substate land administrative units. Topics concern waste disposal, sewage treatment, and police patrol.

PROCESS TECHNOLOGY

PROC 1112 Introduction to Applied Skills

This course explores the nature and challenges in the processing workplace. This course presents terminology and techniques needed to work with processing equipment and tools.

PROC 1122 Workplace Equipment

This course provides the opportunity to develop professional knowledge in the processing environment. This course emphasizes the understanding of the principles behind identified processing equipment and tools.

PROC 1132 Safety

This course presents ways to evaluate and control workplace hazards and examines government regulations and compliance.

PROC 1140 Selected Topics in Process Technology

This course is the study or analysis of a selected topic or topics during the freshman year and may be repeated with a different topic. Courses may also be listed under 1150, 1160, 1170, 1180, or 1190.

PROC 2113 Basic Applications I

This course focuses on projects that allow students to apply their learning in processing and equipment handling.

PROC 2123 Basic Applications II

This course emphasizes understanding of processing and equipment handling and operation.

PROC 2140 Advanced Selected Topics in Process Technology

This course is the study or analysis of a selected topic or topics during the sophomore year and may be repeated with a different topic. Courses may also be listed under 2150, 2160, 2170, 2180, or 2190.

PROC 2213 Intermediate Applications I

This course concentrates on individual processing areas to examine skills and equipment function.

PROC 2223 Intermediate Applications II

This course continues the study of individual processing areas to further understanding of skills and equipment function.

PROC 2313 Advanced Applications I

This course provides the student with professional knowledge and technical skills in processing. The instructor assigns individual projects to students to enhance learning and master skills.

PROC 2323 Advanced Applications II

This course provides the student with in-depth instruction of projects where students master skills in processing and uses cumulative program knowledge to examine project.

PROC 2433 Special Topics in Applied Technology

This course allows students to identify, examine, and review standards or practices used in processing.

PROC 2443 Special Projects in Applied Technology

This course allows student to undertake a project in the area of processing and under the supervision of an instructor.

PSYCHOLOGY

Psychology 1010 Selected Topics in Psychology

These topics will be designed to approach contemporary issues in psychology based on student interest.

Psychology 1113 General Psychology

A survey of the major areas of study in psychology as a science, this course covers motivation, learning, physiology, personality, abnormal behavior, perception, memory, and cognitive/thought process.

Psychology 1123 Psychology of Developing Leadership

This is a course in human development psychology designed to meet specific needs of students through participation in activities. The focuses of this course will be on the development of group dynamics, leadership, and human relations skills. Students will be required to participate in the management experience of planning, execution, and evaluation of activities. The theoretical body of knowledge regarding leadership development and growth in group dynamics and management skills will be emphasized.

Psychology 2011 Psychology and Sociology Capstone

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

Psychology 2113 Introduction to Human Behavior and Adjustment

This course is designed to help the individual discover the factors that influence the dealing with personal problems and adjustment and maintaining mental stability. Discussion will include the analysis of psychological, physiological and, sociological implications that influence behavior.

Psychology 2123 Developmental Psychology

A theoretical & research-based course focusing on the principles & patterns of development throughout the life span, this course gives special consideration to social, emotional, physiological, & cognitive aspects of human development. Prerequisite: Psychology 1113 or consent of Division Chairperson.

Psychology 2221 Special Topics in Psychology

This course examines current psychological issues.

RADIOGRAPHY**RADT 1113 Introduction to Radiologic Technology – 3 credit hours – theory**

This course provides an overview of the foundations in radiography and the practitioner's role in the health care delivery system and the professional responsibilities of the radiographer. Ethics will be presented including its historical & philosophical basis as well as medical legal concepts, principles, and terminology. Basic concepts of patient care are presented, including consideration for the physical & psychological needs of the patient & family and patient education. Routine & emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions, patient assessment, and basic pharmacology. Content also includes an introduction to radiological technical concepts including basic concepts of image production, as well as photographic & geometric qualities of the recorded image, radiographic & fluoroscopic equipment. An introduction to radiation safety is also provided. Prerequisite: Admission to Program

RADT 1102 Clinical Orientation – 2 credit hours – clinical practice – 8 clock hours (4:1)

This course provides the student with an orientation to the medical imaging clinical experience and the terminology appropriate to the medical profession and radiologic technology. Included in this course is an orientation to the program's policies & procedures particularly the clinical environment including the policies & procedures. The student will be introduced clinically to the production of radiographic images congruent with the content presented in RADT 1123 – Imaging Procedures I, which is offered concurrent with this course. The course will present clinical practice experiences to facilitate sequential development, application, critical analysis, integration, synthesis & evaluation of concepts and theories in the performance of radiologic procedures. This course provides structured sequential assignments in the clinical setting to facilitate the establishment of competency for designated radiographic examinations. Prerequisite: Admission to the Program

RADT 1123 Imaging Procedures I – 3 credit hours – 2 credit hours theory & 1 credit hour campus lab (3:1)

This course provides a knowledge base necessary to perform standard radiographic procedures demonstrate the osteology & articulations of the upper & lower extremities, the shoulder girdle, the pelvis, the respiratory system, and the abdomen. Consideration will be given to the production of images of optimal quality. Laboratory experience will be used to complement the didactic portion. Prerequisite: Admission to the Program; Z00 2124 (or concurrent enrollment).

RADT 1213 Radiologic Technology I – 3 credit hours – 2 credit hours theory – 1 credit hour lab (on-line supplement)

This course provides basic knowledge in atomic structure & terminology, the nature & characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. Also provided is a knowledge base in radiographic, fluoroscopic, & computerized equipment requirements and design. Factors to consider when analyzing radiographic images are also presented. Prerequisite: RADT 1113.

RADT 1203 Clinical Experience I – 3 credit hours – clinical practice – 16 clock hours (5:1)

The course will present clinical practice experiences to facilitate sequential development, application, critical analysis, integration, synthesis & evaluation of concepts and theories in the performance of radiologic procedures. This course provides structured sequential assignments in the clinical setting to facilitate the establishment of competency for designated radiographic examinations as well as a foundation of practice in a clinical setting, concepts of team practice, patient-centered clinical practice & professional development shall be discussed, examined and evaluated.

Clinical practice experiences shall be designed to provide patient care & assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement shall ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Prerequisite: 1102

RADT 1223 Imaging Procedures II – 3 credit hours – 2 credit hour theory – 1 credit hour campus lab (3:1)

This course provides a knowledge base necessary to perform standard radiographic procedures demonstrate the osteology & articulations of the vertebral column, bony thorax, skull, facial & paranasal sinuses and contrast studies.. Consideration will be given to the production of images of optimal quality. Laboratory experience will be used to complement the didactic portion. Prerequisite: RADT 1123; Z00 2114 (or concurrent enrollment)

RADT 2103 Clinical Experience II – 3 credit hours – clinical practice – 30 clock hours (5:1)

The course will present clinical practice experiences to facilitate sequential development, application, critical analysis, integration, synthesis & evaluation of concepts and theories in the performance of radiologic procedures. This course provides structured sequential assignments in the clinical setting to facilitate the establishment of competency for designated radiographic examinations as well as a foundation of practice in a clinical setting, concepts of team practice, patient-centered clinical practice & professional development shall be discussed, examined and evaluated.

Prerequisite: RADT 1203

RADT 2012 Sectional Anatomy for Radiographers – 2 credit hours – 2 credit hours theory

The course will present the basic cross-sectional anatomy utilized in computerized tomography. The student will be introduced to anatomic positions and planes, terminology, landmarks, body cavities, and abdominal & pelvic divisions. The anatomical focus will be on the normal and abnormal sectional manifestation of soft-tissue, vascular structures, lymph nodes, and bony boundaries of the head, chest, abdomen, pelvis, & spine.

Prerequisite: RADT 1123; RADT 1223; RADT 1213

RADT 2133 Radiation Protection and Biology – 3 credit hours – 2 credit hours theory – 1 credit hour lab (on-line supplement)

The course will present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel, the public, and their selves. Content also provides an overview of the principles of the interaction of radiation with living systems including radiation effects on molecules, cells, tissues and the body as a whole. Factors affecting biological response are presented, including acute & chronic effects of radiation. Radiation health & safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. Prerequisite: RADT 1212

RADT 2112 Radiologic Technology II – 2 credit hours – theory

The course will establish a knowledge base in factors that govern and influence the production and recording of radiologic images. Film & electronic imaging with related accessories will be emphasized. Class demonstrations will be used for application of theory. The course will also provide a basis for analyzing radiographic images. Quality control procedures to provide a foundation for minimum imaging standards, discussion of a problem-solving technique for imaging evaluation and the factors that can affect image quality. Actual images will be included for analysis.

Prerequisite: RADT 1213

RADT 2131 Pharmacology – 1 credit hour – theory

The course will provide basic concepts of pharmacology. The theory & practice of basic techniques of venipuncture and the administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized. Prerequisite: RADT 1113

RADT 2104 Clinical Experience III – 4 credit hours – clinical practice – 20 clock hours (5:1)

The course will present clinical practice experiences to facilitate sequential development, application, critical analysis, integration, synthesis & evaluation of concepts and theories in the performance of radiologic procedures. This course provides structured sequential assignments in the clinical setting to facilitate the establishment of competency for designated radiographic examinations as well as a foundation of practice in a clinical setting, concepts of team practice, patient-centered clinical practice & professional development shall be discussed, examined and evaluated.

Prerequisite: RADT 2103

RADT 2232 Radiographic Pathology – 2 credit hours – theory

The course will introduce theories of disease causation and the pathophysiologic disorders that compromise health systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance and management of alterations in body systems will be presented. Prerequisite: RADT 1123; RADT 1223

RADT 2212 Radiologic Technology III – 2 credit hours – theory

The course will present basic information regarding various imaging and therapeutic modalities common in radiologic sciences (tomography, mammography, sonography, NM, PET, CT, MRI, radiation oncology, etc.) and an introduction to sectional anatomy as relevant to these modalities. The course also provides a basic foundation in computing and information processing. Computer applications in the radiologic sciences related to image capture, display, storage and distribution are presented. Prerequisite: RADT 1113; RADT 1123; RADT 1213; RADT 1223

RADT 2204 Clinical Experience IV – 4 credit hours – clinical practice – 20 clock hours (5:1)

The course will present clinical practice experiences to facilitate sequential development, application, critical analysis, integration, synthesis & evaluation of concepts and theories in the performance of radiologic procedures. This course provides structured sequential assignments in the clinical setting to facilitate the establishment of competency for designated radiographic examinations as well as a foundation of practice in a clinical setting, concepts of team practice, patient-centered clinical practice & professional development shall be discussed, examined and evaluated.

Prerequisite: RADT 2104

RADT 2222 Radiologic Technology Seminar – 2 credit hours – theory

This course serves a capstone for integration of the varied areas of knowledge and theory presented within the program. A focus will be on proper communication and problem solving in the work place. Also included is content to promote a better understanding of patients, the patients' families and professional peers through comparison of diverse populations based on their value system, cultural & ethnic influences, communication styles, socioeconomic influences, health risks and life stages. Content will include the study of factors that influence relationships with patients and professional peers. Understanding human diversity assists the student in providing better patient care.

Prerequisite: RADT1113; RADT 1213; RADT 1123; RADT 1223; RADT 2133

NOTE: Human structure and function are presented in Zoology 2124 Human Anatomy and Zoology 2114 Human Physiology.

SOCIOLOGY**Anthropology 2113 Intro to Anthropology**

Introduction to basic concepts concerning race, culture, and society.

Sociology 1010 Selected Topics in Sociology

These topics will be designed to approach contemporary issues in sociology based on student interest.

Sociology 1113 Introduction to Sociology

This course is a general survey of the fundamental concepts of sociology, the elements and processes of social interaction, and the application of sociological principles to social institutions, groups, and problems.

Sociology 2123 Social Problems

This course surveys and analyzes human institutions and aspects of major social problems that confront the community today.

Sociology 2133 Marriage and Family

The history of the family as a social and educational institution is the focus of this course and includes problems confronting the modern family.

Sociology 2143 Comparative Cultures

This course examines inter-group relations between dominant groups and minority groups.

Social Science 2150 Contemporary Problems

This seminar is designed to approach selected contemporary social problems from a multi-discipline approach of identification and examination. Selection of topics will be based upon student interest and instructor expertise.

SPEECH**Speech 1001 Intercollegiate Forensics I**

Students participate in intercollegiate speech contests. Prerequisite: Approval of Director of Forensics.

Speech 1010 Selected Topics in Speech

This class deals with selected topics for basic speech research and delivery.

Speech 1113 Introduction to Speech Communications

This course covers principles and techniques of preparing for and participating in communication behavior in conversation, the interview, group discussion, and the public speech.

Speech 1243 Broadcast Internship

A cooperative agreement between Carl Albert State College and KPRV-FM providing college credit for training and experience in broadcast news.

Speech 1343 Broadcast Internship

A cooperative agreement between Carl Albert State College and KFSM-TV providing college credit for training and experience in broadcast production.

Speech 2011 Intercollegiate Forensics II

Students participate in intercollegiate speech contests. Prerequisite: Approval of Director of Forensics.

Speech 2101 Speech and Theatre Capstone

This required one-hour course for majors is to be completed during their graduating semester. A course outline and syllabus will be provided for each student. This course may include the following: A comprehensive exam, a summary essay, portfolio, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Prerequisite: Student must be sophomore status or have instructor's approval.

Speech 2223 Group Discussion

Small group communication theory is applied to problem solving and decision-making. This course includes projects in researching, conducting, and evaluating group discussions.

Speech 2233 Argumentation & Debate

This study and application of logic and argumentation in persuasion includes assignments in practical application through debate and discussion. Prerequisite: Speech 1113 or consent of Director of Forensics.

Speech 2243 Beginning Broadcasting

Individual and class projects in every phase of producing radio and television programming are included in this class.

Speech 2270 Communication in Formal Organizations

This course covers methods and instructional techniques specifically designed to assist communicative pattern in business, civic, educational, and governmental groups.

Speech 2323 Public Speaking

Public speaking skills are developed with emphasis on organization, supporting material, delivery, and audience analysis. Prerequisite: Speech 1113.

Speech 2343 Broadcast Internship

A cooperative agreement between Carl Albert State College and KHBS-TV providing college credit for training and experience in broadcast news.

Speech 2443 Broadcast Internship

A cooperative agreement between Carl Albert State College and KFSM-TV providing college credit for training and experience in broadcast promotions.

TELECOMMUNICATIONS**Telecommunications 1213 Industry Overview**

This course provides an overview of the telecommunications industry including technology, terminology, history, and current state of practice. Guest lecturers from the telecommunications industry along with manufacturers of telecommunications equipment will provide unique insight into current technology.

Telecommunications 1313 Telecommunications Mathematics

This class is designed to provide the necessary skills required to solve mathematics problems as they relate to the field of telecommunications. Problem models will be provided by the telecommunications division.

Telecommunications 2011 Telecommunications Capstone

This required one-hour course for majors is designed in their graduating semester. A course outline and syllabus will be provided for each student. This course may include one of the following: A comprehensive exam, a summary essay, and/or an exit interview that would include an oral exam based on the objectives and content of the required courses within the major. Pre-requisite: Student must be sophomore status or have instructor's approval.

Telecommunications 2213 Transmission Methods

This course will familiarize students with aspects of voice, data, and video traffic transmission. Students will be introduced to Packet Switching, SS7, SONET, ATM, ISDN, Frame Relay, and other emerging technologies.

Prerequisite: TCOM 1213 or concurrent enrollment.

Telecommunications 2233 Telecommunications Switching Systems

This course is designed to introduce students to current and emerging technology in telecommunications switching systems. Digital Cross Connect Systems (DACS) will be introduced. Study will also concentrate on long distance switching equipment including the Nortel DMS Series.

Telecommunications 2303 Trends in Telecommunications

This course is a study of the latest trends, applications, and products in the field of telecommunications. Industry professionals along with equipment will provide support manufacturers. Students will be required to research and prepare briefs on current topics in telecommunications.

THEATRE**Drama 1001 Theatre Lab**

This course applies principles of drama through participation in dramatic productions.

Drama 1011 Theatre Lab

Study of the principles of drama through participation in different dramatic productions is continued.

Drama 1110 Selected Topics in Drama

The study and/or analysis of a selected topic in drama, this course may be repeated with a different topic.

Drama 1213 Introduction to Theatre

Character, plot thematic, historical, and production analyses of various types of play scripts; understanding the work of various theatre artists, and developing appreciative audiences are the primary goal of this course.

Drama 1413 Acting I

Students study the basic principles of stage movement and vocal interpretation of scenes from plays.

Drama 1423 Acting II

A continuation of Drama 1413, this course emphasizes stage and voice presentations for play productions. Prerequisite: Drama 1413.

Drama 2011 Theatre Lab

Students complete further study of the principles of drama through participation in additional productions. Prerequisite: Approval of production director.

Drama 2021 Theatre Lab

Students do additional study of the principles of drama through participation in acting and/or technical assignments in dramatic productions. Prerequisite: Approval of production director.

Drama 2222 Stagecraft Projects

This course is an extended laboratory for those with special abilities and interests in stagecraft. Prerequisite: Approval of production director.

Drama 2223 Technical Production

Students work in elementary techniques of stagecraft, lighting, and costuming for the stage. This course is designed to acquaint the student with the construction, painting, and assembling of stage scenery.

Drama 2413 Oral Interpretation

Students work on selection, analysis, rehearsal, and performance of poetry, prose, and/or drama.

Drama 2613 Lighting & Sound

Students study operation of sound and lighting equipment for stage productions in theatre and music.