Community Care College | Clary Sage College | Oklahoma Technical College

COURSE CATALOG

Catalog V.45, Effective November 18, 2016

Community Care College
www.communitycarecollege.edu
918-610-0027
4242 S. Sheridan
Tulsa, OK 74145

Clary Sage College
www.clarysagecollege.com
918-298-8200
3131 S. Sheridan
Tulsa, OK 74145

Oklahoma Technical College
www.oklahomatechnicalcollege.com
918-895-7500
4444 S. Sheridan
Tulsa, OK 74145

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ABOUT US

MISSION

As a private, nonprofit college, the mission of the institution is to transform lives and contribute to society by providing career-focused higher education opportunities that empower students to obtain successful employment, develop leadership skills, and serve their communities.

PURPOSE AND OBJECTIVES

The College believes that our value in the community is measured by the students' success. We continue through our mission to accomplish this by providing educational opportunities for our students through our commitment to the needs of the industry; therefore, we are dedicated to the accomplishments of the following objectives:

- To provide specialized educational services to impart graduates with competitive technical skills
- To provide in-depth education in technical programs for the direct entry of the graduate into the job market
- To assist employers by providing entry-level employees who are educated in the skills that meet the needs of the industry
- To assist the graduate on a local and national level in securing gainful employment in their chosen industry in addition to future positions according the graduate's abilities, interests and skills

HISTORY AND STATEMENT OF LEGAL CONTROL

The College is an Oklahoman 501(c)(3) nonprofit corporation operating under the control of Community HigherEd Institute. The college was established by Teresa Knox in 1995, originally as a for-profit institution, and then converted to nonprofit status in 2015 in order to further enhance the mission of the college, to expand educational opportunities to those who need it the most, and to increase commitment to the community. Dr. Kevin Kirk is the College President and reports to the executive board of the nonprofit. All inquiries can be made to Dr. Kirk at kkirk@communitycarecollege.edu.

Public Charity Mission Statement
The mission of Community HigherEd, is to advance the purpose of Community Care College, Clary Sage College, and Oklahoma Technical College through active engagement, advocacy, fundraising, and stewardship.

PHYSICAL FACILITY DESCRIPTION

Community Care College (CCC) is located on the northwest corner of 43rd Street and South Sheridan Road in Tulsa, Oklahoma. The modern three-story structure is constructed of reinforced steel with a glass and aluminum façade with an interior area of approximately 66,000 square feet.

Clary Sage College (CSC) is located on six acres off the Broken Arrow Expressway at Sheridan in Tulsa, Oklahoma. Equipped with a walking path and courtyard, the outdoor space is conducive to student fellowship. One of the largest schools of its kind in the United States, the multi-million dollar educational space is comprised of two floors.

The three buildings comprising the **Oklahoma Technical College** (OTC) campus are situated on a nine acre tract located at 4444 South Sheridan Road, Tulsa.

Student-to-instructor ratios have a maximum of 25 students per instructor in a lab environment. Student-to-instructor ratios average approximately 30 students per instructor in lecture and online courses.

HOURS OF OPERATION

The Colleges' administrative offices are open from 7:30 a.m. to 10:30 p.m., Monday through Thursday and 7:30 a.m. to 5:00 p.m. on Friday. Numerous courses are available between the hours of 7:30 a.m. to 10:30 p.m. Course schedules are as follows:

CCC Diploma Programs: 8:00 a.m. to 1:00 p.m. Monday-Thursday or 9:00 a.m. to 12:00p.m. Monday-Friday or 1:00 p.m. to 6:00 p.m. Monday-Thursday or 5:30 p.m. to 10:30 p.m. Monday-Thursday or 9:00 a.m. to 12:45 p.m. Monday-Thursday.

CSC Diploma Programs: Monday -Friday, 9:00 am to 3:00 pm or Monday - Friday, 8:00 am to 2:00 pm or Monday - Thursday, 8:00 am to 1:00 pm or Monday - Thursday, 9:00 am to 2:00 pm or Monday - Thursday, 12:30 pm to 5:30 pm or Monday - Thursday, 5:30 pm to 10:30 pm or Monday - Thursday, 3:00 pm to 8:00 pm or Monday - Thursday, 9:00 am to 3:00 and Saturday 9:00 am to 3:00 pm or Monday - Tuesday, 9:00 am to 3:00 pm and Wednesday 9:00 am to 12:00 pm.

OTC Diploma Programs: 7:00 am – 12:00 pm Monday through Friday or 8:00 am – 2:00 pm Mon – Friday or 12:30 pm – 5:30 pm Mon – Friday or 8:00 am – 1:00 pm Monday – Thursday or 5:30 pm – 10:30 pm Monday – Thursday or 5:30 pm – 9:30 pm & 9:00 am – 1:00 pm Monday – Thursday and Saturday or 4:30 pm – 10:30 pm & 9:00 am – 2:00 pm *or* 10:00 am – 3:00 pm Mon – Thursday and Saturday.

Associate Degrees: 7:30 a.m. to 10:30 a.m. Monday-Friday *or* 11:00 a.m. to 2:00 p.m. Monday-Friday *or* 2:30 p.m. to 5:30 p.m. Monday-Friday *or* 6:00 p.m. to 9:00 p.m. Monday-Friday *or* 8:00 a.m. to 5:00 p.m. Monday-Friday, or 7:30 a.m.-11:15 a.m. Monday-Thursday or 11:00 a.m. – 2:45 p.m. Monday Thursday or 6:00 p.m. – 9:45 p.m. Monday-Thursday or 7:30 a.m.-10:20 a.m. Monday-Thursday or 11:00 a.m. – 1:50 p.m. Monday-Thursday or 6:00 p.m. – 8:50 p.m. Monday-Thursday or 9:00 a.m. to 11:50 a.m. Monday – Thursday
Online Courses: These courses are asynchronous and taught completely online around the student's' personal schedule; however, some lectures and content is scheduled depending on the discretion of the instructor. Learners access primary content and instruction using a variety of tools from the Learning Management System.

APPROVALS & LICENSES

Community Care College, Clary Sage College, and Oklahoma Technical College are *licensed* by the Oklahoma Board of Private Vocational Colleges and are *authorized* by Oklahoma State Regents for Higher Education to offer Associate of Occupational Science Degrees.

Clary Sage College is *licensed* by the Oklahoma State Board of Cosmetology and Barbering located at 2401 NW 23rd, Suite 84 Oklahoma City, Oklahoma 73107 (405) 521-2441
Programs licensed: Barber, Basic Cosmetology, Esthetician, Nail Technician, Makeup Artist/Cosmetician, Hair Braiding Technician, and Master Instructor

Clary Sage College is recognized as a National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) Assigned School.

The College has *approvals* by, Vocational Rehabilitation, Bureau of Indian Affairs, Workforce Oklahoma, Better Business Bureau Accredited Business, and the United States Department of Education. Community Care College, Clary Sage College and Oklahoma Technical College are approved for Veteran's Education.

ACCREDITATION

The College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS). ACICS is located at 750 First Street, NE Suite 980 in Washington, DC 20002, (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The accreditation is granted through December 31, 2018.

The Medical Assistant is programmatically *accredited* by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is located at 7777 Leesburg Pike, Suite 314N in Falls Church, Virginia 22043, (703) 917-9503. The accreditation is granted through December 31, 2022.

The Surgical Technologist program is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP.) CAAHEP is located at 1361 Park Street in Clearwater, FL 33756, (727) 210-2350.

The Automotive Technology programs are programmatically accredited by the National Automotive Technician Education Foundation (NATEF). NATEF is located at 101 Blue Seal Drive, S.E. Suite 101 Leesburg, Virginia 20175, (703) 669-6650.

Academic Policies

CURRICULUM

In order to maintain the high quality of our programs and avail ourselves of modern technological changes, the College reserves the right to change the curriculum content, program hours, and tuition and fees with the approval of the Oklahoma Board of Private Vocational Schools.

CREDIT DEFINITION

Community Care College residential programs are on a continuous term and the semester formula for determining credit is recognized.
One Credit Hour is equal to 15 hours lecture or 30 hours laboratory or 45 hours of internship/externship.

Clary Sage College programs are on a continuous term and the semester formula for determining credit is recognized.
One Semester Credit Hour is equal to 30 clock hours of theory and lab.
One Semester Credit Hour is equal to 45 clock hours of internship/externship.
One Semester Credit Hour is equal to 15 clock hours of General Education portion of AOS Degree.
One Credit Hour is equal to 15 hours lecture or 30 hours laboratory or 45 hours of internship/externship.

Oklahoma Technical College programs are on a continuous term and the semester formula for determining credit is recognized.
One Credit Hour is equal to 15 hours lecture or 30 hours laboratory or 45 hours of internship/externship.

TRANSFER OF CREDIT TO OTHER COLLEGES

Because acceptance of prior credit is at the discretion of each receiving institution, the College does not imply, promise, or guarantee transferability of credits earned at the College. Programs offered at the College are essentially terminal in nature and designed for entry level employment upon graduation.

PREVIOUS EDUCATION

The College may grant academic and financial credit for the same or essentially the same course taken at an institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation. The College may require the student seeking credit to undergo an assessment to verify the student possesses the knowledge and skill provided by the course for which credit is sought. Prior to enrollment, the student seeking transfer credit must provide an official transcript. The College must receive the official transcript mailed directly from the granting institution. Student copies of a transcript will not be accepted.

The College honors some military transfer credits. This includes military classes, including basic training, as well as other formal training. If the troop's or sailor's training directly matches one of the College programs, additional credits can be accepted. These will be reviewed on an individual basis. The College must receive certified true copies of a student's Military Qualification Record to review for awarding of transfer credit. The documents that are acceptable for evaluation of military service, basic training, military education and military occupation include: Army - Form 2-1, and AARTS transcript;

Navy - Page 4's, SMART transcript; Air Force - official transcript from CCAF; Coast Guard - Page 3 or official CG transcript from CG Institute; Marine Corps - NAVMC 118 8a, SMART transcript. The College accepts the DD Form 214 (Discharge) only for evaluation of military service and basic training.

The College also honors some high school transfer credits earned at accredited vocational programs and will be evaluated on a case by case basis.

Transfer credit will only be granted for courses completed with a grade of "C" or better. Transfer credits are limited to a maximum of 49% of the total credits required for completion of the program. Exception to the 49% and "C" grade rule can be made for both residential and online students if they have graduated from an accredited program similar to those offered at the College or for those students who have graduated from the College. For example; if a student graduates from a Diploma program and returns at a later time and enrolls in the complemental AOS Degree. Those that fall in that category can earn an Associate of Occupational Science degree by taking the General Education segment of the program. However, 51% or more of required program credits must be completed at the College. Transfer credits do not affect grade point average. However, transfer credits do affect the maximum time frame policy found within the SAP policy.

PRIOR LEARNING ASSESSMENT (PLA)

Students may receive college credits for learning earned through non-traditional settings. The PLA, or prior learning assessment, must be related to the student's academic program. PLA includes job training or experience, volunteer work, online and independent study courses, workshops, professional licenses, military, credentials, apprenticeships, and certifications. Students must complete an application packet which is evaluated by the appropriate college personnel. There is a fee is associated with the application process.

GRADING SYSTEM

The College has a letter grading system to evidence the learning, knowledge, and skills of students. An evaluation of student achievement is made on a regular basis after each course is completed.

Grade	Equivalent	Achievement		Points
A	**90-100**	**Excellent**	**4.0**	
B	**80-89**	**Good**		**3.0**
C	**70-79**	**Average**		**2.0**
D	**60-69**	**Poor**		**1.0**
F	**0-59**	**Fail**		**0.0**
W	********	**Withdraw-CA***		********
I	********	**Incomplete**		********
RS	********	**Reschedule**		********
TC	********	**Transfer Credit**		********
CR	********	**Credit Earned**		********
AU	********	**Audit**		********
L	********	**Leave of Absence**		********
TW	********	**Term Withdraw**		********
EC	********	**Experiential Credit****		********

*CA is defined as "Credit Attempted"
**Includes "Prior Learning Assessment (PLA)"

STUDENT ADVISEMENT

Personal, academic, and/or financial problems may interfere with the students' ability to learn; therefore, each Department Head of the College is available to assist, advise, or refer out when a need exists.

TUTORING

Students experiencing difficulty with the material presented in their programs should contact their instructors to arrange for tutoring outside regular class hours. Tutoring is available for all programs.

MAKE-UP WORK

Make-up work is available to students when absent. Arrangements are made between the student and faculty member. Make-up work may be allowed under specified circumstances per the Independent Study agreement. The absence will be recorded and may affect overall grade.

GRADUATION REQUIREMENTS

Formal graduation ceremonies are held each year and will include graduates from the main campus; Community Care College and graduates from the two branch campuses; Clary Sage College and Oklahoma Technical College. Students must successfully complete each individual course within the program. In addition, students must complete all areas of the program with a program grade point average of 2.0 or better and satisfactorily complete the externship/internship portion. In order to participate in the graduation ceremony, students must successfully complete all program requirements prior to the cut-off date. Cut-off dates are set by the Registrar's office and typically fall 4-6 weeks prior to the graduation ceremony. If a graduate should complete all course requirements after the cut-off date, the graduate will not be eligible to participate in the ceremony and instead will be invited to attend the subsequent ceremony scheduled. In addition, students must satisfy all financial obligations to the school and be cleared of any "holds" in order to participate. A Diploma or an Associate of Occupational Science Degree is awarded to those meeting all graduation requirements.

COURSE NUMBERING SYSTEM

Core (Diploma-level) Courses: The alpha prefix of a course number designates to which program or discipline each course belongs. The numeric digits indicate the course number within a program or discipline.

CCC Core:
ACC = Accounting
AH = Allied Health
BIO = Biological Science
DA = Dental Assistant
ECE = Early Childhood Education
FHT = Fitness and Health Trainer
HCA = Healthcare Administration
INT = Internship
MA = Medical Assistant
MBC = Medical Billing and Coding
PHI = Philosophy
PS = Paralegal Studies
ST = Surgical Technologist
VA = Veterinary Assistant
EXT = Externship

CSC Core:
AH = Allied Health
BCO = Basic Cosmetology
BR = Barber
EST = Esthetician
FD = Fashion Design
HBT = Hair Braiding Technician
ID = Interior Design
MAK = Makeup Artistry/Cosmetician
MIN = Master Instructor
MT = Massage Therapy
NAL = Nail Technician
INT = Internship
EXT = Externship

OTC Core:
AH = Allied Health
AT = Automotive
DT = Diesel Technology
HVACR = Heating Ventilation and Air Conditioning/Refrigeration
WT = Welding Technology
INT = Internship

AOS (Degree-level) Courses: The alpha prefix of a course number designates the category of the course and is always 4 digits. The first three numeric digits indicate the individual course numbers within the discipline. The fourth numeric digit indicates the number of credit hours awarded upon successful completion. The numbering system follows state norms and they don't build upon each other. Those that start with "1" are not a prerequisite to "2".

Degree Courses:
ACC = Accounting
BUS = Business
ENG = English
GEN = General Studies
MGT = Management
MKT = Marketing

Admissions

ELIGIBILITY REQUIREMENTS

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at the College as a regular student. The College must adhere to the U.S. Department of Education, Accrediting Council for Independent Colleges and Schools, Accrediting Bureau of Health Education Schools, OK Board of Private Vocational Schools and OK State Board of Cosmetology and Barbering. Finally, it is the philosophy of the College that an individual shall not be denied admission to any program because of race, color, national origin, handicap, religion, or sex.

GENERAL ADMISSIONS REQUIREMENTS

In order to be accepted to the College, applicants are required to provide the following:

- High School Diploma or recognized equivalents of a high school diploma
- Personal interview with college official
- Admissions essay
- Recommendation by Admissions Representative

In addition to the above requirements, the following apply to Surgical Technologist applicants:

- Three Letters of Reference
- Pass O'Connor Dexterity Test at 390 seconds or less for women and 405 seconds or less for men
- Personal interview with Surgical Technologist Faculty Member

Recognized equivalents of a high school diploma:

- A GED certificate;
- A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET);
- Ability to Benefit (ATB) - Note: Due to the passage of Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting may gain eligibility for Title IV, HEA funds by passing an "ability-to-benefit" test. The College may accept Ability to Benefit (ATB) students.

Homeschooling
Though homeschooled students are not considered to have a high school diploma or equivalent, the student can be eligible to receive Title IV, HEA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self-certification that they received this state credential.

Foreign High School diploma or transcript - Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; the original secondary education document must be translated into English and certified as the equivalent of high school completion in the United States by a College-accepted service.

Diploma Mill Definition
Any entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that he has completed a program of secondary or postsecondary education or training; and

2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.

Financial Arrangements
The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

Transfer Students
Enrollment is available for students wishing to transfer to the College after they have withdrawn from other schools both in and out of state. The College does not recruit students already attending or admitted to another school offering similar programs of study. The student must submit transcripts prior to signing the enrollment agreement. Credit for previous training and education in accredited programs may be granted. The acceptance of transfer hours is at the discretion of the College and there is a possibility that no such credit will be granted. **Note**: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

The student must meet all regular entrance and registration requirements. A transferring student may be required to enroll for a minimum number of hours or credits. Before a transferring or returning student can be enrolled, they will be evaluated according to the Satisfactory Academic Progress policy (see policy listed in the school catalog). Students accepted for admission may be required to purchase the school's current kit, textbooks, uniforms, and other supplies. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

How Eligibility is determined for TITLE IV, HEA

To be Eligible to receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a *regular student* in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
   Men exempted from the requirement to register include;
   - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);

- Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
- Males born before 1960;
- Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
- Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the *FAFSA* stating that:
    - you are not in default on a federal student loan
    - do not owe a refund on a federal *grant*
    - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain *satisfactory academic progress (SAP)* while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

1) Be a U.S. CITIZEN or U.S. NATIONAL
    a. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2) Have a GREEN CARD
    a. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3) Have an ARRIVAL-DEPARTURE RECORD
    a. Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
    b. Refugee
    c. Asylum Granted
    d. Cuban-Haitian Entrant (Status Pending)
    e. Conditional Entrant (valid only if issued before April 1, 1980)
    f. Parolee
4) Have BATTERED IMMIGRANT STATUS
    a. You are designated as a "battered immigrant-qualified alien" if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act.
5) Have a T-VISA
    a. You are eligible if you have a T-visa or a parent with a T-1 visa.
6) "U-Visa" holders are not designated as qualified aliens under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA), and are therefore not eligible for Title IV, HEA program funds. However, U-Visa holders may convert to lawful permanent resident (LPR) status after they have physically been present in the United States for a continuous period of at least three years after the date of admission given on their U-Visa.
    a. Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

ONLINE ENROLLMENT

With the exception of the three policy types listed below, all of the College's policies and procedures listed in the catalog apply to Online Students.

Admissions Requirements
Students taking advantage of distance learning opportunities are goal oriented. They know how to manage time to meet course objectives and schedules.

Technical Requirements
The College's distance learning program uses a learning management system to deliver online and web-enhanced courses. To participate in the program, basic technology requirements include computer and high speed Internet access, Adobe Flash Player, Adobe Acrobat Reader, and audio capabilities. Students planning to register for online courses must have entry-level computer skills and a valid e-mail account prior to enrollment.

Attendance and Participation Requirements
A student is considered to be attending an online course if he/she logs into the course at least twice during the week and participates in homework assignments and weekly discussion forums. Failure to abide by the guidelines set forth in this policy may result in the student receiving an SIP.

A student is in attendance if he/she logs into the class during the week and participates in homework assignments or weekly discussion forums. The discussion forum is essential for the learning process and is the area of instructor and student interaction. The discussion forums are where students, in collaboration with the instructor and classmates, will explore the course material to fully develop skill in the course objectives. To receive participation points, students must submit each week's assignment by the assigned date and participate in the discussion forums a minimum of two days. The participation grades are based on the number of days the student takes part in the discussion and the content of his or her contributions. The degree of added value a student contributes to the discussion determines the earned participation points.

Also, please note the following:

- Faculty are available to assist students with questions. The student may email instructor for a one-on-one on campus or meet during posted office hours during the week.
- Student engagement is a critical key to success in the online environment; therefore, attendance is mandatory.
- Tutoring services are available at no charge to assist in the courses.

Hybrid Learning Oklahoma State Board of Cosmetology and Barbering Programs
In the event of an emergency, inclement weather, or pre-approved scheduled time away, students may be eligible to earn credit through hybrid learning assignments located in learning management system for each course. The total amount of hybrid hours earned cannot total more than 10% of the student's theory hours. Degree credit hours through hybrid learning are exempt.

College Policies

NON-DISCRIMINATION POLICY

The college admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sexual orientation, gender identity, gender expression, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

In accordance with the requirements of Title IX of the Education Amendments of 1972 and their regulations, the College does not discriminate on the basis of sex in the educational programs and activities which it operates, including employment and admissions. The College Accreditation and Compliance Director is the School's Title IX coordinator to coordinate Title IX compliance.

CANCELLATION OF PROGRAM

The College reserves the right to cancel a program prior to the start date when enrollment is insufficient or when a qualified instructor unavailable. The College will not cancel or postpone a program once it has started.

DISABILITIES

The College is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles, and restrooms to accommodate students in wheelchairs. It is the responsibility of the student to inform the College of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. Students with disabilities may contact the Admissions Department by way of telephone, writing, email, social media, facsimile or in person for further assistance. The College will make reasonable accommodation to meet the needs of any student with a disability. Students are encouraged to notify the Admissions Department as early as possible to allow for time to make appropriate accommodations.

DRESS CODE

All students are expected to dress for their profession. See the Admissions Department for program specific dress code requirements.

TOBACCO POLICY

The College campuses are a tobacco-free facility. The College recognizes the need to create and maintain an environmental quality which sustains and enhances the general health and well-being of its faculty, staff, students, and visitors. All tobacco products, including smokeless tobacco and any non-tobacco products designed to emulate tobacco products, are strictly prohibited on campus property. This includes the parking lot, vehicles parked on College property, and all surrounding areas. The College operates according to a strict "three strikes" policy. First Strike: Verbal warning, Second Strike: Written Warning, Third Strike: Expulsion.

DRUG-FREE

The College enforces a policy to maintain a drug-free workplace and educational environment for all employees and students. All employees and students are informed that the unlawful manufacture, distribution, dispensing, possession, transportation, or use of any controlled substance is prohibited on the premises, within 500 feet surrounding the facility, and/or during any college-related activities. The College reserves the right to participate in random, reasonable belief, and post-accident drug testing for both students and employees.

All employees and students are expected to comply with the above policy in order to maintain a drug and alcohol-free environment. Anyone not in compliance with the above policy will be subject to local, state, and federal laws for unlawful possession, use, or distribution of illicit drugs and alcohol and will be subject to drug testing and possible dismissal from enrollment or employment. Please refer to the College's Campus Crime and Security manual for more details.

RECORDS

Student records are secured in a designated area. They may be inspected for approved purposes upon receipt of proper written notification to the Office of Registrar. Official transcripts may be requested through the Office of Registrar. No official transcripts or diploma will be released to anyone with a balance owed to the College.

GAINFUL EMPLOYMENT AND CONSUMER DISCLOSURE INFORMATION

Gainful Employment information for all programs offered at the College can be accessed at http://www.collegesooner.com/gainful-employment-disclosures/.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Registrar's Office maintains a file on each enrolled student. Student files contain correspondence and communication that takes place between the student, the institution, and the public. Information within the file is maintained according to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

This act, with which this institution intends to comply fully, was designed to protect the privacy of education records, to establish records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Students also have the right to file complaints with FERPA concerning alleged failures by the institution to comply with the act.

Currently enrolled students may withhold disclosure of any information under FERPA. To withhold disclosure, written notification must be received in the Registrar's Office after enrolling and within one month of starting class.
The College assumes that failure on the part of any student specifically to request the withholding of categories of information indicates individual approval for disclosure.

Federal law permits educational institutions to disclose academic and financial information to the parents of financially dependent children.

- Parents may obtain information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that their child is legally their dependent. Dependent status can be established via submission of a certified copy of the parents' most recent Federal Income Tax Form unless there is a court order, state statute, or other legally binding document prohibiting such.
- Parents of independent students may obtain information only if the Student signs a Family Education Rights and Privacy Act (FERPA) Release Form. This consent is valid for a one time use only and the College must obtain a second signed consent form before any additional information may be released.

CLOSING

The College will authorize campus closings or delayed opening when hazardous weather conditions are predicted or occur that present a serious threat to the campus' safe and efficient operation and the wellbeing and safety of its students and employees. The College will be closed and neither employees nor students will have access to enter facilities. Various departments will be available via email, the College's learning management system (LMS), and phone to accommodate students. Students are expected to stay in contact with their instructor to ensure educational goals will be met and assignment and class schedule maintained.

WITHDRAWAL POLICY

***Official Withdrawal*:** A student wishing to withdraw from a program may initiate the process by way of telephone, writing, email, facsimile or in person in which he/she informs the Registrar's Office of his/her intentions. The Office of the Registrar is the specific department which processes and completes withdrawal forms. If a student is unable to personally make the withdrawal notification, a notification can be provided on behalf of the student. The withdrawal will be effective the day notification is received. The withdrawal policy also applies when a student is terminated by the College for a documented reason.

***Unofficial Withdrawal*:** If a student fails to attend classes for a period of 14 calendar days they are flagged as a possible withdrawal. If the student fails to attend for a subsequent 14 calendar days without being on an official LOA, the College will unofficially withdraw the student. However, the Date of Determination (DOD) used for the R2T4 calculation will in no case be more than 14 calendar days from the student's Last Date of Attendance (LDA). He or she will be automatically terminated from the program on the following business day.

A student withdrawing from the College will receive a tuition adjustment in accordance with the refund policy stated on her/his Enrollment Agreement. If monies are owed to the College, they will become due upon receipt of statement.

Financial Aid

ENROLLMENT STANDARDS

The minimum enrollment standards are as follows:

Full Time:	12 semester credits per semester
¾ Time:	9 semester credits per semester
½ Time:	6 semester credits per semester
Less than ½ Time:	less than half of the workload of the minimum full-time requirement.

Courses in programs are offered and scheduled in terms. Students may lose student loan funds for the term if their enrollment status is reduced to Less than ½ Time status.

Pell grant awards will be recalculated and the appropriate amount of aid will be returned for students whose enrollment status changed due to a reduction in their academic course load. For those eligible, additional grant will be awarded to students whose enrollment status changed due to an increase in their course load within the term. Additional grant may be awarded by the end of the semester and upon documented attendance for all courses in the term.

ACCELERATION OF PROGRAM

Residential students will not be allowed to enroll in simultaneous courses without signed authorization from a school official. Financial aid packaging is based on a normal (non-accelerated) class schedule and acceleration often substantially can reduce the amount of financial aid funding a student will receive. Any reduction in that funding will create a balance due from the student that must be covered by excess funds or paid by the student before the acceleration is permitted.

CANCELLATION/REFUND POLICY

Three-day cancellation: All monies paid by an applicant will be refunded within three days of signing an enrollment agreement and making an initial payment.
Student subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 10% of the total contract price, not to exceed $100. Students terminating training after starting the program, but within the first week, shall be responsible for 10% of the total contract price of the program plus $150, but in no event will more than $350 be retained by the College. After one week, but within the first 25% of the program, the tuition retained by the school shall be 25% of the total contract price plus $150. After a student completes over 25%, but within 50% of the program, the tuition retained by the school shall be 50% of the total contract price, plus $150. A student completing more than 50% of the program is not entitled to any tuition refund. Any refund due shall be paid within 60 days after cancellation or termination, unless the refund is payable directly to the applicant or student, in which case it shall be paid within 30 days after cancellation or termination.
Special Cases: In case a student has a prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement that is reasonable and fair to both.
Discontinued Class: In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Rejection: An applicant rejected by the school shall be entitled to a refund of all monies paid.

Official Withdraw: Any student wishing to withdraw from a program may initiate the process by way of telephone, writing, email, facsimile or in person in which he/she informs the College of his/her intentions. The withdraw policy also applies when a student is terminated by the College for a documented reason. The Office of the Registrar is the specific department that processes and completes a withdraw form. If the student is unable to personally make the notification, a notification can be provided on behalf of the student.
Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student.
Items of extra expense are not returnable or refundable.

FINANCIAL AID

The College is an eligible institution for various funding sources including Federal Student Aid such as Direct Loans (PLUS, Unsubsidized, Subsidized), Federal Pell Grants. Financial Aid is available to those who qualify. Additional funding for students may come from Institutional Scholarships, Workforce Oklahoma, Vocational Rehabilitation, and Bureau of Indian Affairs. Furthermore; the College is approved for Veteran's Education. For those using Direct Loan Borrower Services and have questions or need assistance with monthly payment; contact Direct Loans at 1-888-877-7658 or visit the website at www.direct.ed.gov to get more information on deferment, forbearance, consolidation, payment plans, interest rates, and loan calculators.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending the College.

To be making Satisfactory Academic Progress (SAP) towards a Diploma or an Associate of Occupational Science Degree, students must maintain a specific grade point average as well as proceed through the program at a pace leading to completion in the specified time frame outlined below.

Students who re-enroll to earn a second credential will have their SAP measured on the current program without regard to the previous completed program.

Students who change programs will have their SAP standing count toward their new program of study based on applicable credits or clock hours earned. Transfer credit can and do affect completion rates.

The College's SAP standards have been established to ensure the quality of educational programs offered and to ensure academic integrity and the responsible disbursement and administration of Federal Title IV, HEA Financial Aid. SAP standards are applicable to all students regardless of method of payment (i.e. cash pay, VA, etc.). Any student who does not meet SAP may request an appeal due to mitigating circumstances (see SAP Appeals/Reinstatement section). SAP is not affected for those students on LOA.

Students who are making SAP, as defined by this policy, are considered to be in good standing and eligible to receive Federal Financial Aid. SAP is required to remain eligible for Title IV, HEA Federal Financial Aid and Graduation.

SAP - Academic Standards

Students must maintain an overall grade point average of 2.0 (C) to maintain satisfactory progress. Satisfactory progress is measured at the beginning of each term and midpoint for clock hour programs. If a student falls below this average, the student will be placed on Title IV, HEA academic warning for one payment period at which time the student must generate a grade of 2.0 or higher. The student will remain on institution academic warning which is not the same as a Title IV, HEA academic warning, until the average generates a grade of 2.0 or higher. Any course failed must be repeated; however, not more than 50% of the total program may be repeated. Grades assigned for repeated courses will replace the prior grades. The College does not assign non-punitive grades. Non-credit and remedial courses are not offered. Grades are furnished to the student throughout the program and upon request.

SAP - Financial Aid Satisfactory Academic Progress Policy

As with all students financial aid recipients are required to meet two separate requirements in order to maintain satisfactory academic progress.

- First, students are required to maintain a minimum satisfactory cumulative grade point average to fulfill Department of Education's qualitative component.
- Second, students are required to complete (pass) at least 70% of the program credits attempted or clock hours attempted for each of the terms/payment period in order to fulfill Department of Education's quantitative component.

These two requirements are summarized in the tables below. Failure to meet both these minimum academic standards could result in the loss of the student's Title IV, HEA financial aid eligibility.

For programs less than 30 weeks:

Attempted credits	Minimum G.P.A (Qualitative)	Percentage of Attempted Credit Hours (Quantitative)	Attempted Clock Hours	Minimum G.P.A (Qualitative)	Percentage of Attempted Clock Hours (Quantitative)
2	0.4	70%	150	0.5	70%
4	0.8	70%	300	1.0	70%
6	1.2	70%	450	1.5	70%
8	1.6	70%	600	2.0	70%
10 and up	2.0	70%			

For programs 30 weeks or longer:

Attempted credits	Minimum G.P.A (Qualitative)	Percentage of Attempted Credit Hours (Quantitative)	Attempted Clock Hours	Minimum G.P.A (Qualitative)	Percentage of Attempted Clock Hours (Quantitative)
3	0.5	70%	250	0.5	70%
6	1.0	70%	500	1.0	70%
9	1.5	70%	750	1.5	70%
12 and up	2.0	70%	1000	2.0	70%

SAP - Financial Aid Warning Policy

1. SAP is calculated at the end of each term/payment period.
2. Students not meeting the above requirements will be placed on warning and will receive a letter from the Financial Aid Office. Students placed on financial aid warning remain eligible to receive financial aid for one payment period only.
3. At the end of the subsequent term or at the midpoint of a clock hour program, another SAP evaluation will be conducted to determine if the student on warning has met the SAP requirements.
4. If upon evaluation, the student is able to meet SAP requirements, the student will be removed from academic and Title IV, HEA financial aid warning status.
5. If upon evaluation, the student once again fails to meet SAP requirements the student will be placed on Title IV, HEA financial aid suspension and will receive a letter from the Financial Aid Office stating they have lost Title IV, HEA financial aid eligibility.
6. A student placed on Title IV, HEA financial aid suspension cannot receive funds from financial aid programs, until they reestablish SAP or successfully appeal the SAP decision.
7. Students remain responsible for all tuition, costs and fees under their enrollment agreements that are incurred while on Title IV, HEA financial aid suspension.
8. If a student wishes to appeal a SAP decision, he or she may do so in writing. (see paragraph on appeal/reinstatement below)

Academic Year Definitions

- 24 credits / 30 weeks (Term type A) 15 week terms
- 24 credits / 32 weeks (Term type B) 16 week terms
- 24 credits / 36 weeks (Term type C) 18 week terms

To remain eligible for Title IV, HEA financial aid and maintain continued active enrollment, students are required to progress satisfactorily. Students must maintain a grade point average of 2.0 in classroom subjects and complete their chosen program within one and a half (1 ½) times the published length of the program and for clock hour programs this time frame will be measured in terms of clock hours attempted.

The maximum period within a program is one and a half (1 ½) times of a program length. Students failing to progress satisfactorily or if they do not complete their chosen program within one and a half (1 ½) times the published length of the program will be withdrawn. All students are evaluated for SAP at least once during their program. All clock hours at the College and transfer hours must be counted toward the 150% eligibility whether a student received Title IV, HEA federal student aid or not in order to graduate within the maximum time frame.

SAP - Schedule of Program Completion

Credit Hour Programs

Standard Program Length	**Maximum Length**
20 Credit Units	30.0 Credit Units Attempted
25 Credit Units	37.5 Credit Units Attempted
33 Credit Units	49.5 Credit Units Attempted
50 Credit Units	75.0 Credit Units Attempted
69 Credit Units	103.5 Credit Units Attempted

Clock Hour Programs

Standard Program Length	**Maximum Length**
300 Clock Hours	450 Clock Hours Attempted
600 Clock Hours	900 Clock Hours Attempted

1000 Clock Hours 1500 Clock Hours Attempted

A Leave of Absence and Scheduled Holiday Breaks are not considered when calculating maximum time frame, since credit is not available during those times.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the course syllabus.

SAP - Failed Course
Students who fail a course are allowed to repeat the course provided they are able to complete the program within one and one half times the published program length.

Repeating a course will be at the students' expense. Eligible students may use financial aid to cover the expense. Students repeating a course must complete all class work and tests. The earned grade for the repeated course is recorded on the official transcript. To successfully repeat a failed course a student must earn a minimum cumulative GPA of 2.0 for the repeated course.

SAP – Incomplete (I)
An Incomplete (I) grade is given when required tests and coursework have not been completed by the end of the course. All work and/or testing must be completed within 30 days after the class has ended. Incomplete tests and/or course work in the Associate of Occupational Science program must be completed within 30 days from the last day of scheduled course. Failure to comply within the time limit will result in the incomplete grade reverting to a final grade for all tests and/or course work completed. Student must contact their instructor to make-up any incomplete course work and/or tests within 30 days after the class has ended. Incomplete grades will count in credits attempted and clock hours attempted and completion percentage but do not affect GPA.

SAP – Withdraw (W)
Students who withdraw or are terminated from a program of study are charged according to the refund policy on the enrollment agreement. All courses not attempted within the term at the time of Withdraw will be assigned grades of "TW". All courses attempted within the term will receive a final grade based upon completed coursework and attendance. Grades of "W" will count in credits attempted and clock hours attempted and completion percentage but do not affect GPA.

SAP – Rescheduled Courses (RS)
Students may be rescheduled for a course due to attendance reasons. A grade of RS does not affect GPA or credits attempted or clock hours attempted. Rescheduling a course will be at the students' expense. Eligible students may use financial aid to cover the expense.

SAP – Audit (AU)
An audit is posted or used for attendance on previously passed courses. There is no fee charged and no grade issued. An audit does not affect GPA, completion rates, or maximum time frame.

SAP - Academic Warning/Expulsion
Students need to be aware that Academic Warning is not the same as Title IV, HEA warning. Students who fail to meet the minimum GPA for total credit units and clock hours attempted are placed on academic warning until the student is able to raise his/her GPA to an acceptable level. If the student's continued progress indicates his/her inability to raise the GPA to a minimum level, the Campus Director/President will evaluate whether it is in the student's best interest to be terminated from the program or be allowed to continue on warning status for a period of 30 days. The student will be provided notification in written form. If after this period of time has elapsed and the student is still not achieving the minimum GPA, the student will be expelled from the College. The student will be provided written notification of the College's decision of expulsion.

SAP - Readmission/Re-Enrollment
All withdrawn or terminated students who re-enter must have all monies previously owed to the College satisfied. The student will be responsible for the following fees: re-enrollment fee, tuition fee minus any money received from the prior enrollment, and any other published fees as necessary. Applicable credits attempted or clock hours attempted in the prior enrollment will be included in the credits or clock hours used to determine if the student can complete the program with 1 ½ times the length of the program. For a repeated course, the most recent grade is counted in the student GPA.

Students being readmitted/re-enrolled will enter with the same SAP standing that they left on. So if you left on Title IV, HEA Warning and/or Academic Warning, or Title IV, HEA probation, you would be admitted with the same SAP standing and requirements.

SAP – Title IV, HEA Appeals/Reinstatement
A student who losses their Title IV, HEA financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations.
Students who wish to appeal the decisions concerning satisfactory progress regarding Title IV, HEA warning and/or termination based on failure to meet SAP must do so in writing to the Campus Director/President within 14 calendar days of receipt of the written warning/termination notice.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal:

1. death of a relative,
2. an injury,
3. illness of the student or
4. other special circumstance.

The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Students with mitigating circumstances should submit an appeal letter to describe any circumstances that the student feels deserve further consideration. Any supporting documentation must be attached to the submitted letter. The Campus Director/President, in turn, will investigate the student's concerns and provide a final written determination within 14 calendar days to the student. The Campus Director/President's decision is final.

Students who have lost Title IV, HEA eligibility for financial aid can be reinstated by improving their academic grade point average to the designated standards of satisfactory progress definition, prevailing at an appeal, returning from a leave of absence which commenced while the student was making satisfactory progress, or satisfactorily resolving the warning. Students can reinstate their ability to receive aid through an evaluation process. Once an appeal has been granted students will be eligible to receive Title IV, HEA funds for that term or payment period only. Students placed on suspension due to SAP are considered to be on Academic warning for the term/payment period.

Financial Aid Probation Status and Financial Appeal Granted:

Should the student prevail upon their appeal, they will be placed on a Title IV, HEA Financial Probation for that payment period only. The student will then be eligible for Title IV, HEA funds for that payment period. While on Financial Aid Probation, the student must meet the institution's Satisfactory Academic Progress standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV, HEA eligibility. A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period.

The student may also be placed on an individual development plan to assist the student in regaining SAP at the end of this payment period. Those who are not making SAP at the end of the Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated. The individual development plan will identify the student's requirements that must be met to regain Title IV HEA financial aid eligibility and will be monitored by the Registrar and Financial Aid Departments at the College.

Probation Not Granted:
If the student is not granted a Probation they will remain on **Academic Warning** with a loss of Title IV, HEA funding for at least one payment period, at which time they must be making SAP in order to regain Title IV, HEA funding for the next payment period.

Reinstatement of Aid:
This process is limited to the period under evaluation. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV, HEA aid.

Attendance:
Students are expected to attend all regularly scheduled classes, clinical/laboratory sessions and externship/internship. Poor attendance generally results in poor grades. Attendance in class is a requirement and will be considered in the evaluation of student performance. Students having difficulties due to absenteeism must discuss this matter with their instructor. Refer to the course syllabus for individual course attendance requirements. A student is considered to have completed a whole week if they have attendance in that week and attempted a subsequent week.

RETURN OF TITLE IV FUNDS, HEA POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. The College will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who **withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment** at the College. It is separate and distinct from the College refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible.
The school is required to notify the student if they owe a repayment via written notice.
The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Withdraw Before 60%
The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%
After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The College measures progress in Clock Hours, and uses the payment period for the period of calculation.

The Calculation Formula: Clock Hour Programs

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE
TOTAL HOURS IN PERIOD = % EARNED

b) If this percentage is greater than 60%, the student earns 100%.

c) If this percent is less than or equal to 60%, proceeds with calculation.
Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.
Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.
100% minus percent earned = UNEARNED PERCENT
Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

The College will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

d. Repay the overpayment in full to the College or Sign a repayment agreement with the U.S. Department of Education.

Example of Calculation: - Credit Hour Programs

1. Determined the percentage of Title IV, HEA aid earned by the student by taking the calendar days completed in the payment period, divided by the total calendar days in the payment period (excluding breaks of **5** days or more *and* days the student was on an approved LOA
18(completed days) = 15.3% (% of completed calendar days)
118 (total days)

2. Determine the amount of Title IV, HEA aid earned by the student by multiplying the percentage of Title IV, HEA aid earned times the total of the Title IV, HEA aid disbursed **plus** the Title IV, HEA aid that could have been disbursed for the payment period.
15.3% X $2805.00 = 429.17 (Amount of aid earned by student)

3. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV, HEA funds or aid that could have been disbursed.

4. If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

5. Funds are returned to the appropriate federal program based on the percent of Percentage of aid earned = the number of scheduled hours in the payment period completed unearned aid using the following formula:

6. Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

7. When Title IV, HEA funds are returned, the student may owe a balance to the College.

Order of Return

The College is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV, HEA assistance
- State Tuition Assistance Grants
- Private and institutional aid
- The Student funds as outlined in the Refund

Earned AID:
Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Post Withdraw
If you did not receive all of the funds that you have earned, you may be due a post-withdrawal disbursement. The College may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the College).

The College will offer any post-withdraw disbursement of loan funds within 30 days of the date it determines the student withdrew.

The College must disburse any Title IV, HEA grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.

For all other school charges, the College needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.
The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Time frame for returning an unclaimed Title IV, HEA credit balance
If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.
If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.
The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

Institution Responsibilities in regards to return of Title IV, HEA funds
The College's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The College is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds
Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with NAME OF SCHOOL or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdrawal notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personnel at your school.

Refund vs. Return to Title IV, HEA Funds
The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that the College may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The College may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the College refund policy is, you may ask your School's Financial Specialist for a copy.

Return to Title IV, HEA questions?
If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

Student Policies

ATTENDANCE

Students are expected to attend all regularly scheduled classes, clinical/laboratory sessions and externship/internship. Poor attendance generally results in poor grades. Attendance in class is a requirement and will be considered in the evaluation of student performance. Students having difficulties due to absenteeism must discuss this matter with their instructor. Refer to the course syllabus for individual course attendance requirements. A student is considered to have completed a whole week if they have attendance in that week and attempted a subsequent week.

ACADEMIC HONESTY

Academic honesty is expected of all students. No cheating will be tolerated. Examples of cheating include:

- Talking or bringing written notes during a test
- Looking at another student's paper during testing
- Plagiarism-submitting another's work and claiming it as your own

STUDENT SERVICES

At Community Care College, Clary Sage College and Oklahoma Technical College we understand that life happens. The role of Student Services is to provide students with guidance and resources to help students address and overcome any obstacles they may encounter during their education. Whether students are on-ground or on-line they can visit www.mycourseconnection.com to find a full list of resources available to students who are struggling. If additional help is needed, students can e-mail studentservices@communitycarecollege.edu or visit the student services coordinator on your campus.

CAREER SERVICES

The College will assist students in obtaining employment upon graduation. This is a service and is not to be considered as a guarantee of employment or job placement.

The College makes contact with and obtains referrals from potential employers regarding job openings. Information obtained from these contacts is matched against the known qualifications and backgrounds of students and/or graduates. Students or graduates who meet the employer's qualification requests are advised of the opening and are expected to pursue the job opportunity and/or job offer from the employer.
The College assists in arranging interviews for graduating students and eligible graduated students. This service is not available to graduates who have lost their jobs through negligence, failure to maintain standards prescribed by their employers, or misconduct. This service is only available to graduates that are in good standing with all departments of the College.

LEAVE OF ABSENCE

A Leave of Absence is a privilege extended to the student by a consenting staff member. A leave of absence is rarely granted. If a student wishes to request a leave of absence, the student must first follow the approval process. Students must submit a written request for permission to take a leave of absence to the Department Head. The request must include: A beginning and ending date, the reason for the request, and supporting documentation when applicable. Students must be in good academic standing at the time of the leave to qualify for the leave of absence. Action on the requested leave will be determined by the Registrar and is based on a student's individual situation and academic standing with the college. Good academic standing includes, but is not limited to, a 2.5 GPA, 85% attendance, and no current warning status. Special consideration may be given under extenuating circumstances should the above academic requirements not be met. If a leave of absence is granted the leave cannot exceed a total of 180 days in any 12-month period. Students not returning to class on the LOA return date or properly extending their LOA will be withdrawn from the program.

Active Military Duty: Military students or students who are dependents of a military service members who receive active duty orders during their program may apply for a Leave of Absence and must also provide the Financial Aid Office with a copy of the active duty orders. The orders must include the date the student must report for duty and the length of time of service. This official documentation is required in order to apply for an LOA. Upon receipt of the required documentation, the College will determine:

- If an audit will meet the needed service requirements. If so, any reschedule fees will be waived.
- If a program delivery method change will meet the service requirements. If so, students will be allowed to change program delivery methods and fees will be waived.
- If a Leave of Absence is required to meet the requirements of service duty.
- If withdrawal from the program is required to meet the requirements of service duty. Any financial penalties to the student will be waived. If withdrawal is required, special consideration will be given during the re-enrollment process.

CONDUCT

As professionals in training, students are expected to have a certain level of honesty, ethical conduct, and respect for each other. Therefore, it is the protocol of the College to discipline any student committing violations of conduct policies. In most cases, the student is first placed on a warning. If a student repeats the same offense, the student's warning may be extended or the student will be expelled from the College. This decision will be made by the President.

Plagiarism, Copying, Cheating: Any student found to have plagiarized, copied, or otherwise attempted to indicate the work of another as their own, in an attempt to benefit themselves or otherwise enhance their standing within the class, may be expelled.

Theft: Any student found to have committed theft of property from another person or from the College will be expelled. The school reserves the right to take legal recourse including, but not limited to, arrest.

Illegal Drug Usage: It is the Colleges' policy to comply with all local, state, and federal laws. Therefore, if a student is caught consuming drugs on campus, in possession of drugs, or attends class under the influence of drugs, the school reserves the right to notify local law enforcement agencies. Any student determined to be under the influence of any drug that may impair their ability to function or endanger others, will be dismissed from class and it shall be considered an unexcused absence.

Tobacco Use: The Colleges are tobacco-free campuses. Students may not use tobacco products while on campus grounds. If a student wishes to use tobacco products the student must leave the campus premises.

Public Display of Affection: Inappropriate public displays of affection are not permitted on campus.

Weapons or Firearms: No forms of weapons or firearms are allowed on campus property. If a student is caught with a weapon or firearm it is grounds for immediate expulsion as well as contacting appropriate officials. The school reserves the right to determine what is or is not a weapon.

GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to provide an opportunity to resolve concerns as quickly as possible. A student with a concern may contact the instructor, Department Head or President. Recommendations, directives, or suggestions will be made. The following guidelines are to be followed:

1. Problems are to be addressed outside of class, during break, or after class.
2. Complaints should first be resolved by discussion with the instructor and/or Department Head for academic concerns. If the grievance is not resolved satisfactorily with these individuals, it can then be submitted to the President, whose decision is considered final in all matters pertaining to the College. If the complaint cannot be resolved after exhausting the College's grievance procedure, the student may file a complaint with the Oklahoma Board of Private Vocational Schools, the Accrediting Council for Independent Colleges and Schools located at 750 First Street NE Suite 980 Washington, DC 20002-4223 or the Accrediting Bureau of Health Education Schools located at 7777 Leesburg Pike, Suite 314 N Falls Church, VA 22043. The student may contact these agencies for further details.

EXPULSION

Students who fail to meet all requirements of a disciplinary action can be expelled by the President. The student will be notified in writing that he or she is being expelled with an explanation of reasons normally based on violation of a warning or corrective action. In some cases such as theft or highly inappropriate behavior, however, the student may be expelled without a warning period. Expulsion will be conducted during a private counseling session. Students will be offered the opportunity to sign a copy of the expulsion form and it will be placed into the student record. The student will also be given a copy of the form. Students may appeal using the procedures below.

APPEAL AND REINSTATEMENT POLICY

Expelled students or those who have withdrawn are not entitled to readmission unless a written request is submitted to the Campus Director/President and is approved. Students re-entering the college are charged current tuition rates for the time required to complete the program, plus a $150 reinstatement fee, and will be required to re-enter on a conditional status. If the student feels the college has made an error in its decision to expel, he or she should submit arguments in writing and address it to the attention of the Campus Director/President. The case will then be reviewed by the Campus Director/President, whose decision is final. Students who are denied initial admission to the College may reapply for admission after 90 days from the date of the denial.

PROGRAM CHANGE

A student must obtain the approval of administration for permission to change a program of study. The student must be in good standing with all departments and meet all prerequisites for the desired program. The form for requesting changes may be obtained from the Registrar or an admissions team member in which either one may initiate the change. There is a $150 fee assessed with the program change.
To change programs, students must follow these procedures.

1. Complete the change of major form, including obtaining all required signatures. Students may be required to meet additional admission criteria for the new program.
2. Return the completed form and all supporting documentation to Admissions for processing.
3. Consult with the Financial Aid office to determine payment obligations for any fees incurred from the date of the change forward.

Students may upgrade their Core program to the corresponding Associate Degree at any time. Students will be charged the additional tuition, books, and fees associated with the additional courses.

ACCOUNTING SPECIALIST - DIPLOMA
ASSOCIATE OF OCCUPATIONAL SCIENCE ACCOUNTING
(Resident)

Objective

The Accounting Specialist program provides instruction in basic accounting and bookkeeping competencies. The program is designed to provide a foundation that will enable graduates to succeed in diverse administrative and accounting roles. The Associate of Occupational Science Accounting Specialist degree is designed to develop leadership abilities necessary for management success. Students will become proficient in the use of computer software applications necessary to succeed in a business environment. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level accounting position.

Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training except for the completion of ACC2313 Financial Accounting before ACC2253 Managerial Accounting. Career and Life Development (AH100) is required for any residential students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Residential courses meet 15 or 11.3 hours a week. Instruction is residential or residential and online.

Externship

The externship is undertaken following the successful completion of all classroom training and consists of 135 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

Diploma

Total Classroom Hours:	420
Total Externship Hours:	135
Total Program Hours:	555
Total Weeks:	39 Including Externship
Total Semester Hours of Credit:	30
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Resident Degree

Total Classroom Hours:	870
Total Externship Hours:	135
Total Program Hours:	1005
Total Weeks:	69 or 79 Including Externship
Total Semester Hours of Credit:	60
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
ACC 2313	Financial Accounting	45/0	3.0
ACC 2273	Accounting Software: QuickBooks	45/0	3.0
ACC 2253	Managerial Accounting	45/0	3.0
ACC 2283	Accounts Receivable and Account Payable Management	45/0	3.0
ACC 2263	Accounting Applications: Excel	45/0	3.0
ACC 2243	Payroll Management	45/0	3.0
MGT 1463	Office Management	45/0	3.0
MGT 1483	Human Resources Administration	45/0	3.0
ACCEXT 711	Externship	135	3.0
Degree Requirements			
BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
General Education Courses:			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0

ACCOUNTING SPECIALIST - DIPLOMA
ASSOCIATE OF OCCUPATIONAL SCIENCE ACCOUNTING
(Online)

Objective

The Accounting Specialist program provides instruction in basic accounting and bookkeeping competencies. The program is designed to provide a foundation that will enable graduates to succeed in diverse administrative and accounting roles. The Associate of Occupational Science Accounting Specialist degree is designed to develop leadership abilities necessary for management success. Students will become proficient in the use of computer software applications necessary to succeed in a business environment. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level accounting position.

Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training except for the completion of ACC2313 Financial Accounting before ACC2253 Managerial Accounting. Career and Life Development (AH101) is required for students and is taken online. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. All instruction is online.

Externship

The externship is undertaken following the successful completion of all classroom training and consists of 135 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

Diploma

Total Classroom Hours:	405
Total Externship Hours:	135
Total Program Hours:	540
Total Weeks:	40 Including Externship
Total Semester Hours of Credit:	30
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Online Degree

Total Classroom Hours:	855
Total Externship Hours:	135
Total Program Hours:	990
Total Weeks:	80 weeks
Total Semester Hours of Credit:	60
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3.0
ACC 2313	Financial Accounting	45/0	3.0
ACC 2273	Accounting Software: QuickBooks	45/0	3.0
ACC 2253	Managerial Accounting	45/0	3.0
ACC 2283	Accounts Receivable and Account Payable Management	45/0	3.0
ACC 2263	Accounting Applications: Excel	45/0	3.0
ACC 2243	Payroll Management	45/0	3.0
MGT 1463	Office Management	45/0	3.0
MGT 1483	Human Resources Administration	45/0	3.0
ACCEXT 711	Externship	135	3.0
Degree Requirements			
BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
General Education Courses:			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0

ASSOCIATE OF OCCUPATIONAL SCIENCE BUSINESS AND INDUSTRY MANAGEMENT
(Resident)

Objective
The Associate of Occupational Science in Business Administration degree program provides instruction in basic business administration competencies. The degree is designed to provide a foundation that will enable graduates to succeed in diverse business management roles. Students will also develop leadership abilities necessary for management success. Students will become proficient in the use of computer software applications necessary to succeed in a business environment. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level business administration position. Students who have earned diplomas in accredited programs will be able to combine their technical education with courses in business to prepare them to meet the management opportunities that are afforded to them in their respective industries.

Classroom Procedures
Each course stands alone as a unit of study and is not dependent upon prerequisite training. Career and Life Development (AH100) is required for any residential students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Business Administration residential courses meet 15 or 11.3 hours a week. Instruction is residential or residential and online.

Externship
The externship is undertaken following the successful completion of all classroom training and consists of 135 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

Course Requirements
Any student not holding a diploma from an accredited institution consisting of at least 30 semester credit hours will be required to take the Industry Management core courses listed below with an * as well as the courses listed under degree requirements.

Resident Degree

Total Classroom Hours:	870
Total Externship Hours:	135
Total Program Hours:	1,005
Total Weeks:	61 or 71 Including Externship
Total Semester Hours of Credit:	60
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
Degree Requirements			
AH 100	Career and Life Development	50/10	3.0
BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
General Education Courses:			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0
Business and Industry Management Core (non diploma holders)			
BUS 2523	Customer Relations Management *	45/0	3.0
BUS 2153	Business Ethics *	45/0	3.0
BUS 2543	Information Technology & Trends *	45/0	3.0
BUS 2553	Project Management *	45/0	3.0
BUS 2563	Operations Management *	45/0	3.0
BUS 2573	Entrepreneurship *	45/0	3.0
BUS 2583	Professional Sales *	45/0	3.0
BUS 2593	Professional Development *	45/0	3.0
BUS EXT 2601	Externship *	135	3.0

ASSOCIATE OF OCCUPATIONAL SCIENCE BUSINESS AND INDUSTRY MANAGEMENT
(Online)

Objective
The Associate of Occupational Science in Business Administration online program provides instruction in basic business administration competencies while using a progressive learning management system. The degree is designed to provide a foundation that will enable graduates to succeed in diverse business management roles. Students will also develop leadership abilities necessary for management success. Students will become proficient in the use of computer software applications necessary to succeed in a business environment while mastering "real-world business strategies." This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level business administration position. Students who have earned diplomas in accredited programs will be able to combine their technical education with courses in business to prepare them to meet the management opportunities that are afforded to them in their respective industries.

Classroom Procedures
Each course stands alone as a unit of study and is not dependent upon prerequisite training. Career and Life Development (AH101) is required for students and is taken online. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. The externship is undertaken following the successful completion of all classroom training and consists of 135 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

Course Requirements
Any student not holding a diploma from an accredited institution consisting of at least 30 semester credit hours will be required to take the Industry Management core courses listed below with an * as well as the courses listed under degree requirements.

Online Degree

Total Classroom Hours:	855
Total Externship Hours:	135
Total Program Hours:	990
Total Weeks:	80 weeks
Total Semester Hours of Credit:	60
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
Degree Requirements			
AH 100	Career and Life Development	50/10	3.0
BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
General Education Courses:			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0
Business and Industry Management Core (non diploma holders)			
BUS 2523	Customer Relations Management *	45/0	3.0
BUS 2153	Business Ethics *	45/0	3.0
BUS 2543	Information Technology & Trends *	45/0	3.0
BUS 2553	Project Management *	45/0	3.0
BUS 2563	Operations Management *	45/0	3.0
BUS 2573	Entrepreneurship *	45/0	3.0
BUS 2583	Professional Sales *	45/0	3.0
BUS 2593	Professional Development *	45/0	3.0
BUS EXT 2601	Externship *	135	3.0

DENTAL ASSISTANT - DIPLOMA

Objective

The Dental Assistant plays a vital role in the organized delivery of dental services. Theory and practical application in the fundamentals of chair side assisting and administrative procedures are taught for use in any size dental practice, specialty practice, or clinic. Students are certified in CPR. In addition, students engage in "hands-on" training with regard to dental equipment, instruments, and tray set-ups. Students are taught proper dental health and laboratory procedures. The graduate will be fully prepared to take the RDA. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level Dental Assistant and the ability to assume such a position.

Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Career and Life Development (AH100) is required for any residential students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm. Dental related courses meet 20 hours per week. General Education courses of the degree program meet 15 or 11.3 hours a week. Instruction is residential or residential and online.

Externship

The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

Diploma

Total Classroom Hours:	540
Total Externship Hours:	180
Total Program Hours:	720
Total Weeks:	32 Including Externship
Total Semester Hours of Credit:	30.5
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

DENTAL ASSISTANT - DIPLOMA

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
PHI 1153	Medical Law & Ethics	20/0	1.0
BIO 1316	Anatomy & Physiology	20/0	1.0
BIO 1387	Nutrition	20/0	1.0
AH 225	Sterilization Procedures/OSHA	15/5	1.0
AH 115	Medical Emergencies and CPR	15/5	1.0
AH 220	Introduction to Pharmacology	20/0	1.0
DA 1115	Dental Terminology	20/0	1.0
DA 1111	Practice Management/ Patient Relations	15/5	1.0
DA 1113	Introduction to Dental Assisting	15/5	1.0
DA 1114	Pre-Clinical	15/5	1.0
DA 1213	Preventative	15/5	1.0
DA 1215	Periodontics	15/5	1.0
DA 1118	Intro to Dental Radiography	15/5	1.0
DA 1119	Dental Laboratory	15/5	1.0
DA 1217	Prosthodontics	15/5	1.0
DA 1225	Operative	15/5	1.0
DA 1219	Restorative Dentistry	15/5	1.0
DA 1221	Pedodontics	15/5	1.0
DA 1223	Orthodontics	15/5	1.0
DA 1126	Endodontics	15/5	1.0
DA 1181	Dental Sciences	15/5	1.0
DA 1129	Oral Pathology/Oral Surgery	15/5	1.0
DA 1131	Essentials of Dental Radiography – Bisecting/ Paralleling	15/5	1.0
DA 1133	Essentials of Dental Radiography – Lab	0/20	0.5
DA EXT 311	Externship	180	4.0

EARLY CHILDHOOD EDUCATION - DIPLOMA
(Online)

Objective
Working with young children is one of the most rewarding, yet challenging, career choices one can make. A significant challenge within the early childhood education profession is the preparation and training of those who care for and teach young children. Young children benefit from having a nurturing caregiver, developmentally appropriate materials and activities, positive peer interactions and a safe learning environment in which they take an active role in the learning process. The Early Childhood Education (ECE) program is committed to preparing students to enter the field of early care and education with the skills needed to help children succeed not only in college, but in life. Graduates of the ECE program will be skilled in historical, philosophical, political and theoretical best practices to ensure they have the tools to support children's emotional, physical, language, and cognitive development in practice.

Classroom Procedures
Each course stands alone as a unit of study and is not dependent upon prerequisite training except for the completion of Internship. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Career and Life Development (AH101) is required for students and is taken online. All instruction is online.

Externship
The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

Diploma

Total Classroom Hours:	405
Total Externship Hours:	180
Total Program Hours:	585
Total Weeks:	40 Including Externship
Total Semester Hours of Credit:	31
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3.0
ECE 101	Introduction to Early Childhood Education	45/0	3.0
ECE 103	Child Growth and Development	45/0	3.0
ECE 105	Curriculum and Development	45/0	3.0
ECE 107	Early Childhood Program Management	45/0	3.0
ECE 109	Social Emotional Development and Guidance	45/0	3.0
ECE 111	Language and Literacy	45/0	3.0
ECE 113	Creative Art, Movement and Expression	45/0	3.0
ECE 115	Family, Community, and Early Education	45/0	3.0
ECE EXT 213	Externship	180	4.0

FITNESS AND HEALTH TRAINER - DIPLOMA

Objective

This program covers the essential components of fitness and health necessary to produce qualified fitness professionals. The objective of the program is to prepare students academically and professionally for entry-level positions in health promotion and fitness. This career field continues to grow as our nation becomes increasingly concerned with health and wellness. Graduates will be prepared to work in a wide variety of facilities as fitness instructors or personal trainers. Successful program graduates are eligible for the National Academy of Sports Medicine NASM - Certified Personal Trainer. Upon completion of the NASM-CPT, students will be eligible for advanced certifications in Performance Enhancement Specialist and Corrective Exercise Specialist through NASM. Additionally, graduates will be academically prepared to start their own fitness businesses using advanced leadership and administrative skills.

Classroom Procedures

Most courses stand alone as a unit of study and are not dependent upon prerequisite training; however, the following courses require prerequisites: Anatomy (FTH 117) before Physiology (FHT 119) and Physiology (FHT 119) before Biomechanics & Kinesiology (FHT 118) and Physical Fitness Assessments (FHT 115) before Corrective Exercise Program Design (FHT 116). A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Career and Life Development (AH100) is required for any residential students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm. Fitness and Health Trainer related courses meet 20 hours per week. General Education courses of the degree program meet 15 or 11.3 hours a week. Instruction is residential or residential and online.

Internship

The internship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students will be eligible to train in Community Care College's on-site gym, "Way of Life". This internship is unpaid and the hours of attendance are determined by Community Care College. Students are required to attend at least 20 hours per week while fulfilling internship requirements.

Diploma

Total Classroom Hours:	540
Total Externship Hours:	180
Total Program Hours:	720
Total Weeks:	32 Including Externship
Total Semester Hours of Credit:	30.5
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
FHT 111	Healthy Lifestyles	20/0	1.0
FHT 117	Anatomy	20/0	1.0
FHT 119	Physiology	20/0	1.0**
FHT 118	Biomechanics & Kinesiology	20/0	1.0**
FHT 123	Cardiorespiratory Fitness	15/5	1.0
FHT 125	Muscular Fitness	15/5	1.0
FHT 121	Balance & Flexibility	15/5	1.0
FHT 113	Pre-screening & Risk Assessments	15/5	1.0
FHT 115	Physical Fitness Assessments	15/5	1.0
FHT 116	Corrective Exercise Program Design	15/5	1.0**
FHT 114	Clinical & Medical Considerations	20/0	1.0
FHT 135	Special Populations	20/0	1.0
FHT 145	Weight Management Strategies	15/5	1.0
FHT 152	Nutrition	20/0	1.0
FHT 147	Program Design	20/0	1.0
FHT 122	Group Fitness	5/15	0.5
FHT 156	Worksite Health Promotion	20/0	1.0
FHT 127	Injuries	15/5	1.0
FHT 140	Exercise Psychology & Counseling	15/5	1.0
MT 221	Sports Massage	15/5	1.0
FHT 153	Marketing & Sales	20/0	1.0
FHT 151	Business Management	20/0	1.0
AH 115	Medical Emergencies & CPR	15/5	1.0
FHT143	Sports Training	15/5	1.0
FHT INT 157	Internship	180	4.0

** Shaded course requires a prerequisite prior to taking course.

ASSOCIATE OF OCCUPATIONAL SCIENCE HEALTH CARE ADMINISTRATION
(Online)

Objective

The Associate of Occupational Science in Health Care Administration program provides online instruction in basic healthcare administration competencies using a progressive learning management system. The objective of the program is to prepare students academically and professionally for entry-level employment positions as medical office managers, assistant managers to physician offices, supervisors in a variety of healthcare settings such as assisted living residences, nursing homes, hospitals, dental facilities, or occupational health practices, to name just a few. Additionally, degree graduates will become knowledgeable in applicable leadership practices.

Students will become proficient in the use of computer software applications necessary to succeed in a management environment including electronic medical records. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level administration position. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties.

Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training the exception of HCA 1118 Intro to Electronic Health Records must be completed before HCA 1120 Electronic Health Records. Career and Life Development (AH101) is required for students and is taken online. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. All instruction is online.

Online Degree

Total Classroom Hours: 945
Total Program Hours: 945
Total Weeks: 84 weeks
Total Semester Hours of Credit: 63
Clock Hours: Lecture/Lab
Credential Earned: Associate of Occupational Science Degree
Academic Year: 24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3.0
HCA 1453	Medical Terminology and A&P	45/0	3.0
MBC 1130	Medical Insurance	45/0	3.0
HCA 1124	Intro to Diagnostic Coding	45/0	3.0
HCA 1126	Into to Procedure Coding	45/0	3.0
MBC 1141	Medical Office Management	45/0	3.0
HCA 1118	Intro to Electronic Health Records	45/0	3.0
HCA 1120	Electronic Health Records	45/0	3.0
MBC 1142	Software Applications in Healthcare	45/0	3.0
HCA 1122	Front Office Management	45/0	3.0
HCA 2383	Healthcare Management	45/0	3.0
Degree Requirements			
BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
General Education Courses:			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0

MEDICAL ASSISTANT - DIPLOMA
(Resident)

Objective
The Medical Assistant is an individual trained to assist physicians in the examination and treatment of patients. They assist doctors by providing routine clinical skills, obtaining patient history, assisting with patient procedures, laboratory tests, and administrative/front office procedures. Students are certified in CPR. The Medical Assistant understands the procedures, techniques, and the underlying principles of the human body, in addition to the functions of other professionals who provide health care. The graduate will be fully prepared to take the CMA and RMA and other various credentials. This program provides the background which enables a student to assume an entry-level position as a Medical Assistant. Required laboratory skills and administrative procedures are taught for use in a physician's office or clinic.

Classroom Procedures
Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Career and Life Development (AH100) is required for any residential students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm. Medical related courses meet 20 hours per week. General education courses of the degree program meet 15 or 11.3 hours per week. Instruction is residential or residential and online.

Externship
The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

Diploma

Total Classroom Hours:	660
Total Externship Hours:	180
Total Program Hours:	840
Total Weeks:	38 Including Externship
Total Semester Hours of Credit:	37
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
MA 1253	Health Careers	20/0	1.0
MA 1255	Law and Ethics	20/0	1.0
MA 1251	Infection Control/Laboratory Equipment and Safety	15/5	1.0
MA 1110	Administrative Procedures – Office Management	15/5	1.0
MA 1118	Medical History and Vital Signs	15/5	1.0
MA 1115	Medical Emergencies and CPR	15/5	1.0
MA 1240	The Nervous System	20/0	1.0
MA 1242	The Endocrine System	20/0	1.0
MA 1244	The Digestive System and Nutrition	20/0	1.0
MA 1114	Administrative Procedures – Interaction	20/0	1.0
MA 1248	Physical Exam Preparation	15/5	1.0
AH 220	Introduction to Pharmacology	20/0	1.0
MA 1246	Dosage Calculations	15/5	1.0
MA 1250	The Circulatory System	20/0	1.0
MA 1233	Diagnostic Imaging	15/5	1.0
MA 1252	The Respiratory System	15/5	1.0
MA 1222	Medication Administration	10/10	1.0
MA 1254	Phlebotomy – Collecting	10/10	1.0
MA 1122	Special Senses and The Integumentary System	20/0	1.0
MA 1124	The Immune System	20/0	1.0
MA 1256	Microbiology	10/10	1.0
MA 1257	The Urinary System	15/5	1.0
MA 1260	Phlebotomy - Processing	10/10	1.0
MA 1262	The Musculoskeletal System	15/5	1.0
MA 1220	Assisting with Minor Surgery	10/10	1.0
MA 1221	Administrative Procedures – Insurance	20/0	1.0
MA 1223	Administrative Procedures - Finance	20/0	1.0
MA 1236	The Reproductive System	20/0	1.0
MA 1259	Specialties	20/0	1.0
MA 1300	Certification Review	20/0	1.0
MAEXT 411	Externship	180	4.0

MEDICAL ASSISTANT - DIPLOMA
(Online)

Objective
The Medical Assistant is an individual trained to assist physicians in the examination and treatment of patients. They assist doctors by providing routine clinical skills, obtaining patient history, assisting with patient procedures, laboratory tests, and administrative/front office procedures. Students are certified in CPR. The Medical Assistant understands the procedures, techniques, and the underlying principles of the human body, in addition to the functions of other professionals who provide health care. The graduate will be fully prepared to take the RMA and RPT and other various credentials. This program provides the background which enables a student to assume an entry-level position as a Medical Assistant. Required laboratory skills and administrative procedures are taught for use in a physician's office or clinic.

Classroom Procedures
Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Career and Life Development (AH101) is required for students and is taken online. The Medical Assisting courses are all online. Instruction is online or residential and online.

Externship
The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

Diploma
Total Classroom Hours: 495
Total Externship Hours: 180
Total Program Hours: 675
Total Weeks: 49 Including Externship
Total Semester Hours of Credit: 37
Clock Hours: Lecture/Lab
Credential Earned: Diploma
Academic Year: 24 credits/32 weeks (Term Type B)

MEDICAL ASSISTANT - DIPLOMA
(Online)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3.0
MA 410	Health Careers and Medical History	45/0	3.0
MA 412	Digestive and Nutrition, Pharmacology, and Office Management	45/0	3.0
MA 414	Infection Control, Medical Emergencies and CPR, and Interaction	45/0	3.0
MA 416	Reproductive, Specialties, and Dosage Calculations	45/0	3.0
MA 418	Medication Administration and Finance	45/0	3.0
MA 420	Phlebotomy and Immunology	45/0	3.0
MA 422	Exam Preparation, Respiratory, and Circulatory	45/0	3.0
MA 424	Diagnostics, Integumentary, and Minor Surgery	45/0	3.0
MA 426	Orthopedics, Urinary, and Microbiology	45/0	3.0
MA 428	Nervous, Endocrine, and Special Senses	45/0	3.0
MAEXT 411	Externship	180	4.0

MEDICAL BILLING AND CODING - DIPLOMA
ASSOCIATE OF OCCUPATIONAL SCIENCE IN MEDICAL BILLING AND CODING
(Online)

Objective

Every time a patient receives health care, a record is maintained of the observations, medical or surgical interventions, and treatment outcomes. This record includes information that the patient provides concerning his or her symptoms and medical history, the results of examinations, reports of x-rays and laboratory tests, diagnoses, and treatment plans. Medical records and health information technicians organize and evaluate these records for completeness and accuracy.

Technicians assemble patients' health information, making sure that patients' initial medical charts are complete, that all forms are completed and properly identified and authenticated, and that all necessary information is in the computer. They regularly communicate with physicians and other health care professionals to clarify diagnoses or to obtain additional information. Technicians regularly use computer programs to tabulate and analyze data to improve patient care, better control cost, provide documentation for use in legal actions, or use in research studies. The Medical Billing and Coding program will help the student prepare for an entry-level position as a coder or health information technician. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties.

Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training with the exception of MBC 1233 Diagnostic Coding I must be completed before MBC 1235 Diagnostic Coding II. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Career and Life Development (AH101) is required for students and is taken online. The Medical Billing and Coding courses are all online. Instruction is online or residential and online.

Diploma

Total Classroom Hours:	495
Total Program Hours:	495
Total Weeks:	44
Total Semester Hours of Credit:	33
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Degree

Total Classroom Hours:	945
Total Program Hours:	945
Total Weeks:	84
Total Semester Hours of Credit:	63
Clock Hours:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3.0
AH 1323	Medical Terminology	45/0	3.0
BIO 1311	Anatomy & Physiology	45/0	3.0
MBC 1130	Medical Insurance	45/0	3.0
MBC 1233	Diagnostic Coding I	45/0	3.0
MBC 1235	Diagnostic Coding II	45/0	3.0
MBC 1137	CPT – Ancillary Guidelines and Application	45/0	3.0
MBC 1139	CPT – Surgery Guidelines and Application	45/0	3.0
MBC 1231	CPT – E/M Guidelines and Application	45/0	3.0
MBC 1142	Software Applications in Healthcare	45/0	3.0
MBC 1144	Professional Practical Experience	45/0	3.0
Degree Requirements			
BUS 2213	Principles of Business	45/0	3.0
MGT 2123	Leadership Development	45/0	3.0
MKT 2423	Introduction to Marketing	45/0	3.0
MGT 1373	Human Resources	45/0	3.0
BUS 2313	Business Law	45/0	3.0
ACC 2213	Accounting Principles	45/0	3.0
General Education Courses:			
ENG 2343	Business Communications	45/0	3.0
BUS 1353	Business Math	45/0	3.0
MGT 2213	Principles of Management	45/0	3.0
GEN 1113	Critical Thinking and Problem Solving	45/0	3.0

PARALEGAL STUDIES - DIPLOMA
(Online)

Objective
The online program exposes the student to the theoretical, procedural and practical aspects of the paralegal profession. The degree is designed to provide practical and intense instruction in a variety of legal areas to develop the intellectual and occupational competencies necessary to work as an entry-level paralegal in a legal firm.

Classroom Procedures
Each course stands alone as a unit of study and is not dependent upon prerequisite training except for the completion of Introduction to Paralegal Studies (PS 101) and Introduction to American Law (PS104) before the completion of all subsequent core courses. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Career and Life Development (AH101) is required for students and is taken online. All instruction is online.

Online Diploma

Total Classroom Hours:	540
Total Program Hours:	540
Total Weeks:	48 weeks
Total Semester Hours of Credit:	36
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH 101	Career and Life Development	45/0	3
PS 101	Introduction to Paralegal Studies	45/0	3
PS 104	Introduction to American Law	45/0	3
PS 105	Ethics for the Law Office	45/0	3
PS 107	Legal Writing & Research	45/0	3
PS 125	Civil Litigation	45/0	3
PS 111	Criminal Law	45/0	3
PS 112	Family Law and Bankruptcy	45/0	3
PS 115	Contracts	45/0	3
PS 117	Torts	45/0	3
PS 119	Wills, Trusts & Estates	45/0	3
PS 121	Real Estate Law	45/0	3

SURGICAL TECHNOLOGIST - DIPLOMA

Objective

The Surgical Technologist plays a vital role as a member of the healthcare team in the operating room. Theory and practical application in the fundamentals of anatomy and physiology of the body systems are taught. Students are introduced to the operating room environment and are CPR certified. Students engage in "hands-on" training with regard to sterile technique, surgical equipment, supplies, instruments, and case preparation. Proper surgical aseptic techniques are covered. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level Surgical Technologist and the ability to assume such a position. Surgical skills as well as laboratory procedures are taught to meet the requirements of the operating room. Graduates will be eligible to sit for the NBSTSA certification.

Classroom Procedures

A student may enter the program only at scheduled start dates. Career and Life Development (AH100) is required for any residential students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm. Courses must be taken in sequential order beginning with ST 1210**.** Surgical related courses meet 20 hours per week. General education courses of the degree program meet 15 or 11.3 hours per week. Students must earn a minimum of 70% in each individual course. In addition, an overall average GPA of 2.0 or higher is required to successfully complete this program. Instruction is residential or residential and online.

Externship

The externship is undertaken following the successful completion of all classroom training, and consists of 120 surgical cases within 500 clock hours. Students are required to complete 30 cases in General Surgery with 20 of those cases filled while in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties with 60 of those cases filled while in the First Scrub Role and evenly distributed between a minimum of four surgical specialties. Students will practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation. The externship is unpaid and the clinical training sites will be determined by the surgical technology department. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

Diploma

Total Classroom Hours:	760
Total Externship Hours:	500
Total Program Hours:	1,260
Total Weeks:	49 Including Externship
Total Semester Hours of Credit:	48.5
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

SURGICAL TECHNOLOGIST - DIPLOMA

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
AH 1320	Medical Terminology - Etymology	20/0	1.0
AH 1325	Medical Terminology - Vocabulary	20/0	1.0
BIO 1385	Nutrition – Diet Therapy	20/0	1.0
BIO 1310	Anatomy & Physiology – Organization	20/0	1.0
BIO 1312	Anatomy & Physiology – Transport	20/0	1.0
BIO 1314	Anatomy & Physiology – Life Cycle	20/0	1.0
BIO 1316	Anatomy & Physiology	20/0	1.0
AH 115	Medical Emergencies and CPR	15/5	1.0
AH 220	Introduction to Pharmacology	20/0	1.0
ST 1210	Introduction to Surgical Technology	20/0	1.0
ST 1212	Legal and Ethical	20/0	1.0
ST 1214	Microbiology and Infection Process	20/0	1.0
ST 1216	Sterilization and Aseptic Technique	15/5	1.0
ST 1218	Care of the Surgical Patient	15/5	1.0
ST 1220	Surgical Pharmacology	15/5	1.0
ST 1222	Surgical Case Management	20/0	1.0
ST 1224	The Surgical Wound	15/5	1.0
ST 1226	Instrumentation	15/5	1.0
ST 1228	Diagnostic and Minimally Invasive Procedures	15/5	1.0
ST 1230	General Surgery	15/5	1.0
ST 1232	OB/GYN Surgery	15/5	1.0
ST 1234	Genitourinary Surgery	15/5	1.0
ST 1236	Ophthalmic Surgery	15/5	1.0
ST 1238	ENT Surgery	15/5	1.0
ST 1240	Oral and Maxillofacial Surgery	15/5	1.0
ST 1242	Plastic and Reconstructive Surgery	15/5	1.0
ST 1244	Orthopedic Surgery	15/5	1.0
ST 1246	Peripheral Vascular Surgery	15/5	1.0
ST 1248	Thoracic and Pulmonary Surgery	15/5	1.0
ST 1250	Cardiac Surgery	15/5	1.0
ST 1252	Pediatric Surgery	15/5	1.0
ST 1254	Neurosurgery	15/5	1.0
ST 1256	Certification Review	20/0	1.0
ST 1258	Mock Certification	20/0	1.0
ST 1260	Competency Assessment	0/20	0.5
STEXT 515	Externship	135	3.0
STEXT 517	Externship	135	3.0
STEXT 519	Externship	135	3.0
STEXT 521	Externship	95	2.0

VETERINARY ASSISTANT - DIPLOMA
(Resident)

Objective
The Veterinary Assistant program is designed to prepare the student with the basic knowledge and training necessary to function as an entry-level employee in a veterinary setting. The program is carefully balanced between theory and practical instruction, including clinical and administrative training. Veterinary assistants work in all phases of animal care, including surgical nursing, laboratory procedures, and office administration. Employment opportunities include positions in veterinary offices or hospitals, zoological facilities, retail pet supply companies and the pet care industries.

Classroom Procedures
Each course stands alone as a unit of study and is not dependent upon prerequisite training except for Anatomy & Physiology I (VA 1120) before Anatomy & Physiology II (VA 1122) and Client and Patient Relations (VA 1124) before Grief Counseling/Euthanasia (VA 1126). Career and Life Development (AH100) is required for any residential students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses, but must begin with VA 1112. Veterinary related courses meet 20 hours per week. General education courses of the degree program meet 15 or 11.3 hours per week. Instruction is residential or residential and online.

Externship
The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

Diploma

Total Classroom Hours:	540
Total Externship Hours:	180
Total Program Hours:	720
Total Weeks:	32 Including Externship
Total Semester Hours of Credit:	31
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

VETERINARY ASSISTANT - DIPLOMA
(Resident)

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
VA 1112	Veterinary Terminology	20/0	1.0
VA 1114	Behavior, Restraint, and Handling	15/5	1.0
VA 1116	Dentistry	15/5	1.0
VA 1118	Animal Nutrition	15/5	1.0
VA 1120	Anatomy & Physiology I	20/0	1.0
VA 1122	Anatomy & Physiology II	20/0	1.0**
VA 1124	Client Relations and Patient Assessment	15/5	1.0
VA 1126	Grief Counseling/Euthanasia	20/0	1.0**
VA 1129	Veterinary Dosages and Calculations	20/0	1.0
VA 1128	Emergency Care/Management of Injuries	15/5	1.0
VA 1130	Veterinary Pharmacology	15/5	1.0
VA 1132	Parasitology	15/5	1.0
VA 1134	Urinalysis and Hematology	15/5	1.0
VA 1136	Cytology and Virology	20/0	1.0
VA 1138	Clinical Microbiology	15/5	1.0
VA 1140	Zoonosis	20/0	1.0
VA 1142	Occupational Hazards	20/0	1.0
VA 1144	Radiography and Ultrasonography	15/5	1.0
VA 1146	Principles of Anesthesia and Analgesia	20/0	1.0
VA 1148	Surgical Preparation/Instrument Care	15/5	1.0
VA 1150	Ruminant and Pig Nursing	20/0	1.0
VA 1152	Equine Nursing	20/0	1.0
VA 1154	Canine and Feline Nursing	20/0	1.0
VA 1156	Exotic Animal Medicine	20/0	1.0
VAEXT 211	Externship	180	4.0

** Shaded course requires a prerequisite prior to taking course.

BARBER - DIPLOMA

Program Description
The Barber program is designed to teach students how to serve clients at a barber facility and will include hands on experience as well as scientific professional knowledge. Information regarding safe work practices and infection control, licensing laws, salesmanship, shop management, barbering history, haircutting and styling, shaving facial hair, chemical processes, hair and scalp treatments, hair coloring, sterilization, sanitation and hygiene will be discussed. Diploma programs are designed to prepare skilled graduates to work in the Barber industry. The program prepares the student for the Oklahoma State Board of Cosmetology and Barbering Exam which consists of 100 multiple choice questions and a practical exam on a live model and on a manikin.

Program Outcomes
1. Conduct barbering services with a focus upon customer satisfaction.
2. Develop a level of professional image, attitude, and appearance that will help the student attain his/her goals.
3. Provide superior customer service.
4. Develop a knowledgebase of state rules and regulations, history or the profession, and management skills.
5. Apply the learning skills required to continue career development.
6. Adapt to, and cope with, the elements of change in the barber service industry.
7. Demonstrate sanitary service practices.
8. Demonstrate proper haircutting, styling, and chemical processes of the barbering profession.
9. Demonstrate and use terminology related to the trade.

Program Goals: A graduate of this program should be able to:

- Possess an applied skill level sufficient for entry-level employment and advancement in the field of Barbering.
- Demonstrate appropriate workplace behaviors and pursue ongoing technical skill development sufficient for employment in the field of Barbering.
- Be successfully employed in the Barbering industry or maintain independence through self-employment.

Diploma

Total Hours:	1500
Total Semester Hours of Credit:	50
Total Weeks:	51 (Full Time) or 75 (Part Time)
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/36 weeks (Term Type C)

BARBER - DIPLOMA

Course No.	Course Title	Theory	Lab	Credit
AH 105	Career and Life Development	50	10	2.0
BR 102	History of Barbering	15	15	1.0
BR 104	Bacteriology	15	15	1.0
BR 106	Chemistry	15	15	1.0
BR 108	Safe Work Practices and Infection Control	15	15	1.0
BR 110	Anatomy and Physiology	15	15	1.0
BR 112	Electricity and Facials	15	15	1.0
BR 120	Properties and Disorders of the Skin	15	15	1.0
BR 122	Properties and Disorders of the Hair and Scalp	15	15	1.0
BR 116	Facial Hair Design and Licensing Laws	15	15	1.0
BR 118	Intro to Cutting and Color	15	15	1.0
BR 124	Barbershop and Retail Management	5	25	1.0
BR 204	Professional Image and the Barber	5	25	1.0
BR 206	Instruments for Straight Razor Shaving	5	25	1.0
BR 208	Uniform Cutting and a Long Layered Cut	5	25	1.0
BR 217	Scalp and Hair Treatments	5	25	1.0
BR 214	Facial Massage	5	25	1.0
BR 216	Facial Treatments	5	25	1.0
BR 219	Straight Razor Shaving and Facial Designs	5	25	1.0
BR 222	Principles of Men's Haircutting and Styling	5	25	1.0
BR 224	Fundamentals of Men's Haircutting	5	25	1.0
BR 226	Safety Precautions for Haircutting and Styling	5	25	1.0
BR 228	Men's Hairstyling	5	25	1.0
BR 230	Men's Hairpieces	5	25	1.0
BR 232	Hair Replacement Systems and Procedures	5	25	1.0
BR 234	Basic Women's Haircutting	5	25	1.0
BR 236	Graduated Cutting and Blunt Cutting	5	25	1.0
BR 276	Basic Women's Haircutting Review	5	25	1.0
BR 240	Women's Hair Styling	5	25	1.0
BR 242	Chemical Texture Services	5	25	1.0
BR 244	Permanent Waving	5	25	1.0
BR 246	Chemical Hair Relaxing	5	25	1.0
BR 248	Hair color Application	5	25	1.0
BR 250	Special Effect Hair coloring	5	25	1.0
BR 252	Facial Hair Coloring	5	25	1.0
BR 254	Corrective Color	5	25	1.0
BR 256	Self-Employment and Business Ownership	5	25	1.0
BR 258	Microbiology Review	5	25	1.0
BR 260	Infection Control Review	5	25	1.0
BR 262	Anatomy Review	5	25	1.0
BR 264	Physiology Review	5	25	1.0
BR 266	Chemistry Review	5	25	1.0
BR 268	Electricity and Light Therapy Review	5	25	1.0
BR 270	Properties and Disorders of the Skin and Scalp Review	5	25	1.0
BR 272	Properties and Disorders of the Hair Review	5	25	1.0
BR 274	Treatment of the Hair Skin and Scalp review	5	25	1.0
BR 300	Barbering Job Search	5	25	1.0
BR 302	State Board Review	10	50	2.0

BARBERING TO COSMETOLOGY CROSSOVER DIPLOMA

Description

The Barber to Cosmetology Crossover Program combines theory & laboratory experiences needed to provide the student with skills necessary to acquire a license through examination by the Oklahoma State Board of Cosmetology and Barbering. Skills will be developed utilizing modern beauty salon equipment, contemporary curriculum & textbooks. Extensive instruction is provided to prepare the student for serving the public in the following areas: hair design, permanent waving, hair shaping, hair care, hair coloring and lightening, chemical relaxing, thermal styling[1], manicuring and pedicuring, as well as skin care and makeup. Added instruction is given to the student in rendering service to the public by hands-on experience in making appointments, keeping an appointment book, making charges for services rendered and general recordkeeping, in addition to salon planning and management. Emphasis is on mastering skills through theory and concentration on clinical experiences by working on clients. Students currently holding their Basic Cosmetology license, as well as students who are registered for their exam with the Oklahoma State Board of Cosmetology and Barbering may enroll in this program.

Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Cosmetology related courses meet full time (30 hours per week) and part time (20 hours per week).

Career Path

After completion of the Basic Cosmetology Program and passing the Oklahoma State Board of Cosmetology and Barbering exam, the student may enter the workforce as a licensed cosmetologist. While some cosmetologists choose to work in the traditional salon setting, others choose to work as hair and makeup artists on production sets, while other opt to work in spas, hotels, or healthcare facilities.

Diploma

Total Hours:	300
Total Semester Hours of Credit:	10
Total Weeks:	10(full time) or 15(part-time)
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
Academic Year:	Full-time - 10 credits/10 weeks (Term Type A) Part-time 10 credits/15 weeks (Term Type C)

Course No.	Course Title	Clock Hours	Credit Hours
BCO 106	Structure of Hair, Skin and Nails	30/0	1
BCO 144	Diseases, Disorders, and Infection Control	30/0	1
BCO 262	Wet Hair Styling	10/20	1
BCO 122	Manicures/Pedicures	20/10	1
BCO 150	Braiding and Styling	10/20	1
BCO 152	Wigs and Hair Extensions	10/20	1
BCO 154	Day, Evening and Stage Makeup	10/20	1
BCO 158	Acrylic Nail Enhancements	10/20	1
BCO 148	Spa Services	10/20	1
BCO 272	State Board Review I	0/30	1

BASIC COSMETOLOGY- DIPLOMA

Description

The Basic Cosmetology Program combines theory & laboratory experiences needed to provide the student with skills necessary to acquire a license through examination by the Oklahoma State Board of Cosmetology and Barbering. Skills will be developed utilizing modern beauty salon equipment, contemporary curriculum & textbooks. Extensive instruction is provided to prepare the student for serving the public in the following areas: hair design, permanent waving, hair shaping, hair care, hair coloring and lightening, chemical relaxing, thermal pressing, manicuring and pedicuring, as well as skin care and makeup. Added instruction is given to the student in rendering service to the public by hands-on experience in making appointments, keeping an appointment book, making charges for services rendered and general recordkeeping, in addition to salon planning and management. Emphasis is on mastering skills through theory and concentration on clinical experiences by working on clients.

Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training except for the completion of BCO 252, BCO 254, BCO 256, BCO 258 before BCO 260, completion of Phase I and Phase II before BCO 272, completion of BCO 114, BCO 112, BCO 114, BCO 116, BCO 106, BCO 120, BCO 122, BCO 146, BCO 148, BCO 128, BCO 130, and BCO 264 before Phase III, completion of BCO 320, BCO 322, BCO 324, BCO 326, BCO 328, BCO 330, BCO 332, BCO 334, BCO 336, BCO 338, BCO 340, BCO 342, BCO 344, BCO 346, BCO 348 before BCO 350. Exceptions can be made to the prerequisite system only with written permission of the Department Head.

A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Cosmetology related courses meet full time (30 hours per week) and part time (20 hours per week). General Education courses of the degree program meet 15 or 11.3 hours per week. General Education Courses as well as Career and Life Development are held at Community Care College. All instruction is residential or residential and online.

Career Path

After completion of the Basic Cosmetology Program and passing the Oklahoma State Board of Cosmetology and Barbering exam, the student may enter the workforce as a licensed cosmetologist. While some cosmetologists choose to work in the traditional salon setting, others choose to work as hair and makeup artists on production sets, while other opt to work in spas, hotels, or healthcare facilities.

Diploma

Total Hours:	1500
Total Semester Hours of Credit:	50
Total Weeks:	51(full time) or 75(part-time)
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
Academic Year:	Full-time - 24 credits/32 weeks (Term Type B) Part-time 24 credits/36 weeks (Term Type C)

BASIC COSMETOLOGY- DIPLOMA

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career and Life Development	50/10	2
PHASE I			
BCO 143	Guest Service and Product Knowledge	15/15	1
BCO 140	Chemistry	30/0	1
BCO 106	Structure of Hair, Skin and Nails	30/0	1
BCO 145	Shampooing and Blow Outs	15/15	1
BCO 144	Diseases, Disorders, and Infection Control	30/0	1
BCO 262	Wet Hair Styling	10/20	1
BCO 264	Thermal Styling	10/20	1
BCO 122	Manicures/Pedicures	20/10	1
BCO 266	Permanent Waving	10/20	1
BCO 268	Chemical Texturing	10/20	1
BCO 240	Formulation	10/20	1
BCO 242	Basic Application	10/20	1
BCO 244	Pattern Application	10/20	1
BCO 246	Special FX Application	10/20	1
BCO 250	Color Correction	10/20	1
BCO 252	Solid Form Cutting	10/20	1
BCO 254	Graduated Cutting	10/20	1
BCO 256	Uniform Cutting	10/20	1
BCO 258	Razor and Clipper Cutting	10/20	1
BCO 260	Cutting Integration	10/20	1
PHASE II			
BCO 274	Salon Success Strategies	0/30	1
BCO 142	Electricity	15/15	1
BCO 102	Anatomy	15/15	1
BCO 150	Braiding and Styling	10/20	1
BCO 152	Wigs and Hair Extensions	10/20	1
BCO 154	Day, Evening and Stage Makeup	10/20	1
BCO 156	Fantasy and Gore Makeup	10/20	1
BCO 278	Facials and Spa Services	10/20	1
BCO 276	Artificial Nail Enhancements	10/20	1
BCO 118	Salon Management	15/15	1
BCO 272	State Board Review I	0/30	1
PHASE III			
BCO 320	Anatomy and Physiology Review	0/30	1
BCO 322	Chemistry Review	0/30	1
BCO 324	Electricity Review	0/30	1
BCO 326	Infection Control and Diseases	0/30	1
BCO 328	Properties of the Hair, Skin, and Scalp Review	0/30	1
BCO 330	Chemical Texturing Review	0/30	1
BCO 332	Facials, Hair Removal, Makeup Review	0/30	1
BCO 334	Hair Design Review	0/30	1
BCO 336	Haircutting Review	0/30	1
BCO 338	Hair Coloring Review	0/30	1
BCO 342	Natural Nail Care Review	0/30	1
BCO 346	Salon Business Review	0/30	1
BCO 352	Job Success Strategies	0/30	1
BCO 354	Preparing for Licensure	0/30	1
BCO 401	Salon Floor Experience I	0/30	1
BCO 402	Salon Floor Experience II	0/30	1
BCO 403	Salon Floor Experience III	0/30	1

**BCO 101 to BCO 225 encompasses the licensing requirements set forth by the Oklahoma State Board of Cosmetology and Barbering:*
Theory – 150 clock hours, Manicuring and pedicuring – 90 clock hours, Facials – 30 clock hours, Scalp treatments – 30 clock hours, Shampooing/conditioning rinses – 60 clock hours, Hairstyling, including finger waving, the dressing of wigs, thermal and blow drying – 390 clock hours, Hair color tints and bleaching and other color treatments – 120 clock hours, Haircutting and hair shaping with shears and thinning shears (scissors) razor and clipper – 180 clock hours, Lash and brow tinting and arching – 30 clock hours, Personality, shop management and unassigned hours for review, examinations, etc. – 180 hours, Hair restructuring/permanent waving and chemical hair relaxing – 240 clock hours
Total cosmetology hours – 1500 clock hours
**Shaded courses must be completed prior to student providing supervised services to the general public.

COSMETOLOGY TO BARBERING CROSSOVER
DIPLOMA

Program Description
The Cosmetology to Barbering Crossover program is designed to teach students how to serve clients at a barber facility and will include hands on experience as well as scientific professional knowledge. Information regarding safe work practices and infection control, licensing laws, salesmanship, shop management, barbering history, haircutting and styling, shaving facial hair, chemical processes, hair and scalp treatments, hair coloring, sterilization, sanitation and hygiene will be discussed. Diploma programs are designed to prepare skilled graduates to work in the Barber industry. The program prepares the student for the Oklahoma State Board of Cosmetology and Barbering Exam which consists of 100 multiple choice questions and a practical exam on a live model and on a manikin. Students currently holding their Basic Cosmetology license, as well as students who are registered for their exam with the Oklahoma State Board of Cosmetology and Barbering may enroll in this program.

Program Outcomes
1. Conduct barbering services with a focus upon customer satisfaction.
2. Develop a level of professional image, attitude, and appearance that will help the student attain his/her goals.
3. Provide superior customer service.
4. Develop a knowledgebase of state rules and regulations, history or the profession, and management skills.
5. Apply the learning skills required to continue career development.
6. Adapt to, and cope with, the elements of change in the barber service industry.
7. Demonstrate sanitary service practices.
8. Demonstrate proper haircutting, styling, and chemical processes of the barbering profession.
9. Demonstrate and use terminology related to the trade.

Program Goals: A graduate of this program should be able to:

- Possess an applied skill level sufficient for entry-level employment and advancement in the field of Barbering.
- Precision in clipper over comb technique
- Perform a straight razor shave
- Demonstrate appropriate workplace behaviors and pursue ongoing technical skill development sufficient for employment in the field of Barbering.
- Be successfully employed in the Barbering industry or maintain independence through self-employment.

Diploma

Total Hours:	300
Total Semester Hours of Credit:	10
Total Weeks:	10 (Full Time) or 15 (Part Time)
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	Day - 10 credits/10 weeks (Term Type B) or Evening 10 credits/15 weeks (Term Type C)

Course No.	Course Title	Theory	Lab	Credit
BR 102	History of Barbering	15	15	1.0
BR 116	Facial Hair Design and Licensing Laws	15	15	1.0
BR 206	Instruments for Straight Razor Shaving	5	25	1.0
BR 219	Straight Razor Shaving and Facial Designs	5	25	1.0
BR 222	Principles of Men's Haircutting and Styling	5	25	1.0
BR 224	Fundamentals of Men's Haircutting	5	25	1.0
BR 230	Men's Hairpieces	5	25	1.0
BR 228	Men's Hairstyling	5	25	1.0
BR 302	State Board Review	10	50	2.0

ESTHETICIAN - DIPLOMA

Description
In the esthetic program, students learn the basics of skin care. Students become proficient in facials, full body waxing, chemical peels, microdermabrasion and facial makeup. An emphasis is placed on the understanding of cosmetic chemistry, anatomy and physiology. Students also learn spa etiquette, professionalism, and the basics of spa business and retailing.

Classroom Procedures
Each course stands alone as a unit of study. A student may enter the program at the beginning of any 100 level courses and continue through the sequence until completion of all 100 level courses. All 100 level courses must be completed before moving on to 200 level courses. The 200 level classes consist of almost completely clinic floor experience. Classes meet full time (30 hours per week) and part time (20 hours per week). Career and Life Development is held at Community Care College. All instruction is residential.

Career Path
After completion of the Esthetician Program and passing the Oklahoma State Board of Cosmetology and Barbering Esthetician exam the student may enter the workforce as a licensed esthetician. There are many exciting career paths as a licensed esthetician, including working in a salon or spa setting, medical office, or focus on specific specialties such as makeup or hair removal.

Total Hours:	600
Total Semester Hours of Credit:	20
Total Weeks:	21(full time) or 30(part-time)
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
Academic Year:	Full-time - 20 credits/21 weeks (Term Type D) or Part-time 20 credits/30 weeks (Term Type E)

Course No.	Course Title	Clock Hrs	Credit Hrs
AH 105	Career and Life Development	50/10	2.0
EST 102	Biology for Estheticians	5/25	1.0
EST 104	Skin Analysis and Facials	15/15	1.0
EST 106	Advanced Facials	5/25	1.0
EST 122	Skin Physiology	5/25	1.0
EST 110	Hair Removal	15/15	1.0
EST 112	Chemistry and Ingredients	5/25	1.0
EST 114	Makeup	5/25	1.0
EST 116	Electrical Esthetics and Nutrition	5/25	1.0
EST 118	Body Treatments	5/25	1.0
EST 120	Advanced Makeup	5/25	1.0
EST 201	Infection Control and Biology Review	5/25	1.0
EST 203	Skin Physiology Review	5/25	1.0
EST 206	Skin Analysis and Facial Procedures Review	5/25	1.0
EST 205	Hair Removal and Makeup Review	5/25	1.0
EST 210	Ingredients and Skin Care Review	5/25	1.0
EST 212	Electrical and Advanced Esthetics Review	5/25	1.0
EST 214	Esthetic Opportunities Review	5/25	1.0
EST 216	State Board Rules and Regulations	5/25	1.0

**These clock hours encompass all requirements of the following Oklahoma State Board of Cosmetology and Barbering requirements:*

Bacteriology, Sterilization, Sanitation and Safety – 80, Sciences – 180, Facials – 200,
Non-Permanent Hair Removal – 40, Salon Development – 60, Cosmetology Law – 40

FASHION DESIGN - DIPLOMA
(Resident)

Objective
The demand for talented and ambitious fashion designers is greater now more than any time in the history of fashion. It is the goal of this program to deliver a quality education in fashion design reflective of industry standards. To that end, the program is designed to provide students with the knowledge, skills and experience necessary to enter the fashion industry. Utilization of a high-tech/high-touch approach to fashion design education combined with first rate curriculum, and excellent instruction is intended to provide our graduates with the necessary competencies to successfully meet the rigors and demands of the highly complex and competitive industry.

Classroom Procedures
A student may enter the program at the scheduled start dates and continue through the sequence until completion of all courses. Students will complete all courses in Phase I prior to moving on to Phase II. Fashion Design courses meet 30 hours per week or 20 hours per week. General education courses meet 15 or 11.3 hours per week. General Education Courses as well as Career and Life Development are held at Community Care College. Instruction is residential or residential and online.

Career Path
After completion of the Fashion Design Program, the student will have developed the skills and knowledge necessary to enter a variety of positions in the fashion industry. Career opportunities are available in many areas such as design, Patternmaking, quality assurance, merchandising, sales, product development, management, and international sourcing.

Diploma

Total Classroom Hours:	990
Total Externship Hours:	90
Total Program Hours:	1080
Total Weeks:	51 (day) or 53 (evening)
Total Semester Hours of Credit:	35
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/36 weeks (Term Typed C)

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career Life Development	50/10	2
FD 101	Design Foundations	60/0	2
FD 103	Beginning Clothing Construction	30/30	2
FD 105	Textiles	60/0	2
FD 107	Patternmaking	30/30	2
FD 109	History of Fashion	60/0	2
FD 111	Fashion Sketching	30/30	2
FD 113	Apparel Production	60/0	2
FD 200	Intermediate Clothing Construction	10/50	2
FD 202	Introduction to Fashion Business	60/0	2
FD 205	Computer-Aided Patternmaking	10/50	2
FD 207	Fashion Industry Overview	60/0	2
FD 209	Computer-Aided Fashion Design	10/50	2
FD 210	Patternmaking II	30/30	2
FD 212	Advanced Clothing Construction	0/60	2
FD 301	Design Collection	0/90	3
FD EXT 311	Externship	90/0	2

FASHION DESIGN- DIPLOMA
(Online)

Objective
The demand for talented and ambitious fashion designers is greater now more than any time in the history of fashion. It is the goal of this program to deliver a quality education in fashion design reflective of industry standards. To that end, the program is designed to provide students with the knowledge, skills and experience necessary to enter the fashion industry. Utilization of a high-tech/high-touch approach to fashion design education combined with first rate curriculum, and excellent instruction is intended to provide our graduates with the necessary competencies to successfully meet the rigors and demands of the highly complex and competitive industry.

Classroom Procedures
A student may enter the program at the scheduled start dates and continue through the sequence until completion of all courses. Students will complete all courses in Phase I prior to moving on to Phase II. The externship is undertaken following the successful completion of all classroom training and consists of 90 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements. Instruction is online.

Career Path
After completion of the Fashion Design Program, the student will have developed the skills and knowledge necessary to enter a variety of positions in the fashion industry. Career opportunities are available in many areas such as design, Patternmaking, quality assurance, merchandising, sales, product development, management, and international sourcing.

Diploma

Total Classroom Hours:	990
Total Externship Hours:	90
Total Program Hours:	1080
Total Weeks:	52
Total Semester Hours of Credit:	35
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/36 weeks (Term Typed C)

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career Life Development	50/10	2
FD 101	Design Foundations	60/0	2
FD 103	Beginning Clothing Construction	30/30	2
FD 105	Textiles	60/0	2
FD 107	Patternmaking	30/30	2
FD 109	History of Fashion	60/0	2
FD 111	Fashion Sketching	30/30	2
FD 113	Apparel Production	60/0	2
FD 200	Intermediate Clothing Construction	10/50	2
FD 202	Introduction to Fashion Business	60/0	2
FD 205	Computer-Aided Patternmaking	10/50	2
FD 207	Fashion Industry Overview	60/0	2
FD 209	Computer-Aided Fashion Design	10/50	2
FD 210	Patternmaking II	30/30	2
FD 212	Advanced Clothing Construction	0/60	2
FD 301	Design Collection	0/90	3
FD EXT 311	Externship	90/0	2

INTERIOR DESIGN - DIPLOMA
(Resident)

Objective
Interior designers possess the knowledge to address the functionality, safety, and quality of interior spaces through research and aesthetic vision. It is the goal of this program to deliver a quality education in interior design reflective of industry standards. To that end, the program is designed to provide students with the knowledge, skills and experience necessary for entry level positions in the interior design industry. Utilization of a high-tech/high-touch approach to interior design education combined with first rate curriculum, an excellent instruction is intended to provide our graduates with the necessary competencies to successfully meet the rigors and demands of the industry.

Classroom Procedures
A student may enter the program at the scheduled start dates and continue through the sequence until completion of all courses. Students will complete all courses in Phase I prior to moving on to Phase II. Interior Design courses meet 30 hours per week or 20 hours per week. General education courses meet 15 or 11.3 hours per week. General Education Courses as well as Career and Life Development are held at Community Care College. The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements. Instruction is residential or residential and online. Students may begin working towards capstone completion during the program.

Career Path
After completion of the Interior Design Program, the student will have developed the skills and knowledge necessary to obtain an entry level position in the interior design industry. Career opportunities are available in residential and niche markets, as well as commercial markets such as healthcare, hospitality, and other businesses where good design can attract more business.

Diploma

Total Classroom Hours:	1080
Total Externship Hours:	180
Total Program Hours:	1260
Total Weeks:	62 (day or evening) evening including Externship
Total Semester Hours of Credit:	40
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/36 weeks (Term Type C)

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career and Life Development	50/10	2
ID 101	Introduction to Interior Design	30/30	2
ID 103	Drafting for Interior Designers	30/30	2
ID 105	Color Theory and Use	30/30	2
ID 107	Computer-Aided Design I	30/30	2
ID 111	Lighting for Interior Design	50/10	2
ID 113	Materials and Specifications	60/0	2
ID 203	History of Interior Design	60/0	2
ID 115	Space Planning	30/30	2
ID 117	Textiles	30/30	2
ID 109	Computer-Aided Design II	30/30	2
ID 201	Design Studio I: Residential	30/30	2
ID 205	Design Studio II: Special Populations	30/30	2
ID 207	Sketching	30/30	2
ID 209	Design Studio III: Small-Spaces	30/30	2
ID 211	Professional Practices	60/0	2
ID 213	Design Studio IV: Commercial	60/0	2
ID 215	Furniture Design	30/30	2
ID EXT 411	Externship	180	4

INTERIOR DESIGN- DIPLOMA
(Online)

Objective
Interior designers possess the knowledge to address the functionality, safety, and quality of interior spaces through research and aesthetic vision. It is the goal of this program to deliver a quality education in interior design reflective of industry standards. To that end, the program is designed to provide students with the knowledge, skills and experience necessary for entry level positions in the interior design industry. Utilization of a high-tech/high-touch approach to interior design education combined with first rate curriculum, and excellent instruction is intended to provide our graduates with the necessary competencies to successfully meet the rigors and demands of the industry.

Classroom Procedures
A student may enter the program at the scheduled start dates and continue through the sequence until completion of all courses. Students will complete all courses in Phase I prior to moving on to Phase II. The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements. Instruction is online. Students may begin working towards externship completion during the program.

Career Path
After completion of the Interior Design Program, the student will have developed the skills and knowledge necessary to obtain an entry level position in the interior design industry. Career opportunities are available in residential and niche markets, as well as commercial markets such as healthcare, hospitality, and other businesses where good design can attract more business.

Diploma

Total Classroom Hours:	1080
Total Externship Hours:	180
Total Program Hours:	1260
Total Weeks:	60
Total Semester Hours of Credit:	40
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/36 weeks (Term Type C)

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career and Life Development	50/10	2
ID 101	Introduction to Interior Design	30/30	2
ID 103	Drafting for Interior Designers	30/30	2
ID 105	Color Theory and Use	30/30	2
ID 107	Computer-Aided Design I	30/30	2
ID 111	Lighting for Interior Design	50/10	2
ID 113	Materials and Specifications	60/0	2
ID 203	History of Interior Design	60/0	2
ID 115	Space Planning	30/30	2
ID 117	Textiles	30/30	2
ID 109	Computer-Aided Design II	30/30	2
ID 201	Design Studio I: Residential	30/30	2
ID 205	Design Studio II: Special Populations	30/30	2
ID 207	Sketching	30/30	2
ID 209	Design Studio III: Small-Spaces	30/30	2
ID 211	Professional Practices	60/0	2
ID 213	Design Studio IV: Commercial	60/0	2
ID 215	Furniture Design	30/30	2
ID EXT 411	Externship	180	4

MAKEUP ARTISTRY/COSMETICIAN- DIPLOMA

Description
In the makeup artist program, students learn full makeup application procedures including daytime and evening makeup application, wedding and prom makeup, latex, rubber, prosthetics, character makeup, as well as movie and TV applications. Students also learn basic hairstyling, artistic as it would apply to a makeup artist and will be knowledgeable in makeup ingredients. An emphasis is also placed on professionalism, resume writing, and building a portfolio.

Classroom Procedures
Each course stands alone as a unit of study. A student may enter the program at the beginning of a course and continue through the sequence until completion of all courses with the exception of MAK 107 must be completed before MAK 215, MAK 217, and MAK 106. Classes meet full time (30 hours per week) and part time (20 hours per week). Career and Life Development is held at Community Care College. All instruction is residential.

Career Path
Once finished with the makeup artist program and passing the Oklahoma State Board of Cosmetology and Barbering Cosmetician exam students can work in a salon or spa as a makeup artist, become a freelance makeup artist, work with modeling or runway companies, or work with movie and/or theatrical company.

Total Hours:	600
Total Semester Hours of Credit:	20
Total Weeks:	21(full time) or 30(part-time)
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
Academic Year:	Full-time - 20 credits/21 weeks (Term Type D) or Part-time 20 credits/30 weeks (Term Type E)

Course No.	Course Title	Clock Hrs	Credit Hrs
AH 105	Career and Life Development	50/10	2.0
MAK 107	Basics of Hairstyling	10/20	1.0
MAK 215	Thermal Styling	5/25	1.0
MAK 106	Long Hair Styles	5/25	1.0
MAK 105	Business and Marketing for a Makeup Artist	25/5	1.0
MAK 101	Sanitation and Fundamentals of Makeup	15/15	1.0
MAK 201	Spa Makeup Applications	5/25	1.0
MAK 203	Camouflage and Corrective Makeup	10/20	1.0
MAK 205	Photography, TV and High Fashion Makeup	5/25	1.0
MAK 207	Airbrushing	10/20	1.0
MAK 103	Beginning Prosthetics	10/20	1.0
MAK 209	Special Effects Makeup	5/25	1.0
MAK 211	Character Makeup I	5/25	1.0
MAK 213	Character Makeup II	25/5	1.0
MAK 231	Advanced Beauty Techniques	5/25	1.0
MAK 233	History of Hair Styling and Makeup	5/25	1.0
MAK 235	Makeup Illusions	5/25	1.0
MAK 227	State Board Rules and Regulations	25/5	1.0
MAK 300	State Board Review	15/15	1.0

**These clock hours encompass all requirements of the following Oklahoma State Board of Cosmetology and Barbering requirements:*
Bacteriology, sterilization and sanitation – 60, Make-up application – 200, Hair arranging – 200, Salon Development – 90, Cosmetology rules, regulations, and law - 50
**Shaded courses must be completed prior to student providing supervised services to the general public.

MASSAGE THERAPY - DIPLOMA

Objective

The Massage Therapist plays an important role in the growing healthcare fields of preventative healthcare, sports and wellness systems. Students learn anatomy and physiology of the body as it relates to soft tissue injury and treatment. Students engage in supervised "hands-on" training in traditional Swedish massage and other modalities such as hydrotherapy, sports massage, clinical protocols, chair massage, reflexology, aromatherapy, lymphatic massage, and therapeutic spa treatments. Students are certified in CPR. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level Massage Therapist and the ability to assume such a position. After passing the MBLEX exam and gaining licensure through the Oklahoma State Board of Cosmetology and Barbering students will be eligible for positions in a wide range of health related workplaces such as: sports medicine clinics, orthopedic offices, physical/occupational therapy, assisted living facilities or naturopathic clinic are possible options for graduates.

Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Career and Life Development (AH100) is required for any residential students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm. Massage related courses meet 20 hours per week. General education courses of the degree program meet 15 or 11.3 hours per week at Community Care College. Instruction is residential or residential and online.

Externship

The externship is undertaken as practical experience to follow the skills taught in massage labs and training exercises and consists of 180 hours. Students will obtain their externship hours at locations deemed certified and acceptable by the College. This externship is unpaid and the hours of attendance will be determined by the site. Students can begin accumulating hours for externship after passing the required skills sets as outlined by the course curriculum. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

Diploma

Total Classroom Hours:	640
Total Externship Hours:	180
Total Program Hours:	820
Total Weeks:	37 Including Externship
Total Semester Hours of Credit:	36
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

MASSAGE THERAPY - DIPLOMA

Course No.	Course Title	Clock Hours	Credit Hours
AH 100	Career and Life Development	50/10	3.0
MT 111	Massage Therapy as a Profession	10/10	1.0
MT 113	Law and Ethics/HIPAA	10/10	1.0
MT 115	Medical Terminology & Body Systems	10/10	1.0
MT 217	Skeletal System	10/10	1.0
MT 119	Current Trends - Tools of the Trade	10/10	1.0
MT 121	Muscular System	10/10	1.0
MT 123	Nervous System	10/10	1.0
MT 125	Allied Modalities	10/10	1.0
MT 127	Sanitation, Safety, & Hygiene	10/10	1.0
MT 129	Endocrine System & Reflexology	10/10	1.0
MT 131	Integumentary & Respiratory Systems	10/10	1.0
MT 133	Urinary and Reproductive Systems	10/10	1.0
MT 135	Sensory	10/10	1.0
MT 137	Wellness Components	10/10	1.0
MT 211	Asian Bodywork Therapy	10/10	1.0
MT 213	Deep Tissue & Neuromuscular Therapy: Extremities	10/10	1.0
MT 215	Deep Tissue & Neuromuscular Therapy: Torso	10/10	1.0
MT 117	Spa Management & Practical Experience	10/10	1.0
MT 219	Current Trends -Technique	10/10	1.0
MT 221	Sports Massage	10/10	1.0
MT 223	Therapeutic Spa	10/10	1.0
MT 225	Cardiovascular System	10/10	1.0
AH 113	Serving Special Populations	10/10	1.0
MT 227	Biomechanics and Kinesiology	10/10	1.0
MT 229	Business and Marketing	10/10	1.0
MT 231	Digestive System & Reflexology	10/10	1.0
MT 235	Lymphatic Massage	10/10	1.0
AH 115	Medical Emergencies and CPR	10/10	1.0
MT 300	Certification Review	20/0	1.0
MTEXT 311	Externship	180	4.0

MASTER INSTRUCTOR - DIPLOMA

Description
Students enrolled in this course will learn teaching strategies, classroom strategies, classroom management, school management, Oklahoma State Board compliance, and record keeping. Student currently holding their Basic Cosmetology, Esthetic license, Nail Technician, as well as students who are registered for either exam with the Oklahoma State Board of Cosmetology and Barbering may enroll in this program.

Classroom Procedures
Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Classes meet full time (30 hours per week) and part time (20 hours per week or 15 hours per week). Career and Life Development is held at Community Care College. All instruction is residential.

Career Path
In completion of this course, the student will have developed the skills and knowledge necessary for taking the Oklahoma State Board of Cosmetology and Barbering Master Instructor Exam (if holding a Cosmetology license) or the Oklahoma State Board of Cosmetology and Barbering Esthetic Instructor Exam (if holding an Esthetic license) or the Oklahoma State Board of Cosmetology and Barbering Nail Technician Instructor Exam (if holding a Nail Technician license). After completion of the Master Educator course, students who hold a Cosmetology license may teach as a Master Instructor which includes the areas of Cosmetology, Esthetics, Nail Technology, and Master Instructor. Students who complete the Master Educator course while holding an Esthetic license will be able to Esthetics, or Esthetic Instructors and those holding a Nail Technician license will be able to teach Nail Technicians, or Nail Technician Instructors.

Total Hours:	1000
Total Semester Hours of Credit:	33
Total Weeks:	34 (full time day) or 65 (part time day – 15 hours per week) or 50 (part-time evening)
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
Academic Year:	Full-time - 24 credits/30 weeks (Term Type A) or Part-time 24 credits/36 weeks (Term Type C)

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career and Life Development	50/10	2.0
MIN 102	Introduction to Education	5/25	1.0
MIN 105	Building Relationships	5/25	1.0
MIN 107	Program Development	5/25	1.0
MIN 113	Effective Classroom Management	5/25	1.0
MIN 117	Teaching in a Salon Clinic	5/25	1.0
MIN 121	Teaching to Diverse Learning Styles	5/25	1.0
MIN 123	Multiple Learning Methods	5/25	1.0
MIN 125	Achieving Learner Results	5/25	1.0
MIN 127	Professional Performance Evaluation	5/25	1.0
MIN 131	Intro to Oklahoma State Board of Cosmetology and Barbering Rules and Statutes	5/25	1.0
MIN 135	Theory Classroom Management – 135	0/30	1.0
MIN 137	Theory Classroom Management – 137	0/30	1.0
MIN 139	Theory Classroom Management – 139	0/30	1.0
MIN 141	Theory Classroom Management – 141	0/30	1.0
MIN 143	Theory Classroom Management – 143	0/30	1.0
MIN 145	Theory Classroom Management – 145	0/30	1.0
MIN 147	Theory Classroom Management – 147	0/30	1.0
MIN 149	Clinic Salon Management – 149	0/30	1.0
MIN 151	Clinic Salon Management – 151	0/30	1.0
MIN 153	Clinic Salon Management – 153	0/30	1.0
MIN 155	Clinic Salon Management – 155	0/30	1.0
MIN 157	Clinic Salon Management – 157	0/30	1.0
MIN 159	Clinic Salon Management – 159	0/30	1.0
MIN 161	Clinic Salon Management – 161	0/30	1.0
MIN 163	Clinic Salon Management – 163	0/30	1.0
MIN 167	Clinic Salon Management – 167	0/30	1.0
MIN 169	Clinic Salon Management – 169	0/30	1.0
MIN 171	Clinic Salon Management – 171	0/30	1.0
MIN 173	Clinic Salon Management – 173	0/30	1.0
MIN 175	Clinic Salon Management – 175	0/30	1.0
MIN 165	Clinic Salon Management – 165	0/40	1.0

**The above clock hours encompass all requirements of the following Oklahoma State Board of Cosmetology* and Barbering *requirements:*

Orientation – 60, Introduction to Teaching and Curriculum – 120, Course Outlining and Development – 330, Cosmetology Law, School Management and Record Keeping -90, Teaching – 150, Practice Teaching – 250

MASTER INSTRUCTOR WITH EXPERIENCE - DIPLOMA

Description
Students enrolled in this course will learn teaching strategies, classroom strategies, classroom management, school management, Oklahoma State Board compliance, and record keeping. Student currently holding their Basic Cosmetology, Barbering, Esthetic, Nail Technician, as well as 2 years of recent documented experience may enroll in this program.

Classroom Procedures
Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Classes meet full time (30 hours per week) and part time (20 hours per week or 15 hours per week).

Career Path
In completion of this course, the student will have developed the skills and knowledge necessary for taking the Oklahoma State Board of Cosmetology and Barbering Master Instructor Exam (if holding a Cosmetology license) or the Oklahoma State Board of Cosmetology and Barbering Esthetic Instructor Exam (if holding an Esthetic license) or the Oklahoma State Board of Cosmetology and Barbering Nail Technician Instructor Exam (if holding a Nail Technician license) or the Oklahoma State Board of Cosmetology and Barbering Master Barber Instructor Exam (if holding a Barber license) . After completion of the Master Educator course and after obtaining the instructor license, students who hold a Cosmetology license may teach as a Master Instructor which includes the areas of Cosmetology, Esthetics, Nail Technology, and Master Instructor. Students who complete the Master Educator course while holding an Esthetic license will be able to Esthetics or Esthetic Instructors, and those holding a Nail Technician license will be able to teach Nail Technician, or Nail Technician Instructors. Those students who complete the Master Educator course while holding a Barber license will be able to teach Barbering or Barber instructors.

Total Hours:	300
Total Semester Hours of Credit:	10
Total Weeks:	10 (full time day) or 20 (part time day – 15 hours per week) or 15 (part-time evening)
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
Academic Year:	Full-time - 10 credits/10 weeks (Term Type A) or Part-time 10 credits/15 weeks (Term Type C)

Course No.	Course Title	Clock Hours	Credit Hours
MIN 102	Introduction to Education	5/25	1.0
MIN 105	Building Relationships	5/25	1.0
MIN 107	Program Development	5/25	1.0
MIN 113	Effective Classroom Management	5/25	1.0
MIN 117	Teaching in a Salon Clinic	5/25	1.0
MIN 121	Teaching to Diverse Learning Styles	5/25	1.0
MIN 123	Multiple Learning Methods	5/25	1.0
MIN 125	Achieving Learner Results	5/25	1.0
MIN 127	Professional Performance Evaluation	5/25	1.0
MIN 131	Intro to Oklahoma State Board of Cosmetology and Barbering Rules and Statutes	5/25	1.0

NAIL TECHNICIAN - DIPLOMA

Description
The Nail Technician Program combines theory & laboratory experiences needed to provide the student with skills necessary to acquire a license through examination by the Oklahoma State Board of Cosmetology and Barbering. Students will learn manicuring and pedicuring, nail repair, artificial nail application and nail art. Along with nail techniques, salon development will also be taught.

Classroom Procedures
Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses except for completion of Phase I before taking Phase II. Classes meet full time (30 hours per week) and part time (20 hours per week). Career and Life Development is held at Community Care College. All instruction is residential.

Career Path
After completion of the Nail Technician Program, the student will have developed the skills and knowledge necessary for taking the Oklahoma State Board of Cosmetology and Barbering Nail Technician exam. While some nail technicians choose to work in a salon setting, others choose to work in spas, hotels, or open their own business.

Total Hours:	600
Total Semester Hours of Credit:	20
Total Weeks:	21(full time) or 30(part-time)
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
Academic Year:	Full-time - 20 credits/21 weeks (Term Type D) or Part-time 20 credits/30 weeks (Term Type E)

Course No.	Course Title	Clock Hours	Credit Hours
AH 105	Career and Life Development	50/10	2.0
NAL 123	History of Nail Industry	6/24	1.0
NAL 152	Nail Structure and Growth, Manicures	6/24	1.0
NAL 154	Pedicures	6/24	1.0
NAL 156	Professionalism and Communication	6/24	1.0
NAL 158	Infection Control	6/24	1.0
NAL 160	Anatomy and Physiology	6/24	1.0
NAL 162	Histology	6/24	1.0
NAL 164	Nail Diseases and Disorders	6/24	1.0
NAL 125	Chemistry and Electricity	6/24	1.0
NAL 168	State Board Rules and Regulations	6/24	1.0
NAL 127	UV Gels	6/24	1.0
NAL 172	Acrylics and Electric Filing	6/24	1.0
NAL 174	Tips, Wraps, No-light Gels	6/24	1.0
NAL 176	Advanced Acrylics	6/24	1.0
NAL 178	Nail Art	6/24	1.0
NAL 129	Sciences Review	6/24	1.0
NAL 182	Salon Development	6/24	1.0
NAL 184	State Board Rules and Regulations Review	6/24	1.0

**These clock hours encompass all requirements of the following Oklahoma State Board of Cosmetology and Barbering requirements:*

Bacteriology, Sterilization and Sanitation - 40, Nail Structure, Composition, Disorders, and Diseases - 60, Manicuring and Pedicuring - 160, Artificial Nails - 160, Nail Art- 60, Salon Development – 80, Cosmetology Law - 40

AUTOMOTIVE TECHNOLOGY

Program Description
The Automotive Technology diploma program is designed to prepare skilled technicians to work in the automotive industry. All General Education courses are held at main campus or offered online. The program prepares the student to pursue certification through Automotive Service Excellence (ASE) with standards set forth by National Automotive Technicians Education Foundation Inc. (NATEF) in all eight performance areas.

Opportunities for graduates include entry-level positions in dealerships, service stations, automotive parts stores, and companies with vehicle fleets as general technicians, positions include specialist in areas such as front-end alignment, brakes, or automatic transmissions, engine performance and others.

Internship
The internship is undertaken following successful completion of all classroom training and consists of 160 hours. Students will be eligible to train in Oklahoma Technical College's on-site automotive service center. This internship is unpaid and the hours of attendance are determined by Oklahoma Technical College. Students must maintain full time status during internship hours. Students are required to attend at least 20 hours per week while fulfilling internship requirements.

Program Outcomes
1. Conduct automotive service and repair with a focus upon customer satisfaction.
2. Apply the learning skills required to continue automotive technical career development.
3. Develop a level of professional image, attitude, and appearance that will contribute to the attainment of his/her employer's goals.
4. Use process-specific specialized service equipment to conduct automotive service.
5. Adapt to, and cope with, the elements of change in the automotive service industry.
6. Demonstrate systematic problem solving strategies in the automotive service setting.
7. Interpret the efficiency/effectiveness principles of the work-place required of an automotive technician.
8. Demonstrate the accurate use of trade-specific jargon.
9. Demonstrate safe service practices.

Program Goals: A graduate of this program should be able to:

- Possess an applied skill level sufficient for entry-level employment and advancement in the field of automotive service and repair.
- Demonstrate appropriate workplace behaviors and pursue ongoing technical skill development sufficient for employment in the field of automotive service and repair.
- Be successfully employed in the field of automotive service and repair.

Diploma

Total Hours:	850
Total Semester Hours of Credit:	33
Total Weeks:	34 (day) or 41(evening)
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/30 weeks (Term Type A)

AUTOMOTIVE TECHNOLOGY

Course No.	Course Title	Theory	Lab	Credit
AH 100	Career and Life Development	50	10	3.0
AT 150	Automotive Safety and Introduction	20	5	1.0
AT 151	Tools and Equipment	15	10	1.0
AT 153	Automotive Service Industry	20	5	1.0
AT 156	Electrical Theory and Testing Equipment	20	5	1.0
AT 158	Electrical Circuits and Repairs	20	5	1.0
AT 160	Batteries, Starting, and Charging Systems	15	10	1.0
AT 162	Lighting Accessories	10	15	1.0
AT 164	Warning Accessories	10	15	1.0
AT 166	Safety Accessories	10	15	1.0
AT 167	HVAC Principles	10	15	1.0
AT 169	HVAC Diagnosis and Repair	10	15	1.0
AT 171	Tires and Wheels	10	15	1.0
AT 173	Suspension Systems Principles Components	10	15	1.0
AT 175	Suspension Systems Diagnosis and Service	10	15	1.0
AT 179	Steering Systems and Alignments	10	15	1.0
AT 251	Hydraulic Systems	10	15	1.0
AT 253	Disc and Drum Brake Systems	10	15	1.0
AT 255	Machining Rotors and Power Brakes	10	15	1.0
AT 257	Electronic Stability Control	10	15	1.0
AT 259	Engines I	10	15	1.0
AT 261	Engines II	10	15	1.0
AT 263	Engine Control Systems I	10	15	1.0
AT 265	Engine Control Systems II	10	15	1.0
AT 267	Emission Systems	10	15	1.0
AT 269	Automatic Transmissions and Transaxle Principles	10	15	1.0
AT 271	Automatic Transmissions and Transaxle Principles Diagnosis and Repair	10	15	1.0
AT 273	Clutch, Trans, and Drive Line	10	15	1.0
AT 275	Differentials, CV Shaft, Four Wheel Drive Operation	10	15	1.0
AT INT	Internship	0	90	2.0

DIESEL TECHNOLOGY

Program Description

The Diesel Technology program will prepare students for employment as technicians in the maintenance, repair, service, and operation of medium/heavy diesel technology and equipment. The program combines theory with hands-on training designed to simulate the work environment and help students obtain the skills needed to excel in the field. Students will gain knowledge and skills in the following areas: Electronic Circuits, Cooling Systems, Truck Brake Systems, Steering and Drive Trains, Hydraulics, Torque Converters, and Alignment. Opportunities for graduates include entry-level positions in dealerships, service stations, private repair enterprises, franchised truck repair organizations, medium/heavy equipment maintenance shops, and companies with vehicle fleets as general technicians and many others.

Program Outcomes

1. Achieve a high level of craftsmanship and professionalism.
2. Inspect, diagnose, and conduct failure analysis and preventive maintenance inspections during repairs.
3. Use service resources effectively.
4. Apply fundamental skills and concepts to unfamiliar situations.
5. Provide superior customer service.
6. Follow safe shop practices.
7. Select and maintain appropriate tools.
8. Demonstrate both oral and written communication skills effectively, and practice productive interpersonal relations.

Program Goals: A graduate of this program should be able to:

- Possess an applied skill level sufficient for entry-level employment and advancement in the field of medium/heavy diesel service and repair.
- Demonstrate appropriate workplace behaviors and pursue ongoing technical skill development sufficient for employment in the field of diesel service and repair.
- Be successfully employed in the field of diesel service and repair.

Diploma

Total Hours:	860
Total Semester Hours of Credit:	35
Total Weeks:	35 (day) or 43 (evening)
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/30 weeks (Term Type A)

DIESEL TECHNOLOGY

Course No.	Course Title	Theory	Lab	Credit
AH 100	Career and Life Development	50	10	3.0
DT 100	Shop Safety and Operations	25	0	1.0
DT 125	Engine Basics	10	15	1.0
DT 127	Feedback Assembly & Housing Components	10	15	1.0
DT 129	Engine Lubrication & Cooling Systems	10	15	1.0
DT 131	Engine Breathing & Retarders	10	15	1.0
DT 133	Engine Disassembly & Engine Management Electronics	10	15	1.0
DT 135	Fuel Subsystems & Injector Nozzles	10	15	1.0
DT 137	Electronic Injection Systems & Emissions	10	15	1.0
DT 139	Computer Engine Diagnostics	10	15	1.0
DT 141	Truck Brake Systems	10	15	1.0
DT 143	Hydraulic & Air-Over-Hydraulic Brake Systems	10	15	1.0
DT 145	ABS & EBS	10	15	1.0
DT 147	Air Brake Servicing	20	5	1.0
DT 149	Fundamentals of Electricity	20	5	1.0
DT 151	Fundamentals of Electronics and Computers	10	15	1.0
DT 153	Batteries	10	15	1.0
DT 155	Charging System	10	15	1.0
DT 157	Cranking System	10	15	1.0
DT 159	Chassis Electrical Circuits	10	15	1.0
DT 161	Diagnosis and Repair of Electronic Circuits	10	15	1.0
DT 163	Multiplexing	10	15	1.0
DT 165	APU	10	15	1.0
DT 167	Steering and Alignment	10	15	1.0
DT 169	Suspension Systems	10	15	1.0
DT 171	Wheels and Tires	10	15	1.0
DT 173	PM, Cooling Systems, Engine Service and Inspection	10	15	1.0
DT 175	Drive Train, Wheel, Brake Service and Inspection	10	15	1.0
DT 177	Cab & Chassis, Steering & Suspension, Electrical Service & Inspection	10	15	1.0
DT 179	Coupling, Refrigeration, Trailer Service and Inspection	10	15	1.0
DT 181	Tanker Service & Inspection, Clutches	10	15	1.0
DT 183	Transmissions	10	15	1.0
DT 185	HVAC	10	15	1.0

HEATING VENTILATION AND AIR CONDITIONING/REFRIGERATION

Program Description

The Heating, Ventilation, Air Conditioning (HVAC), & Refrigeration Program will prepare the student for employment as technicians in the design, operation, service, repair, installation, and sales of these systems and equipment. The Program combines theory with extensive practical hands-on training designed to simulate the actual work environment and skills needed to excel in this challenging field. Labs afford the student the opportunity to install, repair and/or operate a wide variety of actual field equipment, such as commercial coolers; warm air, hydraulic, electric, gas, and oil furnaces; package and split system A/C; rooftop commercial gas packs; refrigerated sea water systems; liquid chillers; industrial ice machines; centrifugal chillers; cascade refrigeration; pneumatic controls; and direct digital controls. Students learn CFC refrigerants, Indoor Air Quality requirements and increased use of computerized building controls. Prospects for employment are excellent. Employers in this Industry include heating contractors, refrigeration contractors, controls contractors, commercial food storage facilities, property management firms, wholesale vendors, hotels, schools, industrial processing plants, and many others.

Program Outcomes

1. Diagnose, repair and maintain common HVAC/R electrical and mechanical system problems.
2. Communicate effectively with customers, managers and fellow workers.
3. Adhere to environmental laws and regulations as applied to HVAC/R.
4. Demonstrate employability behaviors and worth ethics.
5. Demonstrate and use terminology related to the industry.
6. Embrace the model of lifelong learning, accessing new information to remain current in industry trends.

Program Goals: A graduate of this program should be able to:

- Possess an applied skill level sufficient for entry-level employment and advancement in the HVAC/R field.
- Demonstrate appropriate workplace behaviors and pursue ongoing technical skill development sufficient for employment in the field of HVAC/R.
- Be successfully employed in the HVAC/R industry or maintain independence through self-employment.

Diploma

Total Hours:	1010
Total Semester Hours of Credit:	41
Total Weeks:	41 (Day) or 51 (Evening)
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	Full Time - 24 credits/32 weeks (Term Type B) or Part Time 24 credits/30 weeks (Term Type A)

HEATING VENTILATION AND AIR CONDITIONING/REFRIGERATION

Course No.	Course Title	Theory	Lab	Credit
AH 100	Career and Life Development	50	10	3.0
HVACR 101	Heat and Energy Theory	20	5	1.0
HVACR 103	Refrigeration and Refrigerants	20	5	1.0
HVACR 105	Safety and Tools of HVAC	10	15	1.0
HVACR 107	Fasteners, Tubing and Piping	10	15	1.0
HVACR 109	Leak Detection, System Evacuation and Clean up	10	15	1.0
HVACR 111	Refrigerant and Oil Chemistry and Management	10	15	1.0
HVACR 113	System Charging	10	15	1.0
HVACR 115	Calibrating Instruments	10	15	1.0
HVACR 117	Basic Electricity and Magnetism	10	15	1.0
HVACR 119	Automatic Control Components and Applications	10	15	1.0
HVACR 121	Advanced Automatic Controls and Troubleshooting	10	15	1.0
HVACR 123	Types and Applications of Electric Motors	10	15	1.0
HVACR 125	Motor Controls and Troubleshooting	10	15	1.0
HVACR 127	Evaporators and Refrigeration System	10	15	1.0
HVACR 129	Condensers	10	15	1.0
HVACR 131	Compressors	10	15	1.0
HVACR 133	Expansion Devices	10	15	1.0
HVACR 135	Special Refrigeration System Components	10	15	1.0
HVACR 137	Application of Refrigeration Systems	10	15	1.0
HVACR 201	Commercial Ice Machines	10	15	1.0
HVACR 203	Special Refrigeration Applications	10	15	1.0
HVACR 205	Troubleshooting and Typical Operating Conditions for Commercial Refrigeration	10	15	1.0
HVACR 207	Electric Heat	10	15	1.0
HVACR 209	Hydronic Heat	10	15	1.0
HVACR 211	Oil Heat	10	15	1.0
HVACR 213	Gas Heat	10	15	1.0
HVACR 215	Indoor Air Quality and Comfort	10	15	1.0
HVACR 217	Refrigeration Applied to Air Conditioning	10	15	1.0
HVACR 219	Air Distribution, Balance, and Installation	10	15	1.0
HVACR 221	Typical Operating Conditions and Troubleshooting	10	15	1.0
HVACR 223	Heat Gain and Heat Loss in Buildings	10	15	1.0
HVACR 225	Air Source and Geothermal Heat Pumps	10	15	1.0
HVACR 227	Domestic Refrigerators and Freezers,	10	15	1.0
HVACR 229	Room Air Conditioners	10	15	1.0
HVACR 231	High-Pressure, Low-Pressure, and Absorption Chilled-Water Systems	10	15	1.0
HVACR 233	Cooling Towers and Pumps	10	15	1.0
HVACR 235	Operation, Maintenance, and Troubleshooting of Chilled-Water Air-Conditioning Systems	10	15	1.0
HVACR 237	Commercial Rooftop, Packaged, Variable Refrigerant Flow, and Variable Air Volume Systems	10	15	1.0

WELDING TECHNOLOGY

Description
This diploma program is designed to prepare students for entry-level positions in the welding and metal fabricating industry. Students will receive instruction in cutting; shielded metal arc (stick), gas metal arc (mig), and gas tungsten arc (tig), plate, and structural shapes. Reading and interpretation of industrial blueprints, basic metallurgy, basic electricity, and welding safety are also presented. The Welding Technology Program follows the Standards for Education and Testing established by the American Welding Society.

Program Outcomes

1. Become familiar with the terms, tools, equipment, and techniques used in the welding trade.
2. Understand and use terminology related to the trade.
3. To demonstrate the safe and proper use and care of welding tools, materials, and equipment.
4. Use appropriate safety appliances when engaged in practical activities.
5. Develop effective use of tools and equipment in order to develop entry-level skills in the workplace.
6. To establish a systematic routine for setting up a welding workstation and for putting away materials and equipment in the workplace or school setting.
7. To apply some principles of science to the welding trade.
8. Introduce students to the issues surrounding safe, fair, and cooperative workplace practices including an awareness of the potential dangers to fellow workers.
9. Identify and explain health and safety hazards in the workplace so that the potential for personal injury and damage to the equipment and/or the environment are minimized.
10. To use critical evaluation skills in order to judge quality welding workmanship.

Program Goals: A graduate of this program should be able to:

- Possess an applied skill level sufficient for entry-level employment and advancement in the field of welding technology.
- Demonstrate appropriate workplace behaviors and pursue ongoing technical skill development sufficient for employment in the field of welding technology.
- Be successfully employed in the field of welding technology.

Diploma

Total Hours: 860
Total Semester Hours of Credit: 35
Total Weeks: 35 (day) or 43 (evening)
Clock Hours: Lecture/Lab
Credential Earned: Diploma
Academic Year: Day - 24 credits/32 weeks (Term Type B) or Evening 24 credits/30 weeks (Term Type A)

Course No.	Course Title	Theory	Lab	Credit
AH 100	Career and Life Development	50	10	3.0
WT 111	Introduction to Welding	40	60	4.5
WT 113	General Shop Practices	30	70	4.0
WT 115	GMAW & FCAW	30	70	4.0
WT 117	SMAW on Pipe	30	70	4.0
WT 119	Introduction to GTAW	20	80	4.0
WT 121	Advanced GTAW	20	80	4.0
WT 123	H.F. GTAW/Downhill Welding	20	80	4.0
WT 301	Career Preparation	15	85	3.5

COURSE DESCRIPTIONS

Accounting Specialist and *Associate of Occupational Science Accounting

AH 100 Career and Life Development
Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

AH 101 Career and Life Development (online)
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

ACC 2313 Financial Accounting
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
An overview of the accounting cycle including the theory and practice of measuring and recording financial data for an economic unit: journalizing and posting transactions, and adjusting entries for revenue and expense items. Additional topics include sales tax and non-sales tax items. The course also covers preparation of the income statement, balance sheet, statement of owner's equity, and cash flow statements.

ACC 2273 Accounting Software: QuickBooks
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
In this course, students will use applications to perform accounting activities and take a small business through the entire accounting cycle. Accounting principles are reinforced and placed in a real world context, including analyzing data, managing inventory, bank accounts and petty cash, point of sale, disaster recovery, and setting up customers, jobs, and vendors.

ACC 2253 Managerial Accounting
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course is a review of the accounting cycle and advanced work that includes cash, receivables, depreciation, error correction, adjusting entries, internal control, and fraud prevention.
Prerequisites: ACC 2313

ACC 2283 Accounts Receivable and Accounts Payable Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course covers topics on Accounts Receivable, including sales on account, credit card sales, sales returns, trade and cash discounts, posting to general and subsidiary ledgers, sales taxes, and preparing a schedule. Topics covered on Accounts Payable include credit purchases, net delivered cost of purchases, internal control, periodic and perpetual accounting system. Additional topics include cash, petty cash, and bank reconciliations. All topics in AR and AP will be covered in QuickBooks.

ACC 2263 Accounting Applications: Excel
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
The student will learn software applications to perform tasks in a business environment. Students will create, revise and format workbooks. Formulas, functions, charts and data analysis tools are explored in detail. The course also covers word processing, database, and presentation graphics skills using a Windows operating system.

ACC 2243 Payroll Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course covers the basic concepts and procedures of payroll management and payroll administration in QuickBooks. Topics include maintaining payroll records and the preparation of federal, state, and local payroll tax reports. The course will concentrate on the administration of the payroll function under the Fair Labor Standards Act and the Internal Revenue Code. Other subjects include payroll and personnel records, computing wages and salary, social security taxes, income tax withholding, unemployment compensation taxes, and analyzing and journalizing payroll transactions.

MGT 1463 Office Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
The Office Management course prepares students to assume positions as office managers, supervisors, or as assistants to top executives. Topics covered include office operations efficiency, customer service, professional communication and marketing, and event planning and budgeting.

MGT 1483 Human Resources Administration
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course enables students to complete a wide range of human resource administration tasks. Topics emphasize the procedural requirements of Human Resources, including employment rules, regulations, and laws; labor relations; insurance and benefits; retirement and all phases of managing and administering HRM responsibilities – from recruitment through termination.

ACCEXT 711 Externship
Clock Hrs: 135 Credit Hrs: 3
The externship is undertaken following the successful completion of all classroom training, and consists 135 clock hours. Students will practice the skills necessary to perform the duties of an accounting specialist. Externship sites may be chosen by the student with prior approval from the department of career services or may be performed with an established site of the College.
***Associate of Occupational Science General Education course descriptions on page 110**

*Associate of Occupational Science Business and Industry Management - Resident

AH 100 Career and Life Development
Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

BUS 2313 Business Law
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Business Law teaches students about contracts, criminal law, sales laws, property laws, and laws when conducting business in cyberspace. The legal environment of business will also be discussed.

MKT 2423 Introduction to Marketing
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Introduction to Marketing will provide the student with the knowledge to build customer relationships through effective marketing, to create and price products that will satisfy the customer and to develop integrated marketing communications.

ACC 2213 Accounting Principles
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Accounting Principles is designed to give the student a full understanding of the accounting cycle and how to record financial data.

MGT 1373 Human Resources
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
The study of Human Resources will familiarize students with the legal and regulatory environment that pertains to the business world. Hiring, training and development, performance appraisals and compensation will all be discussed.

MGT 2213 Principles of Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Principles of Management teaches the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

MGT 2123 Leadership Development
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course is designed to provide future and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. In this course a variety leadership roles expected of team members with practical suggestions for improved leadership skills will be discussed. Additionally, sources of power and influence, delegation, group processes, conflict resolution, and group decision-making techniques will be discussed.

ENG 2343 Business Communications
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Business Communications (ENG 2343) teaches the principles of professional communications. Students will learn to use communication technologies for personal branding. The course also emphasizes effective speaking and listening skills.

BUS 2213 Principles of Business
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Principles of Business will teach students the basis for business operations and professionalism with an emphasis on entrepreneurship and the risks and rewards of starting their own business or improving business processes in an existing business. Working in groups and making effective presentations will also be explored.

BUS 1353 Business Math
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Business Mathematics (BUS 1353) students will receive a rapid review of basic mathematics (i.e., addition, subtraction, multiplication, division, fractions, percentages, and algebraic equations) with a view toward improving speed and accuracy. The Business Math course is designed to provide students with practical learning in key areas of business math applications. These skills include figuring percents, discounts, taxes, payroll, and interest, and other math concepts.

GEN 1113 Critical Thinking and Problem Solving
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
The Critical Thinking and Problem Solving (GEN 1113) course teaches basic principles and techniques in these important skills. This course provides instruction in an overview of critical thinking to include argument, rhetoric as a persuasion tool, fallacies, and types of reasoning. This course will specifically focus on using these critical thinking skills in writing, assessing credibility issues, and forming opinions. Additionally, it addresses problem-solving skills based on using critical thinking.

BUS 2153 Business Ethics
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
In business ethics, the course will consider business actions and decisions in the light of moral principles and values, ask whether ethical motives in business activity would make business better and more successful, and examine fundamental ethical consequences of business decisions made in today's thriving organizations. Further, this course will examine issues and conflicts that typically arise in business that have moral aspects to them, such as the way employers treat their employees, employees their employers, and the ways businesses treat their competitors, their customers, their society, and even their environment.

BUS 2523 Customer Relations Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Students will learn strategies for managing a company's interactions with customers, clients and sales prospects. This course will focus on using technology to organize, automate, and synchronize business processes—principally sales activities, but also those for marketing, tech support, and customer service. The overall goals of this course are to illustrate ways to find, attract, and win new clients, nurture and retain those the company already has, entice former clients back into the fold, and reduce the costs of marketing and client service. Customer satisfaction and value will be at the core of this course.

BUS 2543 Information Technology and Trends
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This is an introductory course to information systems in business. This course explains the difference between computer literacy and information literacy. Students will gain valuable insight on emerging trends, technologies, and applications. Students will look at the risks associated with information technologies, as well as the value of e-commerce.

BUS 2553 Project Management
Lecture Hrs: 3 Lab Hrs: 0 Credit Hrs: 3
This course is designed to provide insight into depth of Project Management. Students will become more aware of the roles of project managers and team members. They will also learn how to define the scope of a project. Students will be challenged in resource planning and project controls.

BUS 2563 Operations Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Fundamental concepts of operations including: productivity, quality, logistics, distribution, supply chain technology, inventory management, and project management will be taught in this course. Other concepts include design and scheduling of personnel activities, design of operations and work systems, job simplification, service location problems, vehicle scheduling and routing, utilization of service capacity, and quality control in service operations. Managing operations well requires both strategic and tactical skills. This course is designed to give and improve both skills and combine them with other needed business expertise.

BUS 2573 Entrepreneurship
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Developing a business plan is one of the most important challenges an entrepreneur will face. The process of developing a good business plan requires an understanding and appreciation for the tools required to do it right. This course will explore some of the pitfalls of starting a business, the responsibilities of the owner and the resources available to help make an informed decision and reach the target market.

BUS 2583 Professional Sales
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Students will obtain a broad overview of the basic concepts of sales management. They will gain valuable understanding of the topics of personal selling, understanding buyers and current developments in purchasing, effective sales dialogue, evaluating salesperson performance, and preparations of sales presentations. Students will also explore components of retail management, This course is designed to give the student a strong start in salesmanship.

BUS 2593 Professional Development
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course is an advanced study of business administration and management, and human resources. Students will be introduced to small business enterprises and management. Emphasis will be placed on personal and professional strategies for growth and development. Management strategies for high-performance skills will also be discussed.

BUSEXT 2601 Externship
Clock Hrs: 135 Credit Hrs: 3
In this course, the student will spend 135 hours in a business or corporate setting applying various skills learned in the program.

***Associate of Occupational Science General Education course descriptions on page 110**

*Associate of Occupational Science Business and Industry Management - Online

AH 101 Career and Life Development
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile technologies emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

BUS 2313 Business Law
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Business Law teaches students about contracts, criminal law, sales laws, property laws, and laws when conducting business in cyberspace. The legal environment of business will also be discussed.

MKT 2423 Introduction to Marketing
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Introduction to Marketing will provide the student with the knowledge to build customer relationships through effective marketing, to create and price products that will satisfy the customer and to develop integrated marketing communications.

ACC 2213 Accounting Principles
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Accounting Principles is designed to give the student a full understanding of the accounting cycle and how to record financial data.

MGT 1373 Human Resources
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
The study of Human Resources will familiarize students with the legal and regulatory environment that pertains to the business world. Hiring, training and development, performance appraisals and compensation will all be discussed.

MGT 2213 Principles of Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Principles of Management teaches the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

MGT 2123 Leadership Development
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course is designed to provide future and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. In this course a variety leadership roles expected of team members with practical suggestions for improved leadership skills will be discussed. Additionally, sources of power and influence, delegation, group processes, conflict resolution, and group decision-making techniques will be discussed.

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Principles of Business will teach students the basis for business operations and professionalism with an emphasis on entrepreneurship and the risks and rewards of starting their own business or improving business processes in an existing business. Working in groups and making effective presentations will also be explored.

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Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Business Mathematics (BUS 1353) students will receive a rapid review of basic mathematics (i.e., addition, subtraction, multiplication, division, fractions, percentages, and algebraic equations) with a view toward improving speed and accuracy. The Business Math course is designed to provide students with practical learning in key areas of business math applications. These skills include figuring percents, discounts, taxes, payroll, and interest, and other math concepts.

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Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
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Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
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BUS 2523 Customer Relations Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Students will learn strategies for managing a company's interactions with customers, clients and sales prospects. This course will focus on using technology to organize, automate, and synchronize business processes—principally sales activities, but also those for marketing, tech support, and customer service. The overall goals of this course are to illustrate ways to find, attract, and win new clients, nurture and retain those the company already has, entice former clients back into the fold, and reduce the costs of marketing and client service. Customer satisfaction and value will be at the core of this course.

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Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
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Lecture Hrs: 3 Lab Hrs: 0 Credit Hrs: 3
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BUS 2563 Operations Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Fundamental concepts of operations including: productivity, quality, logistics, distribution, supply chain technology, inventory management, and project management will be taught in this course. Other concepts include design and scheduling of personnel activities, design of operations and work systems, job simplification, service location problems, vehicle scheduling and routing, utilization of service capacity, and quality control in service operations. Managing operations well requires both strategic and tactical skills. This course is designed to give and improve both skills and combine them with other needed business expertise.

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Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Developing a business plan is one of the most important challenges an entrepreneur will face. The process of developing a good business plan requires an understanding and appreciation for the tools required to do it right. This course will explore some of the pitfalls of starting a business, the responsibilities of the owner and the resources available to help make an informed decision and reach the target market.

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Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
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BUS 2593 Professional Development
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course is an advanced study of business administration and management, and human resources. Students will be introduced to small business enterprises and management. Emphasis will be placed on personal and professional strategies for growth and development. Management strategies for high-performance skills will also be discussed

BUSEXT 2601 Externship
Clock Hrs: 135 Credit Hrs: 3
In this course, the student will spend 135 hours in a Business or Corporate setting applying various skills learned in the program.

***Associate of Occupational Science General Education course descriptions on page 110**

Dental Assistant

AH 100 Career and Life Development
Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

PHI 1153 Medical Law and Ethics
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on HIPPA, legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services.

BIO 1316 Anatomy & Physiology
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is a study in human anatomy and physiology. This course will focus on an in-depth study of the human muscular system and skeletal system. Particular emphasis will be on the head and neck.

BIO 1387 Nutrition
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
The student will learn tools for nutritional assessment and will be provided with the skills to educate patients on current trends and diets that work especially those that are endorsed by the medical community.

AH 225 Sterilization Procedures/OSHA
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course introduces the infection and hazard control procedures necessary for the safe practice of healthcare. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable laws. Students are introduced to the autoclave and accessories as well as surgical instrument preparation, processing and wrapping. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable laws.

AH 115 Medical Emergencies and CPR
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
In this course the student will learn basic first aid and CPR training. The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. Emergencies such as respiratory arrest, cardiac arrest, and foreign-body airway obstruction

will be addressed. With successful completion of this CPR program the student will receive a two year certification in Basic Life Support (BLS) for the Healthcare Provider. The fundamentals of first aid will also be covered.

AH 220 Introduction to Pharmacology
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is an introduction to pharmacology which includes terminology, drug category, use, side effects, contraindications, and interactions. Common dosage ranges and routes of administration will also be examined.

DA 1115 Dental Terminology
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
Students will learn the parts and functions of bodies being treated in dentistry. Emphasis is placed on abbreviations, prefixes, root words, suffixes and their meanings.

DA 1111 Practice Management/Patient Relations
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course provides an overview of the business aspect of the dental practice and the role of the business office auxiliary. This course focuses on several key behavioral concepts and techniques for effective patient management and interpersonal office skills. Students will learn to function as a successful professional in health care delivery and will develop knowledge of the psychology of individuals and groups.

DA 1113 Introduction to Dental Assisting
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course covers an introduction to the basic knowledge of dentition and the principles of morphology. Student will also place their focus on identifying the landmarks and anatomy of the head and neck.

DA 1114 Pre-Clinical
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course emphasizes the names and uses of a wide range of dental instruments and equipment. The student will be taught the ergonomics of dental assisting and concepts of four-handed dentistry.

DA 1213 Preventative
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course covers the skills and concepts for preventing periodontal disease, oral hygiene instruction, nutritional counseling, and plaque control and fluoride therapy.

DA 1215 Periodontics
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course covers different types of periodontal disease, treatment, prevention and instruments and materials used in this specialty.

DA 1118 Introduction to Dental Radiography
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course covers the basic concepts in radiation and principles of radiography, focusing on patient and operator safety. Students will learn the principles of x-ray production, x-ray film processing techniques, methods of evaluation in identifying exposure errors, and occupational radiation safety.

DA 1119 Dental Laboratory
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course covers the use of dental materials and gypsum products.

DA 1217 Prosthodontics
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course covers fixed and removable prosthetic devices, and dental implants.

DA 1225 Operative
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course includes instruction in assisting with the removal of dental caries, and placement of filling materials. The student will be taught the composite restorations, suctioning, retracting, tray setup, dental charting, and post-operative instructions specific to ~~c~~omposite restorations procedures.

DA 1219 Restorative Dentistry
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course includes instruction in assisting with the removal of dental caries, and placement of filling materials. The student will be taught the amalgam restorations, suctioning, retracting, tray setup, dental charting, and post-operative instructions specific to amalgam restorations procedures.

DA 1221 Pedodontics
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course covers the prevention, diagnosis, and treatment of children's dental health problems.

DA 1223 Orthodontics
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will focus on the growth and development of the jaws and face, the positioning of teeth, influences on development, and prevention and correction of malocclusions.

DA 1126 Endodontics
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will focus on the dental specialty concerned with the treatment of pulpal and periapical diseases of the teeth. The student will learn proper chair side techniques for assisting with pulp capping, pulpotomy, pulpectomy, instrumentation and obturation of infected root canals, and removal of diseased periapical tissues.

DA 1181 Dental Sciences
Lecture Hrs: 15 Lab Hours: 5 Credit Hrs: 1
This course will focus on Embryology, histology of the life cycle of the tooth, tooth structure and components of the periodontium. Students will also be taught Microbiology, groups of microorganisms, and the disease of major concern to the dental assistant.

DA 1129 Oral Pathology/Oral Surgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
In the duration of this course, the student will focus on the aseptic techniques, suctioning, retracting, dental charting, proper instrument handling, tray setup and post-operative instructions for procedures involving a variety of oral surgeries.

DA 1131 Essentials of Dental Radiography – Bisecting/Paralleling
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will focus on placement exposure and processing of the radiograph using the bisecting and paralleling method. Darkroom procedures and mounting are included.

DA 1133 Essentials of Dental Radiography-Lab
Lecture Hrs: 0 Lab Hrs: 20 Credit Hrs: 0.5
This course is lab intensive; the student will continue to expand practical skill based knowledge and will practice proof of competency on manikins.

DAEXT 311 Externship
Clock Hrs: 180 Credit Hrs: 4
In this course, the student will spend 180 hours in a dental setting. A portion of the externship may take place on campus at the Community Care College dental facility. A student may fulfill their remaining requirements off campus.

Early Childhood Education

AH 100 Career and Life Development
Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

AH 101 Career and Life Development (online)
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile technologies emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

ECE 101 Introduction to Early Childhood Education
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course provides an introduction to early childhood education, including an overview of the history of early education programs, philosophies of child development theorists, and current issues in the field. Making professional and ethical decisions based on knowledge of child development theories and best practices is emphasized. The framework of developmentally appropriate practice is defined in this course.

ECE 103 Child Growth and Development
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course focuses on the study of growth and development beginning with conception and continuing through age eight. The role of play, as it relates to theories of learning and behavior, is explored. Students will identify young children's characteristics and needs, influences on development and learning, and how to use this knowledge to create developmentally supportive learning environments.

ECE 105 Curriculum and Development
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course prepares students to develop, implement and assess developmentally appropriate environments and activities for young children, including those with special needs. Past and current curriculum models are discussed in relation to child development theories. Observation and assessment of young children is also covered.

ECE 107 Early Childhood Program Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course examines the issues involved in managing a variety of early childhood programs. The following topics will be discussed: structural organization, policy and procedure, staffing, finances, licensing and program evaluation. Course also addresses how to create and maintain a safe and healthy learning environment for children by promoting good health and nutrition and preventing illness and injury.

ECE 109 Social Emotional Development and Guidance
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course focuses on how to support children in developing a positive sense of self and encourage healthy social and emotional growth and development in young children. Students will develop an understanding of the connection between children's individual needs, learning environment and positive guidance in relation to classroom management.

ECE 111 Language and Literacy
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course provides an in-depth study of how students can promote language and literacy development in young children. Literature selection, curriculum integration and assessment are also included. Emphasis will be placed on the roles of teachers and families in facilitating reading, writing, speaking and listening in working with young children.

ECE 113 Creative Art, Movement and Expression
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course focuses on creativity and the physical development of young children supported by appropriate experiences in play, creative movement, music, art, literature and drama. Students will identify physical developmental milestones and create environments and activities that are developmentally appropriate and encourage freedom of creativity, imagination, and freedom.

ECE 115 Family, Community, and Early Education
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course will prepare students to develop partnerships among families, early childhood programs, and communities. Emphasis will be placed on developing the student's understanding of family dynamics and the perspectives of families in the care and education of their children. Students will learn how to work effectively with families and other adults from a variety of cultural/linguistic and socio-economic backgrounds. Community resources are discussed, and students will learn to recognize signs of child abuse, how to report abuse and neglect, and skills in working with families in crisis.

ECE EXT 211 Externship
Contact Hrs: 180 Credit Hrs: 4
The externship is the culminating experience for the ECE student. Students will interact with children in an early childhood education program demonstrating an understanding of appropriate teacher/child interactions, learning environment, curriculum, observation and assessment, and classroom management. The externship will be completed at an outside licensed facility.

ECE EXT 213 Externship (online)
Contact Hrs: 180 Credit Hrs: 4
The externship is the culminating experience for the ECE student. Students will interact with children in an early childhood education program demonstrating an understanding of appropriate teacher/child interactions, learning environment, curriculum, observation and assessment, and classroom management.

Fitness and Health Trainer

AH 100 Career and Life Development
Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

FHT 111 Healthy Lifestyles
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is an introduction to health, wellness, and hypokinetic disease as it relates to individual lifestyles. Topics include disease risk reduction, Healthy People 2010 and community health programs. The students will learn self-management skills to adhere to healthy lifestyle behaviors.

FHT 117 Anatomy
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will provide the student with a basic understanding of functional anatomy as it relates to exercise and personal training. Topics include the musculoskeletal system, anatomical planes, cardiovascular anatomy, anatomical locations, circulatory system, respiratory system, skeletal muscle structure & microanatomy (muscle cell structure & fiber types).

FHT 119 Physiology
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course covers the physiological components of exercise and the impact exercise has on the systems of the body. Topics include exercise metabolism, energy systems, acute & chronic effects of exercise, metabolic response to exercise, Measurement of metabolism and oxygen consumption, Cardiorespiratory response to exercise & neuromuscular response to resistance exercise.
Prerequisites: FHT 117

FHT 118 Biomechanics & Kinesiology
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will include the study of human motion as it relates to exercise and personal training. Topics will include Joint motions, major movements of the upper and lower extremities, forces & torques, laws of motion, kinetics & kinematics.
Prerequisites: FHT 117, FHT 119

FHT 123 Cardiorespiratory Fitness
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will cover all aspects of cardiorespiratory fitness. There will be discussion on the term "threshold" and "target zones" and how to achieve these physical states. The student will also learn about modalities of cardiovascular fitness training, methods of assessment, and the NASM guidelines for improving cardiorespiratory fitness.

FHT 125 Muscular Fitness
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will cover various aspects of muscular fitness. Topics include modalities of improving muscular fitness, methods of assessment, types of muscular contractions, muscle strength vs. muscle endurance, proper biomechanics and the NASM guidelines for improving muscular strength & endurance.

FHT 121 Balance and Flexibility
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will cover various aspects of balance and flexibility training. Topics include: NASM guidelines for improving flexibility, methods of assessment, importance of balance and flexibility, current trends, and various modalities for improving balance and flexibility including "functional exercise" and "core stability".

FHT 113 Pre-screening & Risk Assessments
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course stresses the importance of evaluating physical readiness for exercise. Topics include: Health appraisal, physical assessments, forms and questionnaires, informed consent procedures and risk stratification.

FHT 115 Physical Fitness Assessments
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will include a comprehensive basis for fitness testing procedures. Topics include purpose, risks, safety, test order, test termination, interpretation of results, assessments for: body composition, cardiorespiratory fitness, muscular fitness, flexibility, postural analysis, and assessing fitness in children and older adults. Students will perform each test on themselves or their peers during lab time.

FHT 116 Corrective Exercise Program Design
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will introduce corrective exercise strategies based on loss of function. The student will receive detailed insight into the prevention of injuries, assessment of dynamic dysfunctions, and an overview of program design for corrective exercise. The systematic approach of an integrated corrective exercise design uniquely blends the variables of available flexibility, isolated and integrated corrective strengthening, and corrective exercise design to allow the student the necessary foundation in developing safe corrective exercise programs.
Prerequisites: FHT 115

FHT 114 Clinical & Medical Considerations
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will continue the topic of Risk Assessment and will focus more on populations that may require more supervision in a clinical or medical setting. Scope of practice, liability, physician referral and medical clearance will also be discussed.

FHT 135 Special Populations
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course includes comprehensive study of special populations and the importance of exercise modifications during exercise training. Diabetes, hypertension, heart disease, obesity, children, pregnancy, elderly, osteoporosis and other conditions will be discussed.

FHT 145 Weight Management Strategies
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
Course will include information on nutrition as it relates to weight management. Topics include energy intake recommendations, weight reduction, weight gain, food guide pyramid, macronutrients and kilocalories. Students will learn what information is appropriate to give a client. Scope of practice for a personal trainer as it relates to nutrition will be discussed. The NASM position stand on Obesity and Weight Management will be covered.

FHT 152 Nutrition
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will continue with the topic of nutrition and focus more nutritional balance for achieving wellness and preventing disease. Students will learn more about macronutrients, kilocalories, vitamins, and minerals. Functions, RDA, food sources, over-consumption and deficiencies of vitamins will be covered in detail. The NCEP Guidelines will also be discussed.

FHT 147 Program Design
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This program will equip the student with the tools to design individual exercise programs specifically for improvement of health and wellness. Topics include: FITT principle, NASM/CDC recommendations, recommended energy expenditure, dose-response relationship, components of a comprehensive exercise program and exercise prescription. Methods of program design for hypo kinetic disease prevention, cardiovascular endurance, flexibility and muscular fitness will be discussed in detail as it related to health improvement.

FHT 122 Group Fitness
Lecture Hrs: 5 Lab Hrs: 15 Credit Hrs: 0.5
This course will cover a variety of aerobic modalities for the group exercise class. Lecture topics include: components of an aerobic class, warm-up & cool down, methods of choreography development, muscle balance, appropriate music tempos, monitoring intensity, and class motivation. Activities will include: dance aerobics, step aerobics, cardio kickboxing, verbal cueing, rhythms & counting, developing choreography, etc.

FHT 156 Worksite Health Promotion
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course details the value of a healthy work force and how to provide opportunities for improvement. Students will assist in the development of the CCC/CSC/OTC employee wellness newsletter and learn other motivational techniques for promoting health and wellness in the workplace.

FHT 127 Injuries
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will include information on high-risk exercise and appropriateness for certain populations. Special attention will be given to the care and prevention of injuries in the group/individual training session. Students will learn how to develop and teach safe fitness programs. Various types of injuries that might occur in an exercise program are identified along with the possible injury treatments.

FHT 140 Exercise Psychology & Counseling
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course provides a broad foundation of exercise psychology and how to intertwine in the personal trainer's scope of practice. Psychological theories used in the health/fitness setting and effective counseling methods will be discussed.

FHT138 Sports Nutrition
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course introduces the basic elements of sports nutrition. The student will learn information on diets during training, timing and composition of pre- and post-competition meals, and the use of supplement ergogenic aids. Provides practical evidence based information for the athlete and individuals wishing to emphasize the role of diet and exercise in promoting a healthy, active lifestyle, and physical performance of competitive and recreational sports participants.

FHT 153 Marketing and Sales
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
Students will study networking and their effects on successful business management. As students study the importance of identifying a niche market and the positive effects of focusing marketing efforts on that group, student will also identify the most beneficial and cost-efficient methods of marketing. Students will also learn the resources available locally to individuals in business. Students will develop a marketing plan and include the development of a business flyer or business card as a part of successful course completion.

FHT 151 Business Management
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
Students will research the various types of businesses found in the Health and Fitness industry. Students will learn the responsibilities involved with small business ownership. Small business operations will be addressed including accounting, small business management, human resource management and the importance of a business plan as well as the benefits of obtaining a business coach. Students will develop a business plan as part of the course requirements.

AH 115 Medical Emergencies and CPR
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
In this course the student will learn basic first aid and CPR training. The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. Emergencies such as respiratory arrest, cardiac arrest, and foreign-body airway obstruction will be addressed. With successful completion of this CPR program the student will receive a two year certification in Basic Life Support (BLS) for the Healthcare Provider. The fundamentals of first aid will also be covered.

FHT 143 Sports Training
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will focus primarily on modalities that facilitate sport specific goals. Students will learn how to research, design and implement sport specific training methods. Activities will include a variety of sport specific training techniques used in the athletics and sports.

FHT INT 157 Internship
Clock Hrs: 180 Credit Hrs: 4
In this course, the student will spend 180 hours in a fitness setting. The internship may take place on campus at the WAY OF LIFE gym. With written approval, a student may fulfill their internship requirements off campus.

*Associate of Occupational Science Health Care Administration

AH 100 Career and Life Development
Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

AH 101 Career and Life Development (online)
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile technologies emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

HCA 1453 Medical Terminology and A&P
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This is designed to help the student understand the knowledge of the different terms used in medical facilities as they relate to medical conditions, medical procedures, medical coding and billing. The course will focus on the various components, structure and molecular form of a normal and abnormal cell. Other topics include male and female reproductive systems, impaired movement that results from nervous, spinal, muscle or neuromuscular disorders, epilepsy, and traumatic injury.

MBC 1130 Medical Insurance
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course will provide the student with knowledge of medical insurance applications. The information provided will help the student understand the essentials of insurance, the role of a medical insurance billing specialist and the laws and ethical guidelines of the field. The course will cover medical documents, coding diagnoses, procedures claim process, charges, methods of payments, billing and reimbursements. Other topics include private payers, Medicaid, Medicare and all other major insurance carriers.

HCA 1124 Intro to Diagnostic Coding
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course is an introduction to ICD-10 coding. Instruction is given to students to clearly illustrate key areas from the basics of coding. Students are taught to understand the basic steps and rules to follow for the coding of diagnoses as well as identify the basic characteristics, conventions, symbols, and principles of diagnostic coding.

HCA 1126 Intro to Procedure Coding
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This is a beginning level course in CPT, a clinical coding system used to code and bill procedures and services provided by outpatient facilities, physicians and other health care professionals. The structure, format, and usage of CPT, as well as its guidelines and common problems, are covered.

MBC 1141 Medical Office Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course will provide with student with knowledge of handling computerized billing tasks such as data entry of patient information, processing billing information, reports, and insurance claims within the healthcare environment.

HCA 1118 Intro to Electronic Health Records
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
The Intro to Electronic Health Records discusses the rapidly changing technology in the health care environment. The course will introduce the basic functions of the Electronic Health Record, its benefit to us as healthcare workers and the benefit to physicians and patients. The course will introduce the best practices for transition from a paper based record to an Electronic Health Record.

HCA 1120 Electronic Health Records
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course provides an overview of electronic health record (EHR) systems, including the design, data integrity, and security and privacy concepts. Also addressed are policies and procedures for assessing the EHR and its content for compliance as a legal business record.
Prerequisites: HCA 1118

MBC 1142 Software Applications in Healthcare
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course will provide the student information with computer software applications that are used for coding and billing. Information about MOSS software applications will be covered.

HCA 1122 Front Office Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
During this course, students will study the dynamics of managing a medical front office. Students can expect to understand the importance of patient confidentiality, telephone and communication skills, appointment scheduling, processing mail, insurance authorizations, and written correspondence and typing skills as well as managing a front office staff.

HCA 2383 Healthcare Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course is designed to help the student to learn how to perform basic administrative (front office) and functions in the area of telephone technique, scheduling and maintaining appointments, and patient education.

Medical Assistant

AH 100 Career and Life Development
Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

MA1253 Health Careers
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will introduce the professional standards that are required in medical assisting and the different specialties and allied health professionals integral to the health-care delivery team, as well as Complementary and Alternative Medicine modalities (CAM). Emphasis is placed on the success strategies of critical thinking, problem solving & self-evaluation. The use of effective verbal, nonverbal and written communication techniques and the effect of anxiety and stress on communication in patients, families and co-workers will be explored.

MA1255 Law and Ethics
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course covers the principles and basic concepts of ethics and laws involved in providing medical services.

MA1251 Infection Control / Laboratory Equipment and Safety
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course introduces the cycle of infection with emphasis on understanding infection and hazard control procedures necessary for the safe practice of healthcare. Bloodborne Pathogens, Universal and Standard Precautions, OSHA and CDC reporting requirements will be emphasized. Laboratory equipment, correct laboratory techniques, laws regulating physician laboratories and quality assurance programs will be covered. An overview of the organization of the body, including systems, tissues and cells will be covered.

MA1110 Administrative Procedures – Office Management
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will give the students knowledge and understanding of administrative procedures and systems.

MA 1118 Medical History and Vital Signs
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will give the student knowledge on how to properly interview a patient, take a patient history, and properly document patient information, including EMRs/EHRs. This course will also give the student the knowledge of how to accurately perform vital signs and measurements.

MA 1115 Medical Emergencies and CPR
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will give the students knowledge and understanding of basic first aid and CPR training. The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. With successful completion of the CPR program, the student will receive a two year certification in Basic Life Support (BLS) for the healthcare provider.

MA1240 The Nervous System
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will give the students knowledge and understanding of the discipline of neurology.

MA1242 The Endocrine System
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will give the students knowledge and understanding of the discipline of endocrinology.

MA 1244 The Digestive System and Nutrition
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will give the student the knowledge and understanding of the discipline of gastroenterology. Focus will include planning and eating a health promoting diet based on the science of nutrition. Also included will be identification of patients at risk of poor nutritional status and special diet modifications.

MA 1114 Administrative Procedures – Interaction
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will give the students knowledge and understanding of administrative procedures and systems.

MA 1248 Physical Exam Preparation
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will give the students knowledge of the management of the clinical area of a medical office. The principles of asepsis and infection control in managing inventory and supplies will be emphasized. Assisting the physician and attending to patient needs during the exam will be covered.

AH220 Introduction to Pharmacology
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is an introduction to pharmacology which includes terminology, drug classifications, dosages, routes, uses, side effects, contraindications, and interactions. Utilization of the PDR, drug handbooks and other drug references, including internet sites, will be emphasized. Compliance with federal, state, and local health laws and regulations will be covered.

MA 1246 Dosage Calculations
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will introduce students to the calculations used in the medical office for dosages. This course will give the students a knowledge and understanding of the different methods of administering medications and safety precautions.

MA1250 The Circulatory System
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will give the students knowledge and understanding of the discipline of cardiology.

MA1233 Diagnostic Imaging
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to familiarize the student with the many types of diagnostic tests, including patient preparation and education. Obtaining an electrocardiogram will be covered.

MA1252 The Respiratory System
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will give the students knowledge and understanding of the discipline of pulmonology. Pulmonary function testing will be covered.

MA1222 Medication Administration
Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1
This course will give the students a knowledge and understanding of the different methods of administering medications. The various injection sites and techniques will be taught.

MA1254 Phlebotomy – Collecting
Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1
This course is designed to assist the student in learning the many types of phlebotomy procedures involved in collecting blood specimens.

MA1122 Special Senses and The Integumentary System
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will give the students knowledge and understanding of the disciplines of ophthalmology, otolaryngology, and dermatology.

MA1124 The Immune System
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will give the students knowledge and understanding of the disciplines of oncology and immunology.

MA1256 Microbiology
Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1
This course will give the students knowledge and understanding of the role of microbiology in the clinical laboratory.

MA1257 The Urinary System
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will give the student the knowledge and understanding of the discipline of urology, with emphasis on collecting, processing and testing urine specimens

MA1260 Phlebotomy – Processing
Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1
This course is designed to assist the student in learning how to process and test blood specimens.

MA1262 The Musculoskeletal System
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will give the student the knowledge and understanding of the discipline of orthopedics. Casting and cast removal will be covered.

MA1220 Assisting with Minor Surgery
Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1
This course will give the students knowledge and understanding of the role of the medical assistant in minor office surgery. Learning to recognize instruments, supplies and potential complications will be emphasized.

MA1221 Administrative Procedures – Insurance
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is designed to help the medical assistant learn how to perform basic administrative medical assisting functions in the area of insurance processing to include health care claims and medical coding. Patient-Centered Medical Home (PCMH) tenets will be covered.

MA1223 Administrative Procedures – Finance
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is designed to help the medical assistant learn how to perform basic administrative medical assisting functions in the area of finances to include billing, collections, accounting and taxes. Basic organizational designs of the medical office will be covered.

MA1236 The Reproductive System
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will give the students an introduction into the disciplines of gynecology and obstetrics, and the male reproductive system. Sexually transmitted diseases, infertility and contraception will be covered.

MA1259 Specialties
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will give the student a better understanding of the medical assistant's role in the specialties of Geriatrics and Pediatrics, emphasizing psychological development and behavioral responses of patients across the lifespan. Common abnormal psychiatric conditions will be covered and emphasis will be given to developing an understanding of cultural competency related to health care issues.

MA1300 Certification Review
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will provide the student with an extensive review in preparation for the CMA certification exam.

MAEXT 411 Externship
Clock Hrs: 180 Credit Hrs: 4
The externship is undertaken following the successful completion of all classroom training, and consists 180 clock hours. Students will practice the skills necessary to perform the duties of a medical assistant in the administrative and clinical role. Students will also develop professional behaviors while delivering patient care. Externship sites may be chosen by the student with prior approval from the department of career services or may be performed with an established site of the College.

Medical Assistant and *Associate of Occupational Science in Medical Assisting (online)

AH 101 Career and Life Development
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile technologies emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

MA 410 Health Careers and Medical History
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course covers professional standards for careers in medical assisting and allied health professions. Laws and ethics are also discussed. Emphasis will be placed on proper interviewing, recording, and documenting of patient information, including vital signs and measurements.

MA 412 Digestive and Nutrition, Pharmacology, and Office Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course introduces planning, eating, and promoting a healthy diet based on the science of nutrition. Also included will be identification of patients at risk of poor nutritional status. Pharmacology, including terminology, drug classification, routes, uses, side effects, contraindications, interactions, related laws, safety, and reference sources. Students will learn how to perform basic administrative systems, such as scheduling, phone triage and business correspondence in medical assisting.

MA 414 Infection Control, Medical Emergencies and CPR, and Interaction
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course will give students knowledge of the clinical area of a medical office. This includes: quality assurance, safety, asepsis, the body's defenses, and infection control. Students will learn basic first aid and CPR, and upon successful completion, will receive a two-year certification in basic life support (BLS) for the healthcare provider.

MA 416 Reproductive, Specialties, and Dosage Calculations
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Students will gain an understanding of the medical assistant's role in the disciplines of obstetrics/gynecology (OBGYN), pediatrics, and geriatrics, with emphasis on the lifespan, including physical & psychosocial development. Focus will include the female and male reproductive systems, sexually transmitted diseases, infertility and contraception. Students will learn methods of medication administration, with emphasis on dosage calculation.

MA 418 Medication Administration and Finance
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Students will learn methods of medication administration, and injection sites and techniques. Students will learn how to perform basic administrative systems, such as financial procedures in medical assisting. Topics include processing health care claims, medical coding, billing, collections, and accounting.

MA 420 Phlebotomy and Immunology
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course will give students knowledge and understanding of phlebotomy procedures of collecting, processing, and testing blood. Students will learn how the immune system protects against disease.

MA 422 Exam Preparation, Respiratory, and Circulatory
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course will give students knowledge of how to assist physicians and ensure patient's needs during an exam. Students will also learn and understand cardiology and pulmonology. This course also covers pulmonary function testing.

MA 424 Diagnostics, Integumentary, and Minor Surgery
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
The uses and benefits of diagnostic imaging are covered in the course. Students will learn the discipline of dermatology. The course also covers minor surgery, including instruments, supplies, sterile technique, and potential complications.

MA 426 Orthopedics, Urinary, and Microbiology
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Students gain an overview of the organization of the body, including systems, tissues and cells. This course also covers orthopedics and casting. Students will gain an understanding of the medical assistant's role in the discipline of urology. Laboratory equipment will also be covered with emphasis on collecting, processing and testing urine specimens. Microbiology in the clinical laboratory will be discussed.

MA 428 Nervous, Endocrine, and Special Senses
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course will give the students knowledge and understanding of the disciplines of neurology, endocrinology, ophthalmology, and otolaryngology.

MAEXT 411 Externship
Clock Hrs: 180 Credit Hrs: 4
The externship is undertaken following the successful completion of all classroom training, and consists 180 clock hours. Students will practice the skills necessary to perform the duties of a medical assistant in the administrative and clinical role. Students will also develop professional behaviors while delivering patient care. Externship sites may be chosen by the student with prior approval from the department of career services or may be performed with an established site of the College.

Medical Billing and Coding and *Associate of Occupational Science in Medical Billing and Coding

AH 101 Career and Life Development
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile technologies emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

AH 1323 Medical Terminology
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This is designed to help the student understand the knowledge of the different terms used in medical facilities as they relate to medical conditions, medical procedures, medical coding and billing.

BIO 1311 Anatomy & Physiology
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course will focus on the various components, structure and molecular form of a normal and abnormal cell. Other topics include male and female reproductive systems, impaired movement that results from nervous, spinal, muscle or neuromuscular disorders, epilepsy, and traumatic injury.

MBC 1130 Medical Insurance
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course will provide the student with knowledge of medical insurance applications. The information provided will help the student understand the essentials of insurance, the role of a medical insurance billing specialist and the laws and ethical guidelines of the field. The course will cover medical documents, coding diagnoses, procedures claim process, charges, methods of payments, billing and reimbursements. Other topics include private payers, Medicaid, Medicare and all other major insurance carriers.

MBC 1233 Diagnostic Coding I
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Students in this course will train to translate the diagnostic statement from medical practitioners into a numeric format for accurate and consistent reporting. Students will focus on the basic coding guidelines and conventions to assure complete and accurate coding.

MBC 1235 Diagnostic Coding II
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course will provide the student with a focus on the diagnostic coding for each of the body systems through applications while adhering to the basic coding guidelines.
Prerequisites: MBC 1233

MBC 1137 CPT – Ancillary Guidelines and Application
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course is designed to give students exposure to procedural coding by translating the procedures rendered by the medical practitioner into a numeric code (CPT) to report to third-party payers. The focus of this course will be evaluation and management, radiology, pathology, medicine, and the appendices in the CPT book.

MBC 1139 CPT – Surgery Guidelines and Application
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course is designed to give students exposure to procedural coding by translating the procedures rendered by the medical practitioner into a numeric code (CPT) to report to third-party payers. The focus of this course will be the surgical section of the CPT book.

MBC 1231 CPT – E/M Guidelines and Applications
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course focuses on the foundations of evaluation and management documentation guidelines for physicians. Students will have the opportunity to understand the complexities of documenting any evaluation and management service correctly. Clinical examples are also provided to round out coding skills, as students learn to dissect the evaluation and management visit and all its elements.

MBC 1142 Software Applications in Healthcare
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course will provide the student information with computer software applications that are used for coding and billing. Information about MediSoft software applications will be covered.

MBC 1144 Professional Practical Experiences
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course will provide the student with knowledge on the process of adjudication, balancing medical office accounts, the importance of collection in the medical office, major types of health plans and types of information collected from patients.

***Associate of Occupational Science General Education course descriptions on page 110**

Paralegal Studies

AH 101 Career and Life Development
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile technologies emphasizing competency in the office productivity applications; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future.

PS 101 Introduction to Paralegal Studies
Theory hours: 45 Lab hours: Credit Hours: 3
This course provides the student with an overview of the paralegal profession. It introduces the student to employment and regulatory issues, as well as the basic skills necessary to be successful as a paralegal.

PS 104 Introduction to American Law
Theory hours: 45 Lab hours: Credit Hours: 3
This course covers the structure of the American legal system and sources of law. It includes overviews of civil criminal and administrative law at the federal and state levels.
Prerequisites: PS 101

PS 105 Ethics for the Law Office
Theory hours: 45 Lab hours: Credit Hours: 3
This course provides a comprehensive overview of legal ethics for the paralegal to appropriately interact within the legal environment. The student will engage in a study of the regulations established to govern the practice of law as it pertains to the paralegal.
Prerequisites: PS 101, PS 104

PS 107 Legal Writing and Research
Theory hours: 45 Lab hours: Credit Hours: 3
This course emphasizes the importance of good legal research and writing. Students will be introduced to the research process, appropriate analysis and correct citation. Effective written communication is emphasized through preparation of letters, memoranda and other legal documents.
Prerequisites: PS 101, PS 104

PS 125 Civil Litigation
Theory hours: 45 Lab hours: Credit Hours: 3
This course provides an introduction to the civil court process and the role of the paralegal in preparation for civil trial, including gathering and organizing information. Emphasis is placed on the discovery process and document preparation.
Prerequisites: PS 101, PS 104

PS 111 Criminal Law
Theory hours: 45 Lab hours: Credit Hours: 3
This course introduces the student to the foundations of criminal law and explores the criminal justice system. Constitutional framework, law enforcement practices and the process of criminal cases is discussed.
Prerequisites: PS 101, PS 104

PS 112 Family Law and Bankruptcy
Theory hours: 45 Lab hours: Credit Hours: 3
Practical aspects such as investigation, preparation of legal documents, and court procedures are emphasized. Students will be introduced to topics such as divorce, separation, pre-nuptial agreements, alimony, adoption, child custody and support, and property settlement. The topic of bankruptcy will also be studied in how it relates to family law.
Prerequisites: PS 101, PS 104

PS 115 Contracts
Theory hours: 45 Lab hours: Credit Hours: 3
This course provides an overview of contract law, including fundamental theoretical concepts, contractual elements, standard provisions, and drafting of simple contracts.
Prerequisites: PS 101, PS 104

PS 117 Torts
Theory hours: 45 Lab hours: Credit Hours: 3
This course provides an introduction to tort law: negligence, intentional torts, and liability. It focuses on the role of the paralegal in personal injury litigation.
Prerequisites: PS 101, PS 104

PS 119 Wills, Trusts and Estates
Theory hours: 45 Lab hours: Credit Hours: 3
This course introduces the student to the fundamental principles of handling wills, trusts, and estates. It covers the duties of administration that can be handled by a paralegal with an emphasis on document preparation and proceedings.
Prerequisites: PS 101, PS 104

PS 121 Real Estate Law
Theory hours: 45 Lab hours: Credit Hours: 3
This course provides a study of the concepts and terminology associated with real property law. Students will review procedures and engage in drafting of common documents used for real estate transactions.
Prerequisites: PS 101, PS 104

Surgical Technologist

AH 100 Career and Life Development
Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

AH 1320 Medical Terminology - Etymology
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for major pathological conditions. Study of the formation of medical terms from their Greek and Latin roots is designed both to build vocabulary and to teach the use of medical dictionary is also studied.

AH 1325 Medical Terminology - Vocabulary
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course identifies and explains the medical vocabulary and the terms that relate to the anatomy physiology, pathological conditions, and treatment of selected systems. It compares and contrasts the different body systems. Students define and describe the function of each system of the body. Upon completion of this course, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

BIO 1385 Nutrition – Diet Therapy
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
The student will learn the structures and functions of the digestive system as well as tools for nutritional health. They will be provided with the skills to identify current trends and diets that work especially those that are endorsed by the medical community. Nutrition for Surgical Technologists will also be explored.

BIO 1310 Anatomy & Physiology – Organization
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is an integrated study of human structure and functions of basic cell life, cellular components, nervous system, the senses, and endocrine system.

BIO 1312 Anatomy & Physiology – Transport

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is an integrated study of human structure and function of the cardiovascular system. Transportation of blood cells and components and components are discussed. The respiratory system is discussed.

BIO 1314 Anatomy & Physiology – Life Cycle
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is an integrated study of human structure and function of the urinary system, reproductive system, pregnancy, growth, and development

BIO 1316 Anatomy & Physiology
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is a study in human anatomy and physiology. This course will focus on an in-depth study of the human muscular system and skeletal system as well as the integumentary system.

AH 115 Medical Emergencies and CPR
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
In this course the student will learn basic first aid and CPR training. The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. Emergencies such as respiratory arrest, cardiac arrest, and foreign-body airway obstruction will be addressed. With successful completion of this CPR program the student will receive a two year certification in Basic Life Support (BLS) for the Healthcare Provider. Disaster preparedness and environmental hazards will also be covered.

AH 220 Introduction to Pharmacology
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is an introduction to pharmacology which includes terminology, drug category, use, side effects, contraindications, and interactions. Common dosage ranges and routes of administration will also be examined.

ST 1210 Introduction to Surgical Technology
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will provide the student with an understanding of the background of surgical technology, personal attributes necessary to performing the role of the surgical technologist as well as a foundation in caring for the surgical patient, the role that the surgical technologist have in areas of patient care as well as an introduction to the hospital environment.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220

ST1212 Legal and Ethical
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will cover death and dying along with areas of legal responsibility for health care providers, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on HIPPA, legal terms, professional attitudes, communication, teamwork, and the principles and basic concepts of ethics and laws involved in providing medical services.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210

ST1214 Microbiology and Infection Process
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is an introduction to the role of the Surgical Technologist and a study of Microbes in the process of infection as it relates to the surgical patient. Students will also be provided a background in microbiology so that the student can achieve a better appreciation of the relationship between micro-organisms and the maintenance of health and/or prevention of disease.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212

ST1216 Sterilization and Aseptic Technique
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course introduces the sterilization procedures necessary for the safe practice of surgical technology. Topics include includes sterilization/disinfection processes, principles and practices of aseptic technique, as well as scrubbing/gowning/gloving. Students are introduced to the autoclave and accessories as well as surgical instrument preparation, processing and wrapping. Upon completion, students should be able to understand, infection control procedures, biohazard management, OSHA standards, and the principles and practices of aseptic technique and will be able to demonstrate and implement the basic aseptic technique skills necessary to work in the surgical environment.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214

ST1218 Care of the Surgical Patient
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is an introduction to the principles and practices of patient care. This course of study includes how to care for the needs of the surgical patient, including transporting, transferring and positioning, and prepping and draping of the surgical patient. Upon completion of this unit the student will be able to understand the needs of the surgical patient and have the ability to identify the specialized supplies and equipment necessary to provide quality patient care.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216

ST1220 Surgical Pharmacology
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course familiarizes the student with the various drugs used in surgery and the mode of administration. The student should also attain an understanding of basic anesthesia equipment, drugs, and methods, in order to function effectively in the surgical setting, and to efficiently assist the anesthesia personnel if required.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218

ST1222 Surgical Case Management
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course provides the student and understanding of the risks associated with surgery for both the surgical patient as well as the health care provider and the precautions that must be used in providing care. Students will learn surgical case planning and intraoperative routines as well as understand the principles of mechanics and physics as it relates to the surgical patient.

Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220

ST1224 The Surgical Wound
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will provide the student with the knowledge to identify surgical methods of hemostasis, structure and properties of suture, closure types, safety precautions, and various types of wound drainage systems, application of the surgical dressing, the healing process and possible wound complications.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222

ST1226 Instrumentation
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will provide the student with the knowledge to identify the parts of a surgical instrument, classification of basic surgical instruments, care and handling, and passing techniques necessary to function in the surgical technologist role. Students are required to perform all lab skills at one hundred percent (100%) proficiency.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224

ST1228 Diagnostic & Minimally Invasive Procedures
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
In this course students will learn energy sources used in the operating room including how they assist in the diagnosis and assessment procedures performed, providing clues and information about the nature of the patient's illness and possible causes of disease. This course will focus on the advantages and constraints of endoscopic and minimally invasive surgery and includes an overview of robotic system's role in the surgical environment.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226

ST1230 General Surgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs:1
Introduction to operative routine for general surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228

ST1232 OB/GYN Surgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs:1
Introduction to operative routine for OB/GYN surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230

ST1234 Genitourinary Surgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs:1
Introduction to operative routine for genitourinary surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232

ST1236 Ophthalmic Surgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
Introduction to operative routine for ophthalmic surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234

ST1238 ENT Surgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
Introduction to operative routine for ENT surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236

ST1240 Oral & Maxillofacial Surgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
Introduction to operative routine for oral and maxillofacial surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238

ST 1242 Plastic & Reconstructive Surgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
Introduction to operative routine for plastic surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240

ST1244 Orthopedic Surgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
Introduction to operative routine for orthopedic surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242

ST1246 Peripheral Vascular Surgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
Introduction to operative routine for peripheral vascular surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244

ST1248 Thoracic & Pulmonary Surgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
Introduction to operative routine for thoracic surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246

ST1250 Cardiac Surgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
Introduction to operative routine for cardiovascular surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248

T1252 Pediatric Surgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
Introduction to operative routine for pediatric surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250

ST1254 Neurosurgery
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs:1
Introduction to operative routine for neuro surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252

ST1256 Certification Review
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will provide the student with an extensive review in preparation for the NBSTSA certification exam.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254

ST1258 Mock Certification
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
In this course the student will be assessed by taking various mock certification examinations. Areas of weakness will be identified, addressed and preparation for certification exam will occur.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254, ST1256

ST1260 Competency Assessment
Lecture Hrs: 0 Lab Hrs: 20 Credit Hrs: 0.5

In this course the student will demonstrate skills that have been learned over the course of the program. A mock surgery will be performed and will be passed with 100% proficiency before proceeding to externship.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254, ST1256, ST1258

STEXT515 Externship
Clock Hrs: 135 Credit Hrs: 3
The externship is undertaken following the successful completion of all classroom training, and consists of 120 surgical cases and 500 clock hours. Students will practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation. Students are required to complete 30 cases in General Surgery with 20 of those cases filled while in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties with 60 of those cases filled while in the First Scrub Role. Clinical training sites will be determined by the surgical technology department.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254, ST1256, ST1258, ST1260

STEXT517 Externship
Clock Hrs: 135 Credit Hrs: 3
The externship is undertaken following the successful completion of all classroom training, and consists of 120 surgical cases and 500 clock hours. Students will practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation. Students are required to complete 30 cases in General Surgery with 20 of those cases filled while in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties with 60 of those cases filled while in the First Scrub Role. Clinical training sites will be determined by the surgical technology department.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254, ST1256, ST1258, ST1260

STEXT519 Externship
Clock Hrs: 135 Credit Hrs: 3
The externship is undertaken following the successful completion of all classroom training, and consists of 120 surgical cases and 500 clock hours. Students will practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation. Students are required to complete 30 cases in General Surgery with 20 of those cases filled while in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties with 60 of those cases filled while in the First Scrub Role. Clinical training sites will be determined by the surgical technology department.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254, ST1256, ST1258, ST1260

STEXT521 Externship
Clock Hrs: 95 Credit Hrs: 2
The externship is undertaken following the successful completion of all classroom training, and consists of 120 surgical cases and 500 clock hours. Students will practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation. Students are required to complete 30 cases in General Surgery with 20 of those cases filled while in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties with 60 of those cases filled while in the First Scrub Role. Clinical training sites will be determined by the surgical technology department.
Prerequisites: AH100, AH1320, AH1325, BIO1380, BIO1385, BIO1310, BIO1312, BIO1314, AH115, AH220, ST1210, ST1212, ST1214, ST1216, ST1218, ST1220, ST1222, ST1224, ST1226, ST1228, ST1230, ST1232, ST1234, ST1236, ST1238, ST1240, ST1242, ST1244, ST1246, ST1248, ST1250, ST1252, ST1254, ST1256, ST1258, ST1260

Veterinary Assistant

AH 100 Career and Life Development
Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

VA 1112 Veterinary Terminology
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will provide the student with the knowledge base of how medical words are formed. The student will learn how to use medical terminology appropriately for effective communication in the veterinary hospital.

VA 1114 Behavior, Restraint, and Handling
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will provide the student with an understanding of behaviors of multiple animal species as they relate to veterinary medicine. The student will learn how to field the common client questions about problem behaviors. The student will learn how to use behavior patterns to handle and

restrain the animal patient. Emphasis of restraint will be on the safety and injury prevention of the patient, client, and veterinary staff. Both large and small animal restraint and handling will be discussed.

VA 1116 Dentistry
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will introduce the student to the field of veterinary dentistry. The student will learn about dental health assessment, dental prophylaxis, equipment care, and use of dental instruments. There will also be discussion related to species specific dentition and its relationship to the patient's diet and dental health care concerns.

VA 1118 Animal Nutrition
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will provide the student an understanding of the diverse nutritional demands of the animal patient. Various species of animals will be discussed and the differences in their nutritional requirements will be identified. The student will also learn about the feeding methods, how to interpret label claims, and prescription diets available when medically indicated for ill animal patients.

VA 1120 Anatomy & Physiology I
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will introduce the student to directional terminology, cellular anatomy, and organ systems found in the animal patient. The skeletal and muscular structures of various animal species will also be introduced.

VA 1122 Anatomy & Physiology II
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will cover internal organs systems found in the various animal species. The student will gain an understanding as to how the organ systems function within the animal patient. Abnormalities within organ systems will be addressed as they relate to common disease processes seen in the animal patient.
Prerequisites: VA 1120

VA 1124 Client Relations and Patient Assessment
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will provide the student with an understanding of medical record keeping, computer applications, and meeting the needs of the client within the veterinary hospital. This course will also emphasize the importance of obtaining an accurate history through physical exam and client interview. The student will learn how to communicate effectively with client in order to obtain the necessary medical history for proper treatment of the animal patient.

VA 1126 Grief Counseling/Euthanasia
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will provide the student with the skills needed to assist clients with grief counseling and pet loss. The student will receive instruction on how to support the client, patient and Vet during this procedure. The students will be introduced to the various methods of euthanasia and remains handling available in our community.
Prerequisites: VA 1126

VA 1129 Veterinary Dosages and Calculations
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will provide an introduction to the calculations of dosages used in the veterinary industry.

VA 1128 Emergency Care/Management of Injuries
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will introduce the student to emergency animal medicine. The student will learn the process of wound healing and wound management along with appropriate bandaging techniques. Emergency triage skills, patient assessments, interventions, and treatments will be addressed with an emphasis on first aid and CPR.

VA 1130 Veterinary Pharmacology
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will introduce the student to the pharmacological aspects of veterinary medicine. The student will learn mathematical formulas used for dosage calculation of medications. Classification and record keeping of controlled drugs will be discussed. Routes of administration, labeling of dispensed drugs, client education and inventory control will also be discussed and demonstrated.

VA 1132 Parasitology
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will provide the student with an introduction to various endoparasites and ectoparasites found within the animal patient. The common signs of infestation and indications for testing will also be discussed. The student will learn various collection techniques and testing methods used in the identification of these parasites.

VA 1134 Urinalysis and Hematology
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will provide the student with the knowledge and skills necessary for assisting with urine and blood collection on the various species of animals. Testing methods used in an animal hospital for both urine and blood will also be demonstrated.

VA 1136 Cytology and Virology
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will teach the student how cells are collected and studied for the purpose of clinical diagnosis. The student will also gain an understanding of viruses and the various vaccinations available in veterinary medicine to protect against these viruses. The field of cancer and cancer management will also be discussed.

VA 1138 Clinical Microbiology

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will teach the student general principles of microbiology. The student will learn how microbiology is used daily in veterinary medicine and techniques in handling samples properly. There will also be discussion as to how microbiology applies to the animal patient and animal clinic.

VA 1140 Zoonosis
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will teach the student about common zoonotic diseases and their effects on public health. The student will learn the signs and symptoms as well as the treatment and prevention of zoonotic disease. The focus will be on occupational exposure potentials for the veterinary hospital staff.

VA 1142 Occupational Hazards
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will provide the student with an understanding of occupational health and safety issues as they relate to the veterinary field. The student will be introduced to reading and using MSDS as well as various regulating bodies that set and enforce standards to ensure safe practice within veterinary medicine.

VA 1144 Radiography and Ultrasonography
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will teach the student the basic principles of radiography and ultrasonography and the indications for using these diagnostic tools. Skills needed for animal patient preparation for the production of quality diagnostic images will be taught. Radiation safety techniques and protective equipment for the assistant will be discussed.

VA 1146 Principles of Anesthesia and Analgesia
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will introduce the different types of medications used to induce and maintain anesthesia and the anesthetic equipment utilized in veterinary medicine. Anesthetic monitoring and anesthetic emergencies are emphasized as they related to the animal patient. Pain management for the post-operative, injured, or sick animal patient will also be addressed.

VA 1148 Surgical Preparation/Instrument Care
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course will introduce the student to surgical preparation of the animal patient and the steps taken to prepare for a surgical procedure. The student will be introduced to the most frequently used instruments and suture materials used in common surgical procedures. The student will learn the skills necessary to demonstrate aseptic technique, and the preparation and maintenance of a sterile field.

VA 1150 Ruminant and Pig Nursing
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will provide the student with an introduction to the medical and surgical needs of ruminant animals. The student will learn the skills needed to work in the food animal industry as they relate to patient wellness, nursing, surgery and medication administration.

VA 1152 Equine Nursing
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course will introduce the student to equine medicine. The student will learn about the equine patient and various nursing skills needed to assist with medical treatments, patient monitoring, and surgical procedures. Client education and equine patient wellness are also discussed.

VA 1154 Canine and Feline Nursing
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course introduces the student to medical and surgical nursing of dogs and cats. Emphasis will be placed on common surgical procedures performed in small animal hospitals as well as common medical issues seen within the small animal facility. Client education related to post-operative care and home management of the patient will also be discussed.

VA 1156 Exotic Animal Medicine
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
In this course the student will learn about exotic animals and the special care requirements of each species. The student will learn about the restraint, medical needs, husbandry, common diseases, and nutrition of birds, fish, reptiles, and small mammals. Client education will also be addressed as it relates to the ownership of exotic pets.

VAEXT 211 Externship
Clock Hours: 180 Credit Hours: 4
In this course the student will spend 180 hours in a veterinary office.

Barber

AH 105 Career and Life Development
Lecture Hours: 50 Lab Hours: 10 Credit Hours: 2
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

BR 102 History of Barbering
Theory hours: 15 Lab hours: 15 Credit Hours: 1
This course will provide an overview of the history of barbering. Functions and importance of state barber boards will also be studied. This course will also, include the understanding of all the instruments used in the practice of barbering.

BR 104 Bacteriology
Theory hours: 15 Lab hours: 15 Credit Hours: 1
Elementary chemistry relating to sanitation, sterilization and bacteriology will be discussed.

BR 106 Chemistry
Theory hours: 15 Lab hours: 15 Credit Hours: 1
This course discusses the different forms of matter: elements, compounds, and mixtures. Attention will be given to the differences between organic and inorganic chemistry.

BR 108 Safe Work Practices and Infection Control
Theory hours: 15 Lab hours: 15 Credit Hours: 1
This course provides an overview of bacteria and proper sanitation and disinfection techniques used in the barbershop. Infection control responsibilities of barber professionals will be discussed. This course also provides the student with the understanding of all the instruments used in the practice of barbering.

BR 110 Anatomy and Physiology
Theory hours: 15 Lab hours: 15 Credit Hours: 1
This course provides the student with the knowledge of the anatomy and physiology as it pertains to barbers. Students will have a thorough understanding of the anatomy of the face, scalp, neck as well as the muscular system. There will be discussion over the arteries of the head, face, and neck.

BR 112 Electricity and Facials
Theory hours: 15 Lab hours: 15 Credit Hours: 1
Student will be introduced to the basics of electricity and its applications in barbering including equipment safety, and types and benefits of light therapy. In this course students will be provided instruction on procedures for performing facials and facial waxing procedures. The student will explore various massage movements and their effects on the client.

BR 120 Properties and Disorders of the Skin
Theory hours: 15 Lab hours: 15 Credit Hours: 1
This course will study aging and factors influencing the aging process, identification of disorders and contagious diseases, and assessing clients to make appropriate referrals.

BR 122 Properties and Disorders of the Hair and Scalp
Theory hours: 15 Lab hours: 15 Credit Hours: 1
This course will study the identification of disorders and contagious diseases of the scalp and hair.

BR 116 Facial Hair Design and Licensing Laws
Theory hours: 15 Lab hours: 15 Credit Hours: 1
This course will provide the fundamentals of straight razor shaving and an introduction to facial hair design. This course will provide the student with a review of the Rules and Regulations as they apply to the barber, as well as prepare the student for their practical and written exams to become a licensed professional.

BR 118 Intro to Cutting and Color
Theory hours: 15 Lab hours: 15 Credit Hours: 1
This course will provide the student with thorough instruction in the proper way to cut, blend, and taper the hair using clippers. This course also provides an introduction to color theory and its relationship to hair color. Students will also be introduced to the basic categories of color, and discuss what motivates people to color their hair.

BR 124 Barbershop and Retail Management
Theory hours: 15 Lab hours: 15 Credit Hours: 1
In this course students will study the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership. Also addressed are factors one must consider when opening a barbershop and the types of ownerships available. Excellence in barber service as well as effective forms of marketing and retail will be addressed.

BR 204 Professional Image and the Barber
Theory hours: 5 Lab hours: 25 Credit Hours: 1

This course will assist the student in identifying the qualities needed to be successful in a service profession. Focus will be on the importance of offering excellent client services utilizing benchmark standards of professionalism and exemplary customer service.

BR 206 Instruments for Straight Razor Shaving
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will provide theory and practice for straight razor shaving. Safety and sanitation measures will be discussed and practiced. This course will also, provide the understanding of all the instruments use in the practice of barbering.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 208 Uniform Cutting and a Long Layered Cut
Theory hours: 5 Lab hours: 25 Credit Hours: 1
In this course students will gain proficiency in uniform and long layered cutting. This course will also provide the understanding of all the instruments used in the practice of barbering.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 217 Scalp and Hair Treatments
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will provide students with an understanding of proper shampooing procedures. In this course, students will also learn how to identify and treat common scalp conditions. Scalp massage techniques and hair loss treatments will also be discussed.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 214 Facial Massage
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will provide the student with an understanding and the benefits of men's facial massage.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 216 Facial Treatments
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will provide the student with an understanding of and how to perform men's facial treatments.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 219 Straight Razor Shaving and Facial Design
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will provide an introduction to facial hair design. In this course, students will practice straight razor shaving and various razor techniques. Safety and sanitation will also be covered.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 222 Principles of Men's Haircutting and Styling
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will provide the student with an understanding the art of haircutting and how it involves individualized and precise designing, cutting, and shaping of the hair.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 224 Fundamentals of Men's Haircutting
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will provide the student with thorough instruction in the proper way to cut, blend, and taper the hair using clippers.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 226 Safety Precautions for Haircutting and Styling
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will provide the student with thorough instruction about using safety precautions while cutting and styling hair.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 228 Men's Hairstyling
Theory hours: 5 Lab hours: 25 Credit Hours: 1
Students will have an understanding of how different products work in the hair and how to use a style hair by using a blow dryer properly.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 230 Men's Hairpieces
Theory hours: 5 Lab hours: 25 Credit Hours: 1
There will be discussion on men's hairpieces such as demonstration how to measure a client for a hairpiece. Student will have an understanding the marketing techniques to increase hairpiece sales.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 232 Hair Replacement Systems and Procedures
Theory hours: 5 Lab hours: 25 Credit Hours: 1
There will be discussion about different alternative hair replacement methods students will also learn how to do a template of a men's hairpiece.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 234 Basic Women's Haircutting
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will assist you in transferring the knowledge and application of what you have learned about men's haircutting into women's haircutting.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 236 Graduated Cutting and Blunt Cutting
Theory hours: 5 Lab hours: 25 Credit Hours: 1
In this course students will gain proficiency in blunt and graduated hair cutting.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 276 Basic Women's Haircutting Review
Theory hours: 5 Lab hours: 25 Credit Hours: 1
In this course students will review and be proficient in blunt, graduated, uniform and long layered haircutting techniques.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 240 Women's Hair Styling
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will provide the student with an understanding of different types of hairstyles and an understanding how important client consultation is prior to styling the hair.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 242 Chemical Texture Services
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course provides a review of chemical and smoothing services, the chemical used in these relaxing processes, and analysis of the hair for proper product selection. In this course students will also study the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 244 Permanent Waving
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will provide the student with more knowledge of permanent waving, and how it creates chemical changes that permanently alter the natural pattern of the existing hair growth. Also, we will address the factors one must consider when opening a barbershop and the types of ownerships available. Excellence in barbershop service as well as effective forms of marketing will be addressed.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 246 Chemical Hair Relaxing
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will provide the student with more knowledge of relaxers and how it creates a chemical change that permanently alters the natural pattern of the existing hair growth.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 248 Hair color Application
Theory hours: 5 Lab hours: 25 Credit Hours: 1
In this course students will study and demonstrate basic application techniques for temporary colors, semi-permanent colors, permanent colors, and lighteners.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 250 Special Effect Hair coloring
Theory hours: 5 Lab hours: 25 Credit Hours: 1
In this course students will study and demonstrate pattern application techniques for temporary colors, semi-permanent colors, permanent colors, and lighteners.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 252 Facial Hair Coloring
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will provide the student with the knowledge of knowing how to identify products used to color facial hair and discuss safety precautions to use when coloring facial hair.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 254 Corrective Color
Theory hours: 5 Lab hours: 25 Credit Hours: 1
In this course students will learn how to successfully carry out a client consultation for color correction and apply the principles of color theory when performing a corrective color service.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 256 Self Employment and Business Ownership
Theory hours: 5 Lab hours: 25 Credit Hours: 1
Students will have an understanding of the types of business ownership. Students will be able to identify the types of records that barbershop owner must maintain.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 258 Microbiology Review
Theory hours: 5 Lab hours: 25 Credit Hours: 1
Elementary chemistry relating to sanitation, sterilization and bacteriology will be discussed.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 260 Infection Control Review
Theory hours: 5 Lab hours: 25 Credit Hours: 1

In this course there will be a review over bacteria and proper sanitation and disinfection techniques used in the barbershop. Infection control responsibilities of barber professionals will be discussed.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 262 Anatomy review
Theory hours: 5 Lab hours: 25 Credit Hours: 1
The student will be reviewing the anatomy as it pertains to barbers. Students will have a thorough understanding of the anatomy of the face, scalp, neck as well as the muscular system. There will be discussion over the arteries of the head, face, and neck. Safety will be reviewed and addressed and practiced.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 264 Physiology Review
Theory hours: 5 Lab hours: 25 Credit Hours: 1
The student will be reviewing the physiology as it pertains to barbers. Students will have a thorough understanding of the physiology of the face, scalp, neck as well as the muscular system. There will be discussion over the arteries of the head, face, and neck. Students will review the aging and factors influencing the aging process, identification of disorders and contagious diseases on the scalp, and assessing clients to make appropriate referrals.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 266 Chemistry Review
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will review and discusses the different forms of matter: elements, compounds, and mixtures. Attention will be given to the differences between organic and inorganic chemistry. Safety will be reviewed and addressed and practiced.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 268 Electricity and Light Therapy Review
Theory hours: 5 Lab hours: 25 Credit Hours: 1
Student will also be introduced to the basics of electricity and its applications in barbering including equipment safety, and types and benefits of light therapy.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 270 Properties and Disorders of the Skin and Scalp Review
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course provides a review of disorders and properties of the skin and scalp.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 272 Properties and Disorders of the Hair Review
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course provides a review of how scalp massages can benefit the client and their hair in the barbering profession.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 274 Treatment of the Hair Skin and Scalp review
Theory hours: 5 Lab hours: 25 Credit Hours: 1
In this course students will review treatments for the hair, skin, and scalp.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 300 Barbering Job Search
Theory hours: 5 Lab hours: 25 Credit Hours: 1
This course will provide the student with a review of implementation basics for success both professionally and personally with a focus on attitude, responsibility, communication, decision making and problem solving, and preparing for the workforce.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

BR 302 State Board Review
Theory hours: 10 Lab hours: 50 Credit Hours: 2
This course will provide the student with knowledge that is needed to prepare for state board examinations. The student will know how to write a resume, and have the knowledge to search for employment in the barbering field.
Prerequisite: BR 102, BR 104, BR 106, BR 108, BR 110, BR 112, BR 114, BR 116, BR 118, BR 200, BR 202, BR 204

Basic Cosmetology

AH 105 Career and Life Development
Lecture Hours: 50 Lab Hours: 10 Credit Hours: 2
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

BCO 143 Guest Service and Product Knowledge
Lecture Hours: 15 Lab Hours: 15 Credit Hours: 1
This course will assist the student in identifying services offered in modern salons and spas and the product and ingredients used to perform these services. Organic and inorganic ingredients and their uses will be discussed.

BCO 140 Chemistry

Lecture Hours: 30 Lab Hours: 0 Credit Hours: 1
This course discusses the different forms of matter: elements, compounds, and mixtures. Attention will be given to the differences between organic and inorganic chemistry. Students will also be introduced to the basics of electricity and its applications in cosmetology including equipment safety, and types and benefits of light therapy.

BCO 106 Structure of Hair, Skin and Nails
Lecture Hours: 30 Lab Hours: 0 Credit Hours: 1
This course provides instruction on the structure of the hair root and hair shaft, and the structure and composition of skin and nails. Students will gain an understanding of the function and growth of hair, skin and nails. The student will learn how to analyze a client's scalp and hair texture. How various hair textures and growth patterns affect chemical processing techniques will be discussed as well as hair loss treatments.

BCO 145 Shampooing and Blow Outs
Lecture Hours: 15 Lab Hours: 15 Credit Hours: 1
In this course students are introduced to the art of scalp massage, relaxing shampoo services and proper blow out styling techniques to provide future salon guests with their desired styled and extraordinary salon experience. Scalp care, shampoo selection and hair treatments will be discussed.

BCO 144 Diseases, Disorders, and Infection Control
Lecture Hours: 30 Lab Hours: 0 Credit Hours: 1
This course provides an overview of bacteria and proper sanitation and disinfection techniques used in the salon and of diseases and disorders affecting skin and nails as pertinent to cosmetology. Topics include aging and factors influencing the aging process, identification of disorders and contagious diseases, and assessing clients to make appropriate referrals.
Infection control responsibilities of salon professionals will be discussed.

BCO 262 Wet Hair Styling
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course introduces students to hair design utilizing proper roller placement, pin curl techniques, and finger wave designs.

BCO 264 Thermal Styling
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course will provide the student with the techniques used for thermal hairstyling. The various types of thermal irons and other thermal styling tools will be discussed. Students will demonstrate the techniques used for thermal irons, blow dry styling, and marcel ironing and pressing.

BCO 122 Manicures/Pedicures
Lecture Hours: 20 Lab Hours: 10 Credit Hours: 1
In this course the student will be introduced to the skills necessary to perform manicures and pedicures. Proper sanitation and disinfection techniques used in the salon will also be discussed and demonstrated.

BCO 266 Permanent Waving
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course introduces the student to the basic techniques used for the permanent waving. The tools used for the permanent waving of hair will be identified and discussed. Students will demonstrate the techniques of sectioning, base control, and base direction when wrapping hair for chemical processing.

BCO 268 Chemical Texturing
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course provides an overview of chemical and smoothing services. The chemical used in these relaxing processes will be discussed and demonstrated. Focus will be on analysis of the hair for proper product selection and procedures when providing chemical texturing services.

BCO 240 Formulation
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course focuses on theory and practical application of color products. Students will be able to perform a successful consultation and formulate accordingly to ensure proper color mixtures.

BCO 242 Basic Application
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
In this course students will study and demonstrate basic application techniques for temporary colors, semi-permanent colors, permanent colors, and lighteners.

BCO 244 Pattern Application
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
In this course students will study and demonstrate pattern application techniques for temporary colors, semi-permanent colors, permanent colors, and lighteners.

BCO 246 Special FX Application
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course introduces students to proper creation and application of various color formulas, as well as advanced special effects coloring applications.

BCO 250 Color Correction
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
In this course students will learn how to successfully carry out a client consultation for color correction and apply the principles of color theory when performing a corrective color service.

BCO 252 Solid Form Cutting
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course focuses on the techniques used for the blunt haircut.

BCO 254 Graduated Cutting
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course focuses on the techniques used with elevation in haircutting.

BCO 256 Uniform Cutting
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course focuses on techniques used for layered haircutting.

BCO 258 Razor and Clipper Cutting
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course will provide information related to the five characteristics that determine the behavior of hair and the functions and characteristics of haircutting tools. Instruction will focus on the theory and techniques used for in razor and clipper cuts.

BCO 260 Cutting Integration
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This is an advanced haircutting course in which students will learn how to integrate previously acquired skills and techniques.
Prerequisite: BCO 252, BCO 254, BCO 256, BCO 258

BCO 274 Salon Success Strategies
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This course will introduce students to the salon environment. During this course students will learn how to build a clientele as well as learn the functions of a working salon. Students will begin their portfolio as well as discuss personal branding.

BCO 142 Electricity
Lecture Hours: 30 Lab Hours: 0 Credit Hours: 1
This course will introduce students to the basics of electricity and its applications in cosmetology including equipment safety, and types and benefits of light therapy.

BCO 102 Anatomy
Lecture Hours: 30 Lab Hours: 0 Credit Hours: 1
Students will be introduced to the importance of anatomy and physiology in the cosmetology profession. This course provides an integrated study of the human structure and functions. Topics include cellular structure and reproduction, various tissues found in the body, and the different systems of the body.

BCO 150 Braiding and Styling
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
In this course students will discuss and demonstrate various braiding techniques including visible, invisible, rope and single braids. Styling options and tools used for braiding and natural hair service will also be discussed.

BCO 152 Wigs and Hair Extensions
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course will introduce students to artificial hair enhancements. Topics for this course will include wig measurement, types of hair pieces, human and synthetic hair, care for artificial hair and styling will all be discussed and demonstrated.

BCO 154 Day, Evening and Stage Makeup
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course provides an introduction to the basics of facial makeup and the laws and theory of color. Students will learn about various types of cosmetics and their uses. Makeup application will be discussed and demonstrated for day and evening wear along with accentuated makeup for the stage.

BCO 156 Fantasy and Gore Makeup
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
In this course students will use their creativity to explore fantasy and gore makeup. Topics include creation of fantasy characters, bruises, cuts, scars and bloody wounds. Demonstrations and application of makeup bruise wheel, latex and scar wax will be included.

BCO 276 Artificial Nail Enhancements
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course covers the theory and application of acrylic and gel nail enhancements. Students will be able to perform various types of artificial nail applications.

BCO 278 Facials and Spa Services
Lecture Hours: 10 Lab Hours: 20 Credit Hours: 1
This course covers the theory and application of spa services including facials, waxing, lash application, and body treatments.

BCO 118 Salon Management
Lecture Hours: 30 Lab Hours: 0 Credit Hours: 1
In this course students will study the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership. Also addressed are factors one must consider when opening a salon and the types of ownerships available. Excellence in salon service as well as effective forms of marketing will be addressed.

BCO 272 State Board Review I
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1

This course will provide the student with a review of the Rules and Regulations as they apply to the salon, as well as prepare the student for their practical and written exams to become a licensed professional.
Prerequisites: Completion of Phase I

BCO 320 Anatomy and Physiology Review
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
In this course students will review Anatomy and Physiology. Students will know the importance of anatomy and physiology in the cosmetology profession, review the 10 main body systems, and identify the types of tissues found in the body.

BCO 322 Chemistry Review
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This course provides a review of Chemistry. Students will know the different forms of matter and the differences between organic and inorganic chemistry.

BCO 324 Electricity Review
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This course provides a review of the nature of electricity, electrical equipment safety, and electrotherapy in cosmetology.

BCO 326 Infection Control and Diseases
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This course will provide the student with a review of Infection control and diseases. Students will review the state laws and regulations, the classifications of bacteria, and the proper cleaning of salon tools and equipment.

BCO 328 Properties of the Hair, Skin, and Scalp Review
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This course provides a review of the properties of the hair, skin, and scalp.

BCO 330 Chemical Texturing Review
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This course provides a review of chemical and smoothing services, the chemical used in these relaxing processes, and analysis of the hair for proper product selection.

BCO 332 Facials, Hair Removal, Makeup Review
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This course provides a review of procedures for performing facials, waxing procedures and makeup application theories.

BCO 334 Hair Design Review
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This course provides a review of the elements and principles of hair design. Students will know safe and proper techniques for using the various tools of hair design.

BCO 336 Haircutting Review
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This course provides the student with a review to cutting theory with intense instruction on the angles and elevations used to perform graduated and layered haircuts, proper body mechanics, hand position and safety when cutting hair, as well as the guidelines for sanitation and disinfection.

BCO 338 Hair Coloring Review
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This course provides a review of color theory and its relationship to hair color. Students will know the basic categories of color, and theory of hair color.

BCO 342 Natural Nail Care Review
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This review course covers the safety and sanitation procedures to properly perform manicures and pedicures.

BCO 346 Salon Business Review
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This course will provide the student with a review of management principles, marketing strategies, customer service and types of salon ownership.

BCO 352 Job Success Strategies
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This course will prepare students for their career in cosmetology. Job search strategies, interviewing skills, and continuing education will all be discussed. In this course students will complete their cosmetology portfolio as well as review state board test skills.

BCO 354 Preparing for Licensure
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
This course reviews the written and practical aspects of the Oklahoma State Board of Cosmetology and Barbering Examinations. Students will review OSBCB Rules and Statutes as they pertain to the requirements of the cosmetology industry in Oklahoma.

BCO 401 Salon Floor experience I
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
In this course students will explore specialty areas of the cosmetology and spa industry. Students will select specialty areas based on interest and specialty area requirements. Areas of specialty include makeup, esthetics, nails, and advanced hair skills.

BCO 402 Salon Floor experience II
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
In this course students will continue to explore specialty areas of the cosmetology and spa industry. Students will select specialty areas based on interest and specialty area requirements. Areas of specialty include makeup, esthetics, nails, and advanced hair skills.

BCO 403 Salon Floor experience III
Lecture Hours: 0 Lab Hours: 30 Credit Hours: 1
In this course students will continue to explore specialty areas of the cosmetology and spa industry. Students will select specialty areas based on interest and specialty area requirements. Areas of specialty include makeup, esthetics, nails, and advanced hair skills.

Esthetician

AH 105 Career and Life Development
Lecture Hours: 50 Lab Hours: 10 Credit Hours: 2
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

EST 102 Biology for Estheticians
Theory: 5 Practical: 25 Credit Hours: 1
This course provides an in depth curriculum covering anatomy, physiology, and histology as it applies to an esthetician. The student will be introduced to the functions of the cells, tissue, organs, bones, muscular and neural systems of the body. Students should be able to name the major bones, muscles, blood systems and nerves. The study of tissue, specifically epithelial tissue, or the skin, will also be discussed. Student should be able to name all layers of the skin and know what is housed in each layer.

EST 104 Skin Analysis and Facials
Theory: 15 Practical: 15 Credit Hours: 1
In this course students will learn the proper way to analyze the face, as well as recognize contraindications. Analysis methods including Fitzpatrick and Glogau will be taught to students. The students will discuss and practice the major types of facials. An emphasis is placed on detailed knowledge of the products used in the treatment room. Students will also be familiar with all major types of equipment and implements used to analyze the face as well.

EST 106 Advanced Facials
Theory: 5 Practical: 25 Credit Hours: 1
This course will focus on results-oriented exfoliation procedures such as microdermabrasion and chemical peels. Students will understand the difference in chemical and mechanical exfoliation as well as the difference in enzyme, alpha hydroxy acid, and beta hydroxy acid chemical peels. Student will learn to manipulate and manage the microdermabrasion machine, as well as all contraindications for these services.

EST 122 Skin Physiology
Theory: 5 Practical: 25 Credit Hours: 1
In this course students learn the layers of the skin and what is housed in each layer of the skin. Students will also understand the common skin diseases and disorders found in an esthetic practice. Instruction will be given on the different grades of acnes and the various forms of skin cancers and identification of primary and secondary lesions of the skin. Students will be introduced to contagious diseases and the identification measured used by the esthetician. Contraindications as they relate to contagious disease will also be addressed. The esthetician's scope of practice will clearly be defined as it related to skin disorders with extensive discussion related to the differences between esthetician and dermatologist.

EST 110 Hair Removal
Theory: 15 Practical: 15 Credit Hours: 1
This course will provide instruction on the hair growth cycle, methods of hair removal, and sanitation procedures for hair removal. Advanced techniques like photo-epilation, threading, and sugaring will also be discussed. The student will demonstrate waxing over most of the body.

EST 112 Chemistry and Ingredients
Theory: 5 Practical: 25 Credit Hours: 1
This course will provide the student with an understanding of basic skin care products and their ingredients as they apply to professional and home use. Common cosmetic ingredients and their functions will be discussed along with the FDA's role in regulation of cosmetic ingredients for consumer safety. The student will be introduced to the chemistry involved in creating skin care products which will teach the student how to choose a product line for a wide range of skin types and conditions. Students will also learn the proper techniques for upselling and retailing products to their clients. At the end of this course the student should be knowledgeable in basic cosmetic ingredients, reactions, and be able to comfortably and knowledgeably retail to their client.

EST 114 Makeup
Theory: 5 Practical: 25 Credit Hours: 1
In this course the student will learn the psychological and procedural aspects of makeup application. The overall service including the different tools and implements necessary for performing a professional makeup application will be addressed. The students will identify the proper function of the various tools and demonstrate the techniques used for basic makeup application.

EST 116 Electrical Esthetics and Nutrition
Theory: 5 Practical: 25 Credit Hours: 1
This course will provide the student with a basic understanding of electricity and how it relates to the esthetic profession. The four types of electrotherapy and the types of light therapy as they apply to esthetics are discussed. The student will learn and demonstrate electrical equipment safety for themselves and the clients while in the salon setting. Students will be proficient in the use of the galvanic and high frequency machines. In

addition this course will cover nutrition and how it relates to healthy skin. Students will learn the importance of macronutrients, micronutrients, minerals, and vitamins to the skin along with which vitamins can be applied directly to the skin. In this course students will also cover basic business and marketing skills as they apply to an Esthetician.

EST 118 Body Treatments
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
In this course students will learn the full body application of products. Once completing the course students should be proficient in body scrubs, body wraps and body masks. Students will learn Brazilian waxing. They will also be taught all the parts of the treatment room and the proper techniques in arranging the room.

EST 120 Advanced Makeup
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
This course is designed to further the students understanding of makeup applications. Special effects, camouflage, contouring and special occasion makeup is all covered and practiced. Students will also learn airbrush makeup in this course.

EST 201 Infection Control and Biology Review
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
This course provides a review of anatomy and physiology as it pertains to esthetics. Students will have a thorough understanding of the anatomy of the face, scalp, neck, and arms. As well as cellular functions, organs, bones and muscles. Students will also review infection control and sanitary procedures.

EST 203 Skin Physiology Review
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
Students will review the skin layers, functions and necessary disorders and diseases. Proper treatment and contraindications will also be covered in this course.

EST 206 Skin Analysis and Facial Procedures Review
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
This course provides a review of skills necessary to identify skin types, common conditions of the skin, how to perform the Fitzpatrick evaluation and what to recommend for certain types of skin. Students will know the difference between a skin type and a skin condition and the causes for each.

EST 205 Hair Removal and Makeup Review
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
This course provides a review of basic hair removal concepts and procedures. Basic makeup application and the color wheel will also be covered.

EST 210 Ingredients and Skin Care
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
In this course students will review basic skin care products and their ingredients as they apply to professional and home use. Students will know common cosmetic ingredients and their functions, as well as the FDA's role in regulation of cosmetic ingredients for consumer safety. The student will be able to choose a product line for a wide range of skin types and conditions.

EST 212 Electrical and Advanced Esthetics Review
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
This course provides a review of the four types of electrotherapy, the five types of light therapy, and electrical equipment safety. Students will also review ingredients and procedures used in advanced esthetics, be able to recognize advanced ingredients such as Retin-A and AHAs, and know the skills necessary to provide advanced services such as peels and deep pore cleansing.

EST 214 Esthetic Opportunities Review
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
This course provides the student with a review of the esthetics profession, qualities needed to be successful in a service profession, and various types of ownership, record keeping, and the importance of proper advertising and marketing.

EST 216 State Board Rules and Regulations
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
This course provides an exhaustive review of the rules and regulations of the Oklahoma State Board of Cosmetology and Barbering as they apply to estheticians. The student will be familiarized with the Oklahoma State Board of Cosmetology and Barbering Unofficial Rule Book. Students will also be given instructions on how and where to find additional information related to rules and regulations.

Fashion Design

AH 105 Career and Life Development
Lecture Hours: 50 ***Lab Hours: 10*** ***Credit Hours: 2***
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

FD 101 Design Foundations
Theory hrs: 60 Practical hours: 0 Credit Hours: 2

This course provides a thorough look at the fundamentals and principles of design with an emphasis on artistic expression through a complete understanding of the design process. Design as it relates to all arts is discussed. Emphasis is placed on utilization of good design principles in creative expression.
Prerequisites: **None**

FD 103 Beginning Clothing Construction
Theory hrs: 30 Practical hours: 30 Credit Hours: 2
This course introduces the student to basic principles and techniques of apparel assembly. Theoretical concepts will be applied practically in progressively advancing sewing projects. The student will be provided with the knowledge and skills necessary to create basic and simple designs.
Prerequisites: **None**

FD 105 Textiles
Theory hrs: 60 Practical hours: 0 Credit Hours: 2
This course provides an expansive look at the design, structure and application of textiles. Students are introduced to a broad scope of topics such as fiber structure and innovation, construction of fabrics, quality issues and regulation of textiles.
Prerequisites: **None**

FD 107 Patternmaking
Theory hrs: 30 Practical hours: 30 Credit Hours: 2
This course provides theory and practice in developing flat pattern design for custom garment construction. Major components of the garment are addressed: bodice, collar, skirt and sleeve. Multi-level manipulations and design variations are addressed to show the integration of basic skills in limitless design possibilities.
Prerequisites: **FD103**

FD 109 History of Fashion
Theory hrs: 60 Practical hours: 0 Credit Hours: 2
This course provides a historical overview of dress from the ancient world to the trends of today. It takes into account the social, geographical, environmental, cultural and artistic perspectives that influence the design and production of clothing.
Prerequisites: **None**

FD 111 Fashion Sketching
Theory hrs: 30 Practical hours: 30 Credit Hours: 2
This course introduces the student to fashion sketching with a focus on drawing the fashion figure, fabric shapes, and garment details. Sketching accessories and descriptive rendering techniques will be presented to further advance the skills of the student.
Prerequisites: **None**

FD 113 Apparel Production
Theory hrs: 60 Practical hours: 0 Credit Hours: 2
This course provides a thorough overview of the pre-production processes of apparel product development: planning, forecasting, fabricating, developing silhouettes and specifications, pricing, and sourcing. It establishes the necessary coordination of these processes to result in successful production of a line of clothing. Students will learn the concept of technical packages.
Prerequisites: **None**

FD 200 Intermediate Clothing Construction
Theory hrs: 10 Practical hours: 50 Credit Hours: 2
A continuation of Beginning Clothing Construction (FD 103), this course provides the student with advanced knowledge and skills for increased levels of proficiency in clothing construction, including, handling specialty fabrics, creation of complex designs, and an introduction of knit qualities and construction techniques.
Prerequisites: **AH112, FD 101, FD103, FD 105, FD107, FD109, FD111**

FD 202 Introduction to Fashion Business
Theory hrs: 60 Practical hours: 0 Credit Hours: 2
This course is designed to provide students with the skills and knowledge needed to develop research and analyze how the fashion business works. . Includes on-campus and industry field trips to a variety of fashion related business sources.
Prerequisites: **AH112, FD 101, FD103, FD 105, FD107, FD109, FD111**

FD 205 Computer-Aided Patternmaking
Theory hrs: 10 Practical hours: 50 Credit Hours: 2
A continuation of Patternmaking (FD 107), this course introduces advanced theory and practice in developing flat pattern designs. The student will be introduced to computer-aided design software for Patternmaking.
Prerequisites: **AH112, FD 101, FD103, FD 105, FD107, FD109, FD111**

FD 207 Fashion Industry Overview
Theory hrs: 60 Practical hours: 0 Credit Hours: 2
This course offers a comprehensive overview of the fashion industry. Special attention is given to research, production, and marketing. The student will be introduced to the skills necessary to effectively function in the fashion industry.
Prerequisites: **AH112, FD 101, FD103, FD 105, FD107, FD109, FD111**

FD 209 Computer-Aided Fashion Design
Theory hrs: 10 Practical hours: 50 Credit Hours: 2
This course provides an introduction to computer-aided fashion design software programs. Areas of instruction include creation of flat sketches, colorizing designs, story board assembly, textile design, and creation of cost and specification sheets.
Prerequisites: **None**

FD 210 Patternmaking II

Theory hrs: 30 Practical hours: 30 Credit Hours: 2
This course is a continuation of Patternmaking I with an emphasis on drafting advanced patterns and garment construction. The student will be provided with the skills necessary to create full scale patterns by using the flat pattern technique .
Prerequisites: AH112, FD 101, FD103, FD 105, FD107, FD109, FD111, FD113

FD 211 Fashion Accessories
Theory hrs: 60 Practical hours: 0 Credit Hours: 2
This course offers a comprehensive study and analysis of fashion accessories. Emphasis is placed on major classifications of the industry, materials, and categories of accessories.
Prerequisites: **AH112, FD 101, FD103, FD 105, FD107, FD109, FD111**

FD 212 Advanced Clothing Construction
Theory hrs: 0 Practical hours: 60 Credit Hours: 2
Students are introduced to advanced sewing skills and required to use those along with the techniques and sewing skills they acquired in beginning construction and intermediate construction to design and create projects to be shown in the final fashion show.
Prerequisites: **AH112, FD 101, FD103, FD 105, FD107, FD109, FD111, FD 200**

FD 215 Sewing Lab
Theory hrs: 0 Practical hours: 60 Credit Hours: 2
In this course the student will further their knowledge in various construction techniques using the knowledge and skills they have acquired thus far. Uses a combination of garment production methods, including emphasis on couture practices.
Prerequisites: **AH112, FD 101, FD103, FD 105, FD107, FD109, FD111**

FD 301 Design Collection
Theory hrs: 0 Practical hours: 90 Credit Hours: 3
In this independent study course the student will prepare a collection of garments for use in a runway show. Students will apply knowledge and skills acquired throughout the program to sketch, design, draft patterns, select fabrics, and construct garments in the collection.
Prerequisites: **AH112, FD101, FD 103, FD105, FD107, FD 109, FD111, FD200, FD202, FD205, FD207, FD209, FD211, FD212**

FD EXT 311 Externship
Clock hours: 90 Practical hours: 0 Credit hours: 2
In this course the student will spend 90 hours in the field of fashion design. Students can begin accumulating hours for externship after passing the required skills sets as outlined by the course curriculum.
Prerequisites: **AH112, FD101, FD 103, FD105, FD107, FD 109, FD111**

Interior Design

AH 105 Career and Life Development
Lecture Hours: 50 Lab Hours: 10 Credit Hours: 2
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.
Prerequisites: **None**

ID 101 Introduction to Interior Design
Theory hours: 30 Practical hours: 30 Credit hours: 2
This course provides a comprehensive overview of the field of interior design. Students will be introduced to the foundational elements of interior design and their application in creating safe, functional, comfortable, and aesthetically pleasing spaces.
Prerequisites: **None**

ID 103 Drafting for Interior Designers
Theory hours: 30 Practical hours: 30Credit hours: 2
This course is intended to provide students with the skills necessary to draft in a beautiful manner using the right tools. Instruction will focus on creating beautifully rendered designs as a means to effectively communicate design ideas, enhance CAD drawings by adding personal and artistic touches, and bolster design sales.
Prerequisites: **None**

ID 105 Color Theory and Use
Theory hours: 30 Practical hours: 30 Credit hours: 2
This course presents traditional color theory and practical applications in residential and commercial spaces in conjunction with fundamental design principles. Students will engage in an exploration of the human response to color, including personal and cultural perceptions.
Prerequisites: **None**

ID 107 Computer-Aided Design I
Theory hours: 30 Practical hours: 30Credit hours: 2
This course provides a thorough introduction to AutoCAD and its application for interior designers. Students will learn operational skills to effectively create basic CAD drawings. This course allows progression through more advanced skills to graphically produce designs effectively.
Prerequisites: **None**

ID 109 Computer-Aided Design II

Theory hours: 30 ***Practical hours: 30Credit hours: 2***
A continuation of Communicating Design, this course introduces the student to more advanced CAD skills. Upon completion of this course, students will have been exposed to the necessary skills and techniques for effectively producing designs reflective of their design ideas and concepts.
Prerequisites: **ID 107**

ID 111 Lighting for Interior Design
Theory hours: 50 ***Practical hours: 10Credit hours: 2***
This course examines the fundamentals of quality lighting design within the context of the design process and applications in interior design. Students will learn the principles of lighting, electrical sources, effects on color, and different types of luminaires. Additionally students will be introduced to human factors and environmental considerations pertaining to lighting design.
Prerequisites: **None**

ID 113 Materials and Specifications
Theory hours: 60 ***Practical hours: 0*** ***Credit hours: 2***
Elemental in good design is the selection, care, and code compliance associated with materials for interiors. This course provides the student with a comprehensive overview of interior materials including characteristics, specifications, and installation processes in project management.
Prerequisites: **None**

ID 115 Textiles
Theory hours: 60 ***Practical hours: 0*** ***Credit hours: 2***
Students explore the technical and aesthetic aspects of textiles and their use in interior design. The nature of man-made and natural fibers and their production, application, and performance will be studied. Emphasis is placed on product knowledge, specifications, technology, safety, and terminology.
Prerequisites: **None**

ID 117 Space Planning
Theory hours: 60 ***Practical hours: 0*** ***Credit hours: 2***
Students will learn to efficiently and effectively block out interior spatial areas for both public and private spaces, define circulation patterns, and develop plans for furniture, partitions, and equipment within an existing building shell. Students will also gain knowledge of ergonomics, and familiarity with building codes.
Prerequisites: **None**

ID 201 Design Studio I: Residential
Theory hours: 30 ***Practical hours: 30Credit hours: 2***
This studio course utilizes the design process in the analysis and planning of residential environments with special consideration given to the interaction of the individual in the space using computer-aided and hand drafting techniques and rendering for visualization of design solutions. Special consideration is given to sustainable design with emphasis on green materials and practices.
Prerequisites: **AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113, ID 115, ID 117**

ID 203 History of Interior Design
Theory hours: 60 ***Practical hours: 0*** ***Credit hours: 2***
This course provides a comprehensive global survey of design in architecture, interiors, furniture, and accessories from the ancient times to the present. Although this course will focus primarily on Western civilizations, Eastern design history will be explored as well.
Prerequisites: **AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113, ID 115, ID 117**

ID 205 Design Studio II: Special Populations
Theory hours: 30 ***Practical hours: 30Credit hours: 2***
This studio course continues the study of interior design through research and analysis of problems and solutions for interior environments with emphasis on special groups such as children, the elderly, the disabled, and special markets. Students will use computer-aided and hand drafting techniques and rendering for visualization of design solutions.
Prerequisites: **AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113, ID 115, ID 117**

ID 207 Sketching
Theory hours: 30 ***Practical hours: 30Credit hours: 2***
When working face-to-face with clients, impromptu sketching skills are imperative to effectively communicate design ideas in response to client needs. This course facilitates the development of impromptu sketching skills of design students.
Prerequisites: **AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113, ID 115, ID 117**

ID 209 Design Studio III: Small Spaces
Theory hours: 30 ***Practical hours: 30Credit hours: 2***
This studio course involves analysis and planning of small spaces such as office, hospitality and retail environments with emphasis on materials, lighting, codes and accessibility using computer-aided and hand drafting techniques and rendering for visualization of design solutions.
Prerequisites: **AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113, ID 115, ID 117**

ID 211 Professional Practices
Theory hours: 60 ***Practical hours: 0*** ***Credit hours: 2***
This course provides an overview of the interior design profession. Attention will be given to careers in the profession, business practices, education, and skills necessary for success in the interior design industry.
Prerequisites: **AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113, ID 115, ID 117**

ID 213 Design Studio IV: Commercial
Theory hours: 30 ***Practical hours: 30*** ***Credit hours: 2***
This studio course explores the utilization of construction documents to convey design intent for small scale commercial projects using computer-aided and hand drafting techniques and rendering for visualization of design solutions.
Prerequisites: **AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113, ID 115, ID 117**

ID 215 Furniture Design
Theory Hours: 30 Practical Hours: 30 Credit hours: 2
This course focuses on the process of designing furniture prototypes from the initial articulation of design objectives to the technical exploration of their manufacture. Topics such as construction, upholstery and manufacturing through discussions and assignments lead to the design of two original furniture prototypes.
Prerequisites: **AH112, ID 101, ID 103, ID 105, ID 107, ID 109, ID 111, ID 113, ID 115, ID 117**

ID EXT 311 Externship
Clock hours: 180 Practical hours: 0 Credit hours: 4
In this course the student will spend 180 hours in the field of interior design. Students can begin accumulating hours for externship after passing the required skills sets as outlined by the course curriculum.
Prerequisites: **AH112, ID 101, ID 103, ID 105, ID 107, ID 111, ID 113, ID 115, ID 117, ID 203, ID 207, ID 211, ID 215, ID 217**

Makeup Artistry/Cosmetician

AH 105 Career and Life Development
Lecture Hours: 50 Lab Hours: 10 Credit Hours: 2
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

MAK 101 Fundamentals of Makeup
Theory: 15 Practical: 15 Credit Hours: 1
This course is an introductory course designed to give the student an overview of basic facial anatomy and physiology of the skin. Students will learn the tools used in makeup application and color theory. The study of infection control principles and practices as it applies to a makeup artist including all levels of decontamination will be discussed. This course also includes contraindication for hair and makeup services. Once completing the course students should know the proper ways to clean their tools and implements, understand the contraindications for makeup artist's services and perform color selection for basic makeup applications.

MAK 103 Beginning Prosthetics
Theory: 10 Practical: 20 Credit Hours: 1
Beginning Prosthetics gives the student an introduction to enhancement materials added to the face for movie, theatrical and character makeup. To pass the course, students must be familiar with the composition of the products and correct application. Students will work with latex, rubber, adhesive and prosthetic pieces.

MAK 105 Business and Marketing for a Makeup Artist
Theory: 20 Practical: 10 Credit Hours: 1
In this course, students will learn how to shape and enhance their professional image. During this course, students will learn the importance of their portfolio, personal image, and marketing for a makeup artist as well as learn networking to build their business. Identifying career options and employment opportunities will also be discussed.

MAK 107 Basics of Hairstyling
Theory: 10 Practical: 20 Credit Hours: 1
This course covers basic hair structure, growth and properties of the scalp, including disease and disorders. Students will understand base controls, hair design considerations and composition as well as products used in hair styling. Procedure and importance of client consultation is reviewed. Wigs and hairpieces will also be discussed.

MAK 201 Spa Makeup Applications
Theory: 5 Practical: 25 Credit Hours: 1
In Spa Makeup Applications, students review basic makeup applications and concepts as well as learn basic corrective and contouring techniques. Appropriate face shape and facial feature application s will be discussed. Once completing the course, students will be able to perform typical spa/salon makeup look including the state board regulated makeup application.

MAK 203 Camouflage and Corrective Makeup
Theory: 10 Practical: 20 Credit Hours: 1
In this course, students will build off of their basic contouring knowledge and perform detailed contouring. Students will also learn how to apply makeup to correct disfigurement and scarring along with tattoo cover. How to apply for mature, acnaic , and male skin will also be covered.

MAK 205 Photography, TV, and High Fashion Makeup
Theory: 5 Practical: 25 Credit Hours: 1
Makeup can look altered under the bright lights of TV and photo shoots. In this course, students learn correct procedures to apply makeup for photo shoots and for TV appearance. How to handle high definition TV makeup will also be covered. Students get to work with Avant Garde, bridal and runway looks. This course will also include strip lash and lash tabbing application.

MAK 207 Airbrushing
Theory: 10 Practical: 20 Credit Hours: 1
The Airbrushing course includes basic knowledge of an airbrush machine and maintenance. After completing the course, students will be able to airbrush foundation, bronzer, blush, and eye shadow. Students will also learn body airbrushing and temporary tattoo application.

MAK 209 Special Effects Makeup

Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
In this course students will learn how to apply advanced prosthetics and special effect techniques. Once completed with the course, students will be able to use a bruise wheel, utilize gelatin, create wounds including bullet wounds, and distort features on the model's face.

MAK 211 Character Makeup I
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
Character makeup focuses on finding or creating a character and producing a replica on their model's face. Students will perform old age makeup, period makeup, and learn basic theater techniques.

MAK 213 Character Makeup II
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
In Character Makeup II students have the opportunity to design their own fantasy, horror or Sci-Fi characters and then watch them come alive as they work to create the look in which they designed. Students will have the opportunity understand how costumes play a role in designing characters and makeup.

MAK 215 Thermal Styling
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
To achieve the Cosmetician license, students must be able to perform the Cosmetician roller set and comb out, performed with hot rollers. Thermal Styling teaches students how to work with curling irons, flat irons, and varies others iron styles. Students will learn the proper positioning and maintenance for these tools and at the end of the course should be proficient in their use as well as safety protocols.
Prerequisites: **MAK 107**

MAK 106 Long Hair Styling
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
In this course students will learn various techniques for styling long hair including, up-dos, braiding, pinning, bridal, and period styles. Students will learn techniques suitable for editorial work, special events, photo shoots, and runway.
Prerequisites: **MAK 107**

MAK 231 Advanced Beauty Techniques
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
In this course the students be introduced to new fashion makeup trends and advanced detailing with makeup.

MAK 233 History of Hair Styling and Makeup
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
In this course students will learn about the different hairstyles and makeup techniques from the roaring 20's to the future we can only imagine.

MAK 235 Makeup Illusions
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
In this course students will learn the theory of sculptural light and shading, various brush techniques as it applies to shading and highlighting. Students will also learn to create illusions making their models blend into their background. 3-D Makeup applications will be discussed and practiced.

MAK 300 State Board Review
Theory: 5 ***Practical: 25*** ***Credit Hours: 1***
In this course students will review written, practical and the rules and statutes requirements for licensure.

MAK 227 State Board Rules and Regulations
Theory: 25 ***Practical: 5*** ***Credit Hours: 1***
The Oklahoma State Board Rules and Regulations will be covered in this course, teaching students how to obtain their license and ensure they are practicing makeup artistry safely and within the regulations of the state board. This course also serves as the student's final prep and final test week.

Massage Therapy

AH 100 Career and Life Development
Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

MT 111 Massage Therapy as a Profession
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the vocation of therapeutic massage. It reviews the basic job description and duties of the massage therapist. It goes over a brief history of massage therapy, progress and setbacks over the ages, and overview of basic techniques and modalities. In addition this course includes lab work in Swedish massage.

MT 113 Law and Ethics/HIPAA
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to help the student define scope of practice, code of ethics, and standards of profession as a massage therapist, and to clarify state and federal patient care regulations, including HIPAA. In addition this course includes lab work in Swedish massage.

MT 115 Medical Terminology & Body Systems
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is based on the use of vocabulary utilized in massage therapy. The emphasis is to equip the student with a thorough working knowledge of medical language. The student will learn receive an overall view of the basic anatomy of the body systems. In addition this course includes lab work in Swedish massage.

MT 217 Skeletal System
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the anatomy and pathologies of the skeletal system and joints. Students will be introduced to Swedish gymnastics and ROM exercises. In addition this course includes lab work in Swedish massage and role play of related pathologies.

MT 119 Current Trends - Tools of the Trade
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the tools of the trade and how to identify which ones are most in demand in the current massage setting. Identify and discuss retailing of massage related products and equipment. The students will learn how sales and marketing techniques can economically impact business operations and success. In addition the students will learn the basics techniques and practice of stone massage

MT 121 Muscular System
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the anatomy and pathologies muscular system, its functions, histology, anatomy, chemistry, nomenclature, contractions, and fiber movement. In addition this course includes lab work in Swedish massage and role play of related pathologies.

MT 123 Nervous System
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the anatomy and pathologies of the nervous system of the human body, its functions, structures, and its role in pleasure and pain. In addition this course includes lab work in Swedish massage and role play of related pathologies.

MT 125 Allied Modalities
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the various adjunctive forms of therapeutic massage such as hydrotherapy, cryotherapy, thermotherapy, and seated massage. In addition, students will have hands-on experience with some of the most common modalities utilized in clinical practice. These include but are not limited to studies in Craniosacral, Thai Massage, & Polarity.

MT 127 Sanitation, Safety, & Hygiene
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to correct procedures to ensure a safe massage environment for them and their clients, as well as how to follow clinical protocols for universal precautions. In addition this course includes lab work in Swedish massage.

MT 129 Endocrine System & Reflexology
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the anatomy and pathologies of the endocrine system, its functions, structures, chemistry. In addition this course includes lab work and study of massage modality of Reflexology.

MT 131 Integumentary & Respiratory Systems
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the anatomy and pathologies of the integumentary and respiratory systems of the human body, its functions, structures, and chemistry. In addition this course includes lab work in Swedish massage and role play of related pathologies.

MT 133 Urinary & Reproductive Systems
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the anatomy and pathologies of the urinary and reproductive systems of the human body, its functions, structures, and chemistry. In addition this course includes lab work in the basics of pregnancy massage and role play of related pathologies.

MT 135 Sensory
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the anatomy and pathologies of the sensory organs of the peripheral nervous system of the human body, its functions, structures, chemistry and its role in pleasure and pain. In addition this course includes lab work in Swedish massage and role play of related pathologies.

MT 137 Wellness Components
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the components of wellness, client education, and client communication in order to encourage clients to maintain the benefits of their massages. In addition this course includes lab work in Swedish massage.

MT 211 Asian Bodywork Therapy
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to Asian massage therapy. Identify the difference in eastern and western approaches to health and medicine. Describe the Five Element theory and Yin Yang perspective. In addition this course is designed to introduce the student the basic practice and techniques of shiatsu massage.

MT 213 Deep Tissue & Neuromuscular Therapy: Extremities
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the practice of deep tissue, rehabilitative massage, specific clinical techniques, protocols, and muscles of the appendicular skeleton. In addition this course includes implementation of procedures during a Swedish massage session.

MT 215 Deep Tissue & Neuromuscular Therapy: Torso
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the practice of deep tissue, rehabilitative massage, specific clinical techniques, protocols, and muscles of the axial skeleton. In addition this course includes implementation of procedures during a Swedish massage session.

MT 117 Spa Management & Practical Experience
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the clinical setting and the role that a massage therapist would play. In addition the student will receive practical experience in a real spa or clinic setting.

MT 219 Current Trends - Technique
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the latest trends in techniques, styles of massage, and how to identify which ones are most in-demand in the current/upcoming massage field. In addition the students will learn the basics techniques and practice of stone massage.

MT 221 Sports Massage
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
Students are taught to work with a specific type of massage application and population – athletes. In addition the student will be introduced to the practice and techniques of event sports massage.

MT 223 Therapeutic Spa
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the latest trends and techniques in therapeutic spa. In addition the students will receive practical experience in performing the latest treatments

MT 225 Cardiovascular System
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the anatomy and pathologies of the cardiovascular system, its functions, structures, chemistry, and the benefit of massage on this system. They will learn the cause and effect of blood pressure and heart rate. In addition this course includes lab work in Swedish massage and role play of related pathologies.

AH 113 Serving Special Populations
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
The standard massage routine is designed for the typical clientele. This course will help the student adapt to unique situations and special needs including physical, emotional, and health related challenges. In addition this course includes lab work in the basics of pregnancy massage and role play of related pathologies.

MT 227 Biomechanics and Kinesiology
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the interaction between the skeletal system, joints, muscles, and neural activity. Students will understand how proper body and table mechanics can enhance and protect their massage practice. In addition this course includes lab work in Swedish massage.

MT 229 Business and Marketing
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is designed to help prepare the student for running and marketing a successful private practice and to promote themselves as massage professionals.

MT 231 Digestive System & Reflexology
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the anatomy and pathologies of the digestive system, its functions, structures, and chemistry. The student will be introduced to the basic technique and practice of the massage modality of Reflexology. In addition this course includes lab work in Swedish massage and role playing of related pathologies.

MT 235 Lymphatic Massage
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
This course is designed to introduce the student to the anatomy and pathologies of the lymphatic system, its functions, structures, and chemistry. In addition the student will be introduced to the techniques and practice of lymphatic drainage massage. In addition this course includes lab work role play of related pathologies.

AH 115 Medical Emergencies and CPR
Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1
In this course the student will learn basic first aid and CPR training. The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. Emergencies such as respiratory arrest, cardiac arrest, and foreign-body airway obstruction will be addressed. With successful completion of this CPR program the student will receive a two year certification in Basic Life Support (BLS) for the Healthcare Provider. The fundamentals of first aid will also be covered.

MT 300 Certification Review
Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1
This course is designed to prepare student for their program written exam as well as the national massage exams of NCTMB, NCTM, & MBLEx.
Prerequisites: MT 111, MT 113, MT 115, MT 217, MT 119, MT 121, MT 123, MT 125, MT 127, MT 129, MT 131, MT 133, MT 135, MT 137, MT 211, MT 213, MT 215, MT 117, MT 219, MT 221, MT 223, MT 225, AH 113, MT 227, MT 229, MT 231, MT 233, AH 115

MTEXT 311 Externship
Clock Hrs: 180 Credit Hrs: 4

The externship is undertaken as practical experience to follow the skills taught in massage labs and training exercises and consists of 180 hours. Students will obtain their externship hours at locations deemed certified and acceptable by Clary Sage College. This externship is unpaid and the hours of attendance will be determined by the site. Students can begin accumulating hours for externship after passing the required skills sets as outlined by the course curriculum.
Prerequisites: MT 111, MT 113, MT 115, MT 217, MT 119, MT 121, MT 123, MT 125, MT 127, MT 129, MT 131, MT 133, MT 135, MT 137, MT 211, MT 213, MT 215, MT 117, MT 219, MT 221, MT 223, MT 225, AH 113, MT 227, MT 229, MT 231, MT 233, AH 115, MT 300

Master Instructor

AH 105 Career and Life Development
Lecture Hours: 50 Lab Hours: 10 Credit Hours: 2
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

MIN 102 Introduction to Education
Theory hours: 5 Practical hours: 25 Credit hours: 1
This course provides the student with an understanding of the qualities and characteristics desired to be an effective educator. Students will learn self-motivation and time management skills. Emphasis will be placed on developing a positive attitude and winning personality to ensure the student's success. Lesson planning and development will also be discussed. Students will teach both theory and practical lessons in their department of specialty under the direction of a master instructor.

MIN 105 Building Relationships
Theory hours: 5 Practical hours: 25 Credit hours: 1
In this course students will learn how as educators they will develop strong professional relationships with learners, faculty members, administrative personnel, the industry, family members of learners and the community or public. Students will be assisting in the practical and theory classroom.

MIN 107 Program Development
Theory hours: 5 Practical hours: 25 Credit hours: 1
This course assists the student in outlining the steps taken when developing educational curriculum. The student will learn how to write learning objectives and outcomes for a topic of instruction. Components of lesson plan development and the advantages to planning lessons will be identified. Students will gain an understanding of the importance of an advisory council when developing curriculum. Students will assist in the Phase 1 classroom.

MIN 113 Effective Classroom Management
Theory hours: 5 Practical hours: 25 Credit hours: 1
This course provides the student with the skills needed to manage learner behavior in a classroom setting. The student will learn various techniques used when dealing with learner misconduct. Appropriate academic advising and counseling in the educational setting will be discussed. Classroom arrangements and educational activities to promote a positive learning environment will also be addressed. Students will assist with practical applications in the salon clinic.

MIN 117 Teaching in a Salon Clinic
Theory hours: 5 Practical hours: 25 Credit hours: 1
This course introduces the student to the concept of team work within the school setting. Students will gain understanding of the important role played by the clinic as part of the learning institutions source of revenue. Students will learn how to assist learners with the development of a client base. The importance of a positive public image for success of the institution will be discussed. Students will teach both theory and practical lessons in the Phase 1 classroom under the guidance of a master instructor.

MIN 121 Teaching to Diverse Learning Styles
Theory hours: 5 Practical hours: 25 Credit hours: 1
This course will introduce the student to the characteristics of adult learners. The student will gain an understanding of the two major elements of how people learn. The student will be able to define the four learning styles and the challenges of each. The 4MAT cycle of learning will also be discussed. Students will teach both theory and practical lessons in the nail technology department under the direction of a master instructor.

MIN 123 Multiple Learning Methods
Theory hours: 5 Practical hours: 25 Credit hours: 1
This course will introduce the student to various teaching methods and techniques used to inspire the learner in the classroom setting. The student will learn the purpose and benefits of planning field trips and guest speakers as educational tools. The incorporation of group work, workbooks, visual aids, and storytelling into teaching strategies will also be addressed. Students will teach both theory and practical lessons in the Phase 1 classroom under the guidance of a master instructor.

MIN 125 Achieving Learner Results
Theory hours: 5 Practical hours: 25 Credit hours: 1
In this course the student will learn techniques that can be utilized with learners who have special needs and those with chronic behavior concerns. We will discuss the general barriers to learning as well as effective study habits. Students will assist in the salon clinic.

MIN 127 Professional Performance Evaluation
Theory hours: 5 Practical hours: 25 Credit hours: 1

This course will assist the student in understanding the purpose of a professional performance evaluation. The general standards and qualities of assessment and evaluation will be discussed. The student will learn how to develop and implement a professional-development plan. The student will understand the importance of continuing education as a master educator. Students will assist with practical applications in the salon clinic.

MIN 131 Intro to Oklahoma State Board of Cosmetology and Barbering Rules and Statutes
Theory hours: 5 Practical hours: 25 Credit hours: 1
This course will introduce the general provisions, structure, and rules of practice for the Oklahoma State Board of Cosmetology and Barbering. The student will learn the general provisions and licensure of cosmetology schools and other cosmetology establishments. Sanitation and safety standards will be discussed. Students will participate in practical practices to prepare them for the Oklahoma State Board of Cosmetology and Barbering examinations.

MIN 135 Theory Classroom Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 137 Theory Classroom Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 139 Theory Classroom Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 141 Theory Classroom Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 143 Theory Classroom Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 145 Theory Classroom Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 147 Theory Classroom Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 149 Clinic Salon Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 151 Clinic Salon Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 153 Clinic Salon Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 155 Clinic Salon Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 157 Clinic Salon Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 159 Clinic Salon Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 161 Clinic Salon Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 163 Clinic Salon Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 167 Clinic Salon Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 169 Clinic Salon Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 171 Clinic Salon Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 173 Clinic Salon Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 175 Clinic Salon Management
Theory hours: 0 Practical hours: 30 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN 165 Clinic Salon Management
Theory hours: 0 Practical hours: 40 Credit hours: 1
In this course the student will guide and teach the learners on the clinic floor under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

Nail Technician

AH 105 Career and Life Development
Lecture Hours: 50 Lab Hours: 10 Credit Hours: 2
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

NAL123 History of Nail Industry
Lecture Hours: 12 Practical Hours: 18 Credit Hours: 1
This course will provide the student with an orientation to the history of nail technology, the dawn of the artificial nail enhancement and technological advancements. Industry opportunities will also be discussed. Students will learn acrylic product ratio as it pertains to consistency and control in application Students will gain skills necessary to develop proficient acrylic application including safety and sanitation.

NAL 152 Nail Structure and Growth, Manicures
Theory hours: 6 Practical hours: 24 Credit hours: 1
In this course the student will learn sanitation and disinfection and the appropriate usage of each procedure. The Student will learn how to handle and maintain the tools necessary for manicuring. Students will also gain knowledge of the basic manicure, nail shapes, polish application and hand and arm massage for basic and spa manicures.

NAL154 Pedicures
Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1
This course will provide the student with the basic skills needed to perform manicures and pedicures. The supplies and implements to be used in conjunction with a basic pedicure will also be discussed. Students will strengthen their knowledge of sanitation and disinfection with the purpose of handling and maintaining the tools necessary for a basic pedicure. The student will receive instruction on nail assessment along with massage techniques for the feet.

NAL156 Professionalism and Communication
Theory hours: 6 Practical hours: 24 Credit hours: 1
This course will provide the students with an extensive review of professionalism, client care and salon business courses as they pertain to the nail Industry. Students will prepare for State Board written and practical exams.

NAL158 Infection Control
Theory hours: 6 Practical hours: 24 Credit hours: 1
Students will learn about bacteria. Proper sanitation and disinfection techniques used in the salon will also be discussed and demonstrated. Students will learn about their responsibilities as salon professionals.

NAL160 Anatomy and Physiology
Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1
In this course the student will gain knowledge of anatomy and physiology as it relates to the manicuring profession. Students will learn the importance of recognizing early signs of illness, disease, or poor health and how it can often be observed through the hair and nails since they are appendages of the skin.

NAL162 Histology
Theory hours: 6 Practical hours: 24 Credit hours: 1
In this course the student will learn to thoroughly analyze the functions and components of the skin and the best way to understand how the skin works. They will also be taught the structures and composition of the nails and how they grow. Various diseases and disorders of the nails will also be discussed.

NAL 164 Diseases and Disorders
Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1
This course addresses the applicable nail disorders and diseases that a nail technician needs to be familiar with, as well as the treatment and prevention of diseases. Various infectious agents found in a salon setting will be discussed along with the differences in sanitation and disinfection and the appropriate usage of each procedure. Salon safety issues related to chemical exposures and MSDS materials will also be discussed. This course is designed to promote and explain information as it relates to the nail technician profession.

NAL125 Chemistry and Electricity
Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1
This course will provide the student with a basic understanding of chemistry and how it relates to the nail industry. Students will learn the difference between organic and inorganic chemistry, matter, elements compounds and mixtures. The basics of solutions, suspensions and emulsions will be identified. The potential for Hydrogen (pH scale) relating to salon products and product ingredient chemistry will also be discussed.

NAL168 Introduction to State Board Rules and Regulations
Theory hours: 6 Practical hours: 24 Credit hours: 1
This course will examine the laws, rules, and regulations found in the Oklahoma State Board Rules and Regulations handbook. The students will review the practical and written exams for the state board nail technician license.

NAL 127 UV Gels
Theory hours: 6 Practical hours: 24 Credit hours: 1
After completing this course the student will be familiar with application methods necessary for ultraviolet light cured gels using both sculptured and overlay methods of artificial gel enhancements. Students will learn proper nail preparation methods for product application including LED cured gels, UV cured top coats, soak off gel lacquers, colored gels and safe gel removal.

NAL172 Acrylic Nails and Electric Filing
Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1
In this course students will learn necessary applications for applying and sculpting acrylic nails, using forms and acrylic over tips. The student will gain knowledge on the advanced techniques for two-color acrylic (white and pink powder). The students will receive instruction on types of filing, and the procedure for properly performing a two-color re balance using the electric file. The application of nail art using colored acrylic will also be demonstrated.

NAL174 Tips, Wraps, and No-light Gels
Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1
In this course the student will be introduced to innovative skills for application of nail tips, wraps and no-light gels.

NAL176 Advanced Acrylics
Theory hours: 6 Practical hours: 24 Credit hours: 1
This course will assist the student in the advanced acrylic techniques which include using forms and acrylic over tips. The student will gain knowledge on the advanced techniques for two-color acrylic (white and pink powder). The student will be taught how to properly perform a two-colored re balance using the electric file. The application of nail art using colored acrylic will also be demonstrated.

NAL178 Nail Art
Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1
This course introduces the student to the techniques and tools used when creating nail art. Students will learn the foundation of nail art and various types of nail art performed in the salon setting. Students will demonstrate nail art techniques such as gold leafing, freehand painting, airbrushing, two-color fade and the French Manicure.

NAL180 Salon Development
Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1
This course will provide the students with an extensive review of manicures, pedicures, nail disorders and diseases, salon ecology, anatomy, salon development, physiology and histology. Students will prepare for state board written and practical exams.

NAL129 Sciences Review
Theory hours: 6 Practical hours: 24 Credit hours: 1

This course will assist the student in preparing for a job and becoming successful in the salon industry. Students will prepare a professional résumé; create a personal portfolio and a personal budget. They will learn interviewing techniques and identify personal qualities needed to succeed in the salon industry. Various types of salon businesses will be defined and compensation methods will be discussed.

NAL184 State Board Rules and Regulations Review
Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1
This course will provide the student with an extensive review of the nail technology textbook. Students will prepare for the state board exams both written and practical.

NAL152 Nail Structure and Growth, Manicures
Theory hours: 6 Practical hours: 24 Credit hours: 1
This course will provide the student with a basic understanding of the structure and composition of nails. Students will learn about the functions of nails and the basic skills needed to perform manicures. The supplies and implements to be used in conjunction with a basic manicure will also be discussed. Students will strengthen their knowledge of sanitation and disinfection with the purpose of handling and maintaining the tools necessary for a basic manicure. The student will receive instruction on nail assessment along with massage techniques for the hands.

NAL154 Pedicures
Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1
This course will provide the student with the basic skills needed to perform manicures and pedicures. The supplies and implements to be used in conjunction with a basic pedicure will also be discussed. Students will strengthen their knowledge of sanitation and disinfection with the purpose of handling and maintaining the tools necessary for a basic pedicure. The student will receive instruction on nail assessment along with massage techniques for the feet.

NAL156 Professionalism and Communication
Theory hours: 6 Practical hours: 24 Credit hours: 1
This course will provide the student with skills to develop a strong professional image related to personal hygiene and appearance. Ergonomic principles and ergonomically correct postures will be demonstrated. The student will be instructed on the importance of client consultation and the techniques used for effective communication. Professional open communication with coworkers and salon managers will also be addressed.

NAL158 Infection Control
Theory hours: 6 Practical hours: 24 Credit hours: 1
Students will learn about bacteria. Proper sanitation and disinfection techniques used in the salon will also be discussed and demonstrated. Students will learn about their responsibilities as salon professionals.

NAL160 Anatomy and Physiology
Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1
In this course the student will gain knowledge of anatomy and physiology as it relates to the manicuring profession. Students will learn the importance of recognizing early signs of illness, disease, or poor health and how it can often be observed through the hair and nails since they are appendages of the skin.

NAL162 Histology
Theory hours: 6 Practical hours: 24 Credit hours: 1
In this course the student will learn to thoroughly analyze the functions and components of the skin and the best way to understand how the skin works. They will also be taught the structures and composition of the nails and how they grow. Various diseases and disorders of the nails will also be discussed.

NAL 164 Diseases and Disorders
Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1
This course addresses the applicable nail disorders and diseases that a nail technician needs to be familiar with, as well as the treatment and prevention of diseases. Various infectious agents found in a salon setting will be discussed along with the differences in sanitation and disinfection and the appropriate usage of each procedure. Salon safety issues related to chemical exposures and MSDS materials will also be discussed. This course is designed to
promote and explain information as it relates to the nail technician profession.

NAL166 Chemistry
Lecture Hours: 6 Practical Hours: 24 Credit Hours: 1
This course will provide the student with a basic understanding of chemistry. Students will learn the difference between organic and inorganic chemistry. Students will discuss the different forms of matter; elements, compounds and mixtures. The difference in solutions, suspensions and emulsions will be identified. The student will gain knowledge of the potential hydrogen (pH) scale.

Oklahoma Technical College

Automotive

AH 100 Career and Life Development
Lecture Hours: 50 Lab Hours: 10 Credit Hours: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

AT 150 Automotive Safety and Introduction
Theory hours: 20 Lab hours: 5 Credit Hours: 1

This course provides the student with an introduction to the automotive industry. Students will be provided knowledge of the shop, shop safety, OSHA and shop procedures. Students will be given a general overview and understanding of tools and equipment, as well as various automotive systems and basic electrical knowledge. Industry certification will also be addressed in this course.
Prerequisite: None

AT 151 Tools and Equipment
Theory hours: 15 Lab hours: 10 Credit Hours: 1
In this course, emphasis is placed on the proper use of automotive tools and equipment. Students will receive a general overview and gain an understanding of automotive shop tools and equipment.
Prerequisite: AT 150

AT 153 Automotive Service Industry
Theory hours: 20 Lab hours: 5 Credit Hours: 1
This course introduces students to the operations of the automotive service industry. In this course, emphasis is placed on customer relations, professionalism and automotive service etiquette. This course will provide an overview of vehicle identification, service, and history. Students will also focus on automotive industry requirements and prepare for ASE certification tests.
Prerequisite: AT 150

AT 156 Electrical Theory and Testing Equipment
Theory hours: 20 Lab hours: 5 Credit Hours: 1
This course introduces students to automotive electrical and electronic systems and electrical testing equipment. Emphasis is placed on the electrical fundamentals and wiring circuits. Students will learn the proper use of basic electronic testing equipment. Snap-On scanners will also be discussed.
Prerequisite: AT 150

AT 158 Electrical Circuits and Repair
Theory hours: 20 Lab hours: 5 Credit Hours: 1
In this course, emphasis is placed on wiring repair and electrical diagrams. Students will learn the path of electrical circuits, how to repair wires and read electrical diagrams.
Prerequisite: AT 150

AT 160 Batteries, Starting and Charging Systems
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course, students will learn the operation and function of batteries, starting, and charging systems using various troubleshooting processes. Emphasis will be placed on cranking and charging systems and service.
Prerequisite: AT 150

AT 162 Lighting Accessories
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course, students will learn the operation and function of accessory circuits. Emphasis is placed on the lighting and signal circuits, and navigation systems where students will learn to diagnose and repair these systems.
Prerequisite: AT 150

AT 164 Warning Accessories
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course introduces students to driver information systems and accessory circuits. Emphasis is placed on the horn, wiper, blower, and accessory circuits where students will learn to diagnose and repair problems with these circuits.
Prerequisite: AT 150

AT 166 Safety Accessories
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course provides instruction in advanced automotive electrical and electronic systems. Students will learn to diagnose and repair malfunctioning of various electrical accessory circuits. Emphasis is placed on advanced troubleshooting and repair of safety and audio systems, electrical systems, subsystems, and components.
Prerequisite: AT 150

AT 167 HVAC Principles
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course provides basic instruction in automotive heating and air conditioning systems. Students will be introduced to the theory, operation, and repair of automotive HVAC systems.
Prerequisite: AT 150

AT 169 HVAC Diagnosis and Repair
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course, students will gain an understanding of the diagnosis and repair processes of vehicle air conditioning and heating systems. Emphasis is placed on the understanding and repair of vehicle air conditioning and heating systems, including but not limited to; air management, electrical and vacuum controls, refrigerant handling and recovery, and component replacement.
Prerequisite: AT 150

AT 171 Tires and Wheels
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course, students will apply foundational knowledge of tires and wheels. Students will learn to conduct general diagnosis as well as repair wheel and tire systems and system components.
Prerequisite: AT 150

AT 173 Suspension Systems Principles Components
Theory hours: 10 Lab hours: 15 Credit Hours: 1

In this course, emphasis is placed on principles of suspension systems. Students will identify suspension system components and how they relate. Students will also determine how suspension systems function and operate.
Prerequisite: AT 150

AT 175 Suspension Systems Diagnosis and Service
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course focuses on the operation and diagnosis of conventional suspension and electronic systems. Students will discover suspension system functions and service its components.
Prerequisite: AT 150

AT 179 Steering Systems and Alignments
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course, students will learn to conduct diagnosis and repair of electronic suspension and steering systems. Emphasis is placed on power steering systems and alignment principles.
Prerequisite: AT 150

AT 251 Hydraulic Systems
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course emphasis is placed on the practical application of brakes. Students will learn competencies in hydraulic brake systems and diagnosis of wheel bearings.
Prerequisite: AT 150

AT 253 Disc and Drum Brake Systems
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course students will learn competencies in and conduct diagnosis for disc and drum brake systems. This course will cover the functions and operations of these systems. Students will learn to diagnose and repair problems with system components.
Prerequisite: AT 150

AT 255 Machining Rotors and Power Brakes
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course will cover the functions and operations of machining rotors and power brakes. Students will learn to diagnose and repair problems with system components.
Prerequisite: AT 150

AT 257 Electronic Stability Control
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course emphasis is placed on the antilock braking system and the electronic stability control system. Students will be able to identify the purpose and function of these systems and its components. This course will also cover the functions and operations of the ABS and power brake systems. Students will learn to diagnose and repair problems with these systems.
Prerequisite: AT 150

AT 259 Engines I
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course introduces students to vehicle engines and its components. Students will learn about engine cooling and lubrication system principles and repairs. Emphasis in this course is placed on engine fluids and lubrication. Students will also discuss the purpose and function of intake systems, exhaust systems and related parts.
Prerequisite: AT 150

AT 261 Engines II
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course, students will focus on the inspection and diagnosis of internal engine components. Students will identify these components and their operation, design and repair processes. Emphasis is placed on the removal, cleaning, and repair of engines and engine accessory components.
Prerequisite: AT 150

AT 263 Engine Control Systems I
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course provides basic instruction in engine performance with emphasis on engine malfunctions related to fuel delivery and control, and emissions-related malfunctions affecting drivability.
Prerequisite: AT 150

AT 265 Engine Control Systems II
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course emphasizes engine input and output data. Students will focus on engine performance with emphasis on fuel and engine systems operation, performance and drivability. Students will learn to diagnose base engine conditions such as engine performance, diagnosis and repair engine malfunctions. Students will also learn the proper procedure for Snap On scan tool operation.
Prerequisite: AT 150

AT 267 Emission Systems
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course provides advanced instruction in engine performance. Emphasis is placed on the purpose, function, and operation of emissions systems. Students will also focus on the components and functions of PCV systems, catalytic converters and crankcases.
Prerequisite: AT 150

AT 269 Automatic Transmissions and Transaxle Principles
Theory hours: 10 Lab hours: 15 Credit Hours: 1

This course introduces students to the basics of automatic transmissions and transaxles. Emphasis is placed on repairing internal and external components of automatic transmissions.
Prerequisite: AT 150

AT 271 Automatic Transmissions and Transaxle Principles Diagnosis and Repair
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course, students will focus on the principles and power flow of automatic transmissions. Emphasis is placed on diagnosing and repairing internal and external components of automatic transmissions. This course provides a basic understanding of the components and controls in the automatic transmission and transaxle systems.
Prerequisite: AT 150

AT 273 Clutch, Trans, and Drive Line
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course provides an introduction to clutches, transmissions, and drive lines. Emphasis is placed on understanding the function, operation, and diagnosis of different clutch systems in transmissions and transaxles. In this course, students will also learn to diagnose and repair internal transmission and transaxle systems.
Prerequisite: AT 150

AT 275 Differentials, CV Shaft, Four Wheel Drive Operation
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course covers basic concepts of differential operations and instruction in driveline operation and service. Emphasis is placed on the operations of differentials and the function of its internal parts. Students will gain an understanding of driveline working angles, as well as an understanding of U joint and CV joint operation, service and repairs.
Prerequisite: AT 150

AM INT Internship
Internship hours: 90 Credit Hours: 2
In this course students will spend 90 hours in an automotive setting. The internship will take place on campus at the Oklahoma Technical College Automotive Service Center and in the Tool Crib. With prior approval by a college official, a student may fulfill his or her internship requirements off campus at an approved facility.

Diesel

AH 100 Career and Life Development
Lecture Hours: 50 Lab Hours: 10 Credit Hours: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

DT100 Shop Safety and Operations
Theory hours: 25 Lab hours: 0 Credit Hours: 1
This course provides the student with an introduction to the diesel industry. Students will gain knowledge of the shop, safety, OSHA and shop procedures. Overview and understanding of the various diesel systems.
Prerequisite: None

DT 125 Engine Basics
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course provides students with an introduction to the basics of diesel engines. Students will be provided knowledge of basic diesel engines terminology, piston assemblies, crankshafts, flywheels, dampers and the subsystems that make up a diesel engine.
Prerequisite: DT100

DT 127 Feedback Assembly & Housing Components
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course provides students with an overview of the feedback assembly. Special attention is given to timing gear-trains, camshafts, tappets, rockers, cylinder valves, cylinder blocks, liners, cylinder heads, rocker housings, oil pans and manifolds.
Prerequisite: DT100

DT 129 Engine Lubrication & Cooling Systems
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course students will learn how the engine lubrication and cooling systems operate.
Prerequisite: DT100

DT 131 Engine Breathing & Retarders
Theory hours: 10 Lab hours: 15 Credit Hours: 1
Engine breathing is vital to diesel engine performance. In this course students will learn the operation of the intake and exhaust system components. Students will also learn the operating principles of engine brakes.
Prerequisite: DT100

DT 133 Engine Disassembly & Engine Management Electronics
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course is designed to guide students through engine removal, disassembly, cleaning, inspection and reassembly. Circuit layout of electronically managed diesel engines is also covered.
Prerequisite: DT100

DT 135 Fuel Subsystems & Injector Nozzles
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course students will learn the operation of fuel subsystem components on a typical diesel engine. Students will also learn the operation of Injectors.
Prerequisite: DT100

DT 137 Electronic Injection Systems & Emissions
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course will address the system layout and primary components in current full authority, electronic fuel management systems. Current emission standards as well as EGR, DPF and SCR are covered in this course.
Prerequisite: DT100

DT 139 Computer Engine Diagnostics
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course is an introduction to computer engine diagnostics. Students will utilize computer systems to troubleshoot engine issues.
Prerequisite: DT100

DT 141 Truck Brake Systems
Theory hours: 10 Lab hours: 15 Credit Hours: 1
Students will learn the components and operation of a truck air brake system. Operational differences between S-cam and wedge actuated drum brakes is also covered.
Prerequisite: DT100

DT 143 Hydraulic & Air-Over-Hydraulic Brake Systems
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course will cover the operation and repair of hydraulic and air-over-hydraulic brake systems as it relates to heavy duty truck applications.
Prerequisite: DT100

DT 145 ABS & EBS
Theory hours: 10 Lab hours: 15 Credit Hours: 1
Students will learn how ABS and EBS operates. Extra emphasis is put on troubleshooting ABS and EBS faults using computer diagnostics.
Prerequisite: DT100

DT147 Air Brake Servicing
Theory hours: 20 Lab hours: 5 Credit Hours: 1
This is an introductory course in the servicing of air brake systems. Covering the operation and testing of the emergency and parking brakes.
Prerequisite: DT100

DT149 Fundamentals of Electricity
Theory hours: 20 Lab hours: 5 Credit Hours: 1
Students in this course will learn the basic fundamentals of electricity. Special emphasis will be given on how to check for voltage, ground, resistance and how to perform a voltage drop test using a DMM.
Prerequisite: DT100

DT151 Fundamentals of Electronics and Computers
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course students will learn how an electrical signal can be used to transmit information. Students will learn the operation, troubleshooting and replacement methods for ECM's.
Prerequisite: DT100

DT153 Batteries
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course will cover the functions and operations of batteries in a vehicle electrical system. Students will learn how to jump start a vehicle with dead batteries and how to safely store batteries out of truck chassis.
Prerequisite: DT100

DT155 Charging System
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course students will learn how to identify charging circuit components. Students will learn how to verify the performance of an alternator and how to perform a voltage drop test on charging circuit wiring and components.
Prerequisite: DT100

DT157 Cranking System
Theory hours: 10 Lab hours: 15 Credit Hours: 1
Students in this course will learn the operation of the cranking system as it relates to heavy duty trucks. Special emphasis is put on troubleshooting and repair of starter components.
Prerequisite: DT100

DT159 Chassis Electrical Circuits
Theory hours: 10 Lab hours: 15 Credit Hours: 1
Student will learn how to troubleshoot truck chassis electrical circuits. Extra detail will be put on how to troubleshoot and repair lighting and instrument cluster failures.
Prerequisite: DT100

DT161 Diagnosis and Repair of Electronic Circuits

Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course covers testing some key electronic components including diodes and transistors. Students will learn the use of EST's as it relates to troubleshooting electronic circuit repairs.
Prerequisite: DT100

DT163 Multiplexing
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course students learn how to describe a typical truck data bus. Description of how multiplexing makes data exchange more efficient is covered in detail.
Prerequisite: DT100

DT165 APU
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course in an introduction to Auxiliary Power Units operation and repair for both tractor and trailer units.
Prerequisite: DT100

DT167 Steering and Alignment
Theory hours: 10 Lab hours: 15 Credit Hours: 1
In this course students will learn how to inspect, identify and preform proper adjustment and replacement procedures for steering systems. Students will also learn how to perform an alignment on a heavy duty truck.
Prerequisite: DT100

DT169 Suspension System
Theory hours: 10 Lab hours: 15 Credit Hours: 1
Students will learn the various suspension system operations. Proper component inspection, replacement and maintenance procedures will also be discussed.
Prerequisite: DT100

DT171 Wheels and Tires
Theory hours: 10 Lab hours: 15 Credit Hours: 1
The wheel configurations used on heavy duty trucks and the proper repair procedures will be discussed in this course.
Prerequisite: DT100

DT173 PM, Cooling Systems, Engine Service and Inspection
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course provides a basic outline of a well implemented preventive maintenance program. Students will learn cooling system service and inspection as well as engine servicing,
Prerequisite: DT100

DT175 Drive Train, Wheel, Brake Service and Inspection
Theory hours: 10 Lab hours: 15 Credit Hours: 1
Students will learn how to inspect and service vehicle drive train, tire hub / rim inspection and vehicle braking system.
Prerequisite: DT100

DT177 Cab & Chassis, Steering & Suspension, Electrical Service & Inspection
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course covers chassis/cab, steering/suspension and electrical systems service and inspection.
Prerequisite: DT100

DT179 Coupling, Refrigeration, Trailer Service, Inspection
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course teaches preventive maintenance on coupling, truck / trailer refrigeration and trailer service and inspection.
Prerequisite: DT100

DT181 Tanker Service & Inspection, Clutches
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course covers the operating and repair procedures of heavy duty truck clutches. Tank trailer service and inspection is also covered in this course.
Prerequisite: DT100

DT183 Transmissions
Theory hours: 10 Lab hours: 15 Credit Hours: 1
Students in this course will learn the operation, repair and maintenance of standard transmissions and electronically automated standard transmissions. Automatic transmissions will be briefly covered, as they relate to heavy duty trucks.
Prerequisite: DT100

DT185 HVAC
Theory hours: 10 Lab hours: 15 Credit Hours: 1
This course covers basic theory of heavy duty truck air condition systems. Covered in detail is troubleshooting procedures for HVAC faults as they apply to heavy duty trucks.
Prerequisite: DT100

Heating Ventilation and Air Conditioning/Refrigeration

AH 100 Career and Life Development
Lecture Hours: 50 Lab Hours: 10 Credit Hours: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

HVACR 101 Heating and Energy Theory
Lecture Hours: 20 Lab Hours: 5 Credit Hours: 1
Students will gain an understanding of temperature, methods of measuring/transferring heat, molecular motion, sensible heat, latent heat, and specific heat. It will review atmospheric pressure and test instruments such as gauges used to measure pressure. It will also cover the broad topics of energy and explore definitions of matter, mass, density, specific gravity, specific volume.
Prerequisite: AH 100, HVACR 105

HVACR 103 Refrigeration and Refrigerants
Lecture Hours: 20 Lab Hours: 5 Credit Hours: 1
Students will review the history of refrigeration and gain a basic understanding of refrigeration process. Students will learn the four major refrigeration components: evaporator, compressor, condenser, and metering device. Students will also review the refrigeration cycle and learn about reciprocating, rotary, scroll, centrifugal, and screw compressors. Refrigerant leak detection, recovery and recycling, cylinder color codes, and chemical makeup are also discussed.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 105 Safety and Tools for HVAC
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course teaches the safety precautions necessary when working with pressure vessels and piping, electrical hazards; heat, cold, mechanical equipment, heavy objects, and chemicals. Students will also learn about heating, air-conditioning, and refrigeration tools and equipment and their use, including general hand tools, specialized hand tools, and specialized service and installation equipment.
Prerequisite: AH 100

HVACR 107 Fasteners, Tubing and Piping
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
Students will learn the detailed description of nails, staples, rivets, and wood screws, including tapping and machine screws. Thread sizes, set screws, anchor shields, wall anchors, toggle bolts, threaded rod, angle steel, and masonry fasteners, etc. Students will also review basic piping operations and techniques, along with soldering and brazing procedures.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 109 Leak Detection, System Evacuation and System Clean-up
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
Students will learn the purpose and theory of evacuation. The course will review system leak detection, system cleanup procedures.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 111 Refrigerants and Oil Chemistry and Management
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
Students will learn about refrigerants and the environment; refrigerant blends; EPA regulations; reasons for recovery and recovery methods; recycling; reclaiming; retrofitting; technician certification; and mechanical recovery equipment.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 113 System Charging
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
Students will learn information on charging refrigeration systems, including vapor and liquid refrigerant charging, weighing refrigerant, and the use of charging devices.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 115 Calibrating Instruments
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
Students will learn information needed to calibrate instruments and the procedures for temperature-measuring, pressure tests, and electrical test instruments, refrigeration leak-detection devise, and analysis instruments. General maintenance procedures for instruments used in the HVAC/R field, will also be discussed.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 117 Basic Electricity and Magnetism
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
Students will learn the structure of matter, the movement of electrons, conductors, insulators, direct and alternating current, and electrical units of measurement. Student will also review wire sizes, circuit protection devices, and semiconductors or solid-state components.
Prerequisite: AH 100, HVACR 105

HVACR 119 Automatic Control Components and Applications
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
Students will learn the types of automatic controls, devices that respond to thermal change, the bimetal device, control by fluid expansion, the thermocouple, and electronic sensing devices. Space temperature controls (low and high voltage), sensing the temperature of solids, pressure-sensing devices, oil pressure safety controls, air pressure controls, devices that control fluid flow, and maintenance of mechanical and electromechanical controls are topics covered in this course.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 121 Advanced Automatic Controls and Troubleshooting
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
Students will learn the procedures for troubleshooting basic and complex circuits, thermostats, and high-voltage circuits controlled by thermostats, along with procedures for measuring amperage and voltage in low-voltage circuits. Students will also review typical service technician calls, control terminology, applications, and electronic control circuits.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 123 Types and Applications of Electric Motors
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
Students will learn starting and running components and characteristics, motor speeds, and power supplies.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 125 Motor Controls and Troubleshooting
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
Students will learn the components used to close or open the power supply circuit to the motor, such as relays, contactors, and starters. Inherent and external motor protection, the service factor, other temperature-sensing and magnetic overload devices are covered, along with procedures for restarting the motor. This course will also discuss mechanical and electrical motor troubleshooting.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 127 Evaporators and the Refrigeration System
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course focuses on the refrigeration cycle and various temperature ranges of refrigeration. Included are the topics of boiling temperature/coil operating temperature, dehumidification, evaporator heat exchange characteristics, types of evaporators multiple-circuit and liquid-cooling evaporators, and defrost.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 129 Condensers
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course focuses on the types, purpose and operation of condensers. The relationship of condensing refrigerant and ambient air, head-pressure control, and heat reclaim are covered.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 131 Compressors
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course focuses on the types and functions of compressors. Topics of reciprocating compressor efficiency, valve design, and liquid slugging are also discussed.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 133 Expansion Devices
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course covers the various expansion or metering devices used in commercial refrigeration applications. The thermostatic expansion valve is described in detail—each component, the types of bulb charges, and internal and external equalizers. Step-motor expansion valves and algorithms and PID controllers are also discussed in this course.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 135 Special Refrigeration System Components
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course provides information on many special system components and controls, including two-temperature evaporator operation, evaporator pressure controls, multiple evaporators, the CPR valve, relief valves, low-ambient controls, fan cycling, fan speed, and air volume control for regulating head pressure.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 137 Application of Refrigeration Systems
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course reviews various commercial refrigeration systems, such as: reach-in fixtures, chest-type display fixtures, walk-in coolers, beverage coolers, water coolers, and refrigerated air driers. Self-contained, remote condensing units, multiple evaporators and single-compressor applications, multiple compressors, interconnecting piping, defrost, mullion heaters, and condensate removal are also covered.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 201 Commercial Ice Machines
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course provides information on ice-making package equipment. Microprocessors, microprocessor input/output troubleshooting, water filtration and treatment, and cleaning and sanitizing ice machines are also discussed, along with typical service technician calls.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 203 Special Refrigeration Applications
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course covers truck refrigeration systems, railway refrigeration, extra-low-temperature refrigeration, quick-freezing methods, marine refrigeration, and air cargo hauling.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 205 Troubleshooting and Typical Operating Conditions for Commercial Refrigeration
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1

This course provides a comprehensive overview of troubleshooting and typical operating conditions for commercial refrigeration. Preventive refrigeration maintenance and service calls are also discussed.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 207 Electric Heat
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course reviews heating devices and furnaces. Portable electric heaters, radiant heating panels, electric baseboard heating and central forced-air electric furnaces are reviewed. Preventive maintenance and technician service calls are also addressed.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 209 Hydronic Heat
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course provides an introduction to hydronic heat and components of hot water heating systems. Preventive maintenance and technician service calls are also addressed.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 211 Oil Heat
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course describes the characteristics and types of oil furnaces. Fuel oils, wiring diagrams, and safety controls, venting, and piping are also discussed, along with fuel supply systems, the combustion chamber, heat exchangers, and determining the correct airflow across the heat exchanger.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 213 Gas Heat
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course describes the characteristics and types of gas furnaces. Gas fuels, wiring diagrams, and safety controls, venting, and piping are also discussed, along with fuel supply systems, the combustion chamber, heat exchangers, and determining the correct airflow across the heat exchanger.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 215 Indoor Air Quality and Comfort
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course describes comfort as it relates to the human body and psychometrics. It also provides information regarding sources of indoor air pollution, contamination source detection and elimination, ventilation, ultraviolet light, filters, electrostatic precipitators, activated charcoal air purifiers, and ion generators, along with duct cleaning and air humidification.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 217 Refrigeration Applied to Air Conditioning
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course applies the concepts of refrigeration to the cooling and conditioning of occupied spaces. Types of evaporators, compressors (reciprocating, rotary, and scroll), condensers, expansion devices, air-side components, and installation procedures for air-conditioning are also discussed.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 219 Air Distribution, Balance, and Installation
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course reviews the installation techniques for package and split air-conditioning systems, including the duct. Forced-air system, system pressures, air measuring instruments for duct systems are discussed, along with cover sizing and balancing. Types of fans, and fan drives are also covered.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 221 Typical Operating Conditions and Troubleshooting
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course teaches the typical operating conditions for the various components of standard and high-efficiency air-conditioning systems. Mechanical and electrical troubleshooting for air-conditioning systems is also included in this course.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 223 Heat Gain and Heat Loss in Buildings
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course explains the basic concepts of heat and loss in structures as well as how to calculate the heat gain and loss. Students will receive a comprehensive overview of residential energy auditing, visual inspections, insulation tips, and efficiency testing.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 225 Air Source and Geothermal Heat Pumps
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course reviews several types of heat pumps. Concentration is given to heat exchange fluids and geothermal wells and water sources. Reverse-cycle refrigeration, open-loop systems, and closed-loop systems are also discussed.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 227 Domestic Refrigerators and Freezers
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course defines and elaborates on domestic refrigeration and freezer service. Various types of evaporators and the defrost cycle are reviewed, along with fan motors, ice makers, wiring and controls.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 229 Room Air Conditioners
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course is an introduction to room air conditioning units. Preventative maintenance, service, and installation will be discussed.

Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 231 High-Pressure, Low-Pressure and Absorption Chilled-Water Systems
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course provides insight to both high and low pressure compression cycle chillers and absorption chillers. Students will be introduced to direct-expansion and folded evaporators, water and air cooled condensers, thermostatic expansion valves, electronic expansion valves, and purge units.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 233 Cooling Towers and Pumps
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course provides information on cooling tower function and the types of cooling towers. It discusses flow patterns, the tower sump, makeup water, blow down, and balancing the water flow. Pumps used in cooling towers are also discussed in detail.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 235 Operation, Maintenance, and Troubleshooting of Chilled-Water Air-Conditioning Systems
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course provides information on compression-type chiller start-up, chiller operation, air-cooled and water cooled chiller maintenance, and absorption chilled-water system start-up, operation, and maintenance. Typical service technician calls are also introduced.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

HVACR 237 Commercial Rooftop, Packaged, Variable Refrigerant Flow, and Variable Air Volume Systems
Lecture Hours: 10 Lab Hours: 15 Credit Hours: 1
This course covers packaged rooftop equipment, as well as variable air volume and refrigerant volume systems. It provides insight into the location selection process, installation, concepts of free-cooling, and mechanical ventilation.
Prerequisite: AH 100, HVACR 105, HVACR 101, HVACR 117

Welding Technology

AH 100 Career and Life Development
Lecture Hours: 50 Lab Hours: 10 Credit Hours: 3
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.

WT 111 Introduction to Welding
Theory hours: 40 Lab hours: 60 Credit Hours: 4.5
This course is designed to assist the student in learning and implementing the basics for success both professionally and personally. The course focuses on attitude, responsibility, communication, decision making, problem solving, and preparing for the workforce. This is a basic course in welding principles, shop math, basic blueprint reading, safety, ethics, maintenance of equipment, oxy-acetylene cutting, air arc gouging and grinding. Students begin structural welding using SMAW process in 2F, 3F, and 4F positions.

WT 113 General Shop Practices
Theory hours: 30 Lab hours: 70 Credit Hours: 4
This is an introductory course to blueprint reading, shop math, welding codes, rod selection and using SMAW process for plate welding in 2G, 3G, and 4G positions.

WT 115 GMAW and FCAW
Theory hours: 30 Lab hours: 70 Credit Hours: 4
This course covers structural welding using the GMAW(MIG) and FCAW (Fluxcore) welding processes. Students will also study blueprint reading, weld symbols, and shop math. In the shop students will use GMAW (MIG) and FCAW (Fluxcore) welding processes to perform plate welding in the 2F, 3F, 2G and 3G positions.

WT 117 SMAW on Pipe
Theory hours: 30 Lab hours: 70 Credit Hours: 4
This course covers techniques of basic pipe fitting, use of 90's, T's, flanges, valves, take offs, use of pipe blueprints, sketches, templates, and uphill welding techniques on pipe. Perform SMAW pipe welding with 6010 electrode stringer and 7018 electrode remainder in pipe positions of 2G, 5G and 6G.

WT 119 Introduction to GTAW
Theory hours: 20 Lab hours: 80 Credit Hours: 4
This course provides an overview of GTAW equipment and procedure setup, metal identification, tungsten safety and preparation. Introduction to the GTAW process on plate and pipe. Pipe bevel preparation is taught. Perform TIG multiple pass stringer welds on T-plate. Perform TIG root, fill and cap in the 2G and 5G pipe positions.

WT 121 Advanced GTAW
Theory hours: 20 Lab hours: 80 Credit Hours: 4
Students will practice GTAW welding on pipe as well as stainless GTAW welding. Advanced pipe welding projects and industrial applications, concentration on performing stainless steel GTAW welding on mild steel pipe and using various pipe sizes and schedules in 6G pipe position. Operation requirements for portable equipment, weld test lab procedures and purging of stainless steel pipe. Perform mild steel GTAW welding on pipe in (6G GTAW, 6G combination GTAW and SMAW, 6G 309 stainless GTAW) using GTAW stringer, fill, and cap.

WT 123 H.F. GTAW/Downhill Welding
Theory hours: 20 Lab hours: 80 Credit Hours: 4
This course covers thin alloy selection of tungsten types for aluminum and stainless steel, methods to maintain clean work environment, procedures for heat settings on thin gauge applications, proper weld cleaning prep on aluminum and stainless steel, perform aluminum and stainless steel welding on plate using TIG in various positions with different filler wire sizes. Perform SMAW downhill stringer, fill and cap in 5G position.

WT 301 Career Preparation
Theory hours: 15 Lab hours: 85 Credit Hours: 3.5
This course will prepare students for jobs in the welding fields. Students will develop their resume and job contacts as well as receive instruction on weld test rigors, proper appearance, and job attitude. Students must demonstrate proficiency in 3G, 6G tig, 6G tig and stick, and 6G stick. Students must pass destructive testing (bend test) methods on all coupon samples.

General Education Courses for all Associate of Occupational Science Degrees

BUS 2313 Business Law
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Business Law teaches students about contracts, criminal law, sales laws, property laws. The legal environment of business will also be discussed.

MKT 2423 Introduction to Marketing
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Introduction to Marketing will provide the student with the knowledge to build customer relationships through effective marketing, to create and price products that will satisfy the customer and to develop integrated marketing communications.

ACC 2213 Accounting Principles
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Accounting Principles is designed to give the student a full understanding of the accounting cycle and how to record financial data.

MGT 2123 Leadership Development
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
This course is designed to provide future and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. In this course a variety leadership roles expected of team members with practical suggestions for improved leadership skills will be discussed. Additionally, sources of power and influence, delegation, group processes, conflict resolution, and group decision-making techniques will be discussed.

MGT 1373 Human Resources
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
The study of Human Resources will familiarize students with the legal and regulatory environment that pertains to the business world. Hiring, training and development, performance appraisals and compensation will all be discussed.

MGT 2213 Principles of Management
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Principles of Management teaches the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

ENG 2343 Business Communications
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Business Communications (ENG 2343) teaches the principles of professional communications. Students will learn to use communication technologies for personal branding. The course also emphasizes effective speaking and listening skills.

BUS 2213 Principles of Business
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Principles of Business will teach students the basis for business operations and professionalism with an emphasis on entrepreneurship and the risks and rewards of starting their own business or improving business processes in an existing business. Working in groups and making effective presentations will also be explored.

BUS 1353 Business Math
Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3
Business Mathematics (BUS 1353) students will receive a rapid review of basic mathematics (i.e., addition, subtraction, multiplication, division, fractions, percentages, and algebraic equations) with a view toward improving speed and accuracy. The Business Math course is designed to provide students with practical learning in key areas of business math applications. These skills include figuring percents, discounts, taxes, payroll, interest, and other math concepts.

GEN 1113 Critical Thinking and Problem Solving
Lecture Hrs: 45 Lab Hrs: 5 Credit Hrs: 3
The Critical Thinking and Problem Solving (GEN 1113) course teaches basic principles and techniques in these important skills. This course provides instruction in an overview of critical thinking to include argument, rhetoric as a persuasion tool, fallacies, and types of reasoning. This course will specifically focus on using these critical thinking skills in writing, assessing credibility issues, and forming opinions. Additionally, it addresses problem-solving skills based on using critical thinking.

CATALOG ADDENDA

Addendum:

A	College Calendar
B	Tuition & Fees
C	Staff & Faculty
D	College Scholarships
E	Veteran/Military Criteria

All information in this college catalog, Volume 45, is certified as true and correct in policy and content, by the President. This catalog is not complete without the following addendum: College Calendar, Tuition & Fees, Staff & Faculty and College Scholarships.
This catalog and the addenda have been printed on November 14, 2016 and are effective on November 18, 2016.

Catalog 45 – Effective November 18, 2016
Addendum A – Effective November 18, 2016

A. **College Catalog**
B. **Tuition and Fees**
C. **Faculty and Staff**
D. **College Scholarships**
E. **Veteran/Military Criteria**

A: College Calendar

2016

New Year's Day	January 1
Good Friday	March 25
Memorial Day	May 30
Independence Day	July 4
Labor Day	September 5
Thanksgiving	November 24 & 25
Christmas	December 22, 23, 26 & 30

2017

New Year's Day	January 2
Good Friday	April 14
Memorial Day	May 29
Independence Day	July 4
Labor Day	September 4
Thanksgiving	November 23 & 24
Christmas	December 25-29

CLASS START DATES & BREAK AND LUNCH SCHEDULE

Diploma Programs	***Two 10-minute breaks & 30-minute lunch***
Accounting Specialist	Classes start every fifth Monday
Automotive Technology	Classes start every Monday
Barber	Classes start every Monday
Basic Cosmetology-full time	Classes start every Monday
Dental Assistant	Classes start every Monday
Diesel Technology	Classes start every Monday
Esthetician-full time	Classes start every Monday
Fashion Design-full time	Classes start every fourth Monday
Fitness and Health Trainer	Classes start every Monday
Heating, Ventilation & Air Conditioning/Refrigeration	Classes start every Monday
Interior Design-full time	Classes start every fourth Monday
Makeup Artistry/Cosmetician – full time	Classes start every Monday
Massage Therapy	Classes start every Monday
Master Instructor-full time	Classes start every Monday
Medical Assistant	Classes start every Monday
Nail Technician-full time	Classes start every Monday
Surgical Technologist	Classes start three times a year on a Monday
Veterinary Assistant	Classes start every Monday
Welding Technology	Classes start every fifth Monday

Associate Degree Programs	***Two 15-minute breaks***
Accounting	Classes start every fifth Monday
Business and Industry Management	Classes start every fifth Monday
Health Care Administration	Classes start every fifth Monday
Medical Billing and Coding	Classes start every fifth Monday

Online Programs	
Accounting	Classes start every fifth Monday
Business and Industry Management	Classes start every fifth Monday
Early Childhood Education	Classes start every fifth Monday
Fashion Design	Classes start every fourth Monday
Health Care Administration	Classes start every fifth Monday
Interior Design	Classes start every fourth Monday
Medical Assistant	Classes start every fifth Monday
Medical Billing and Coding	Classes start every fifth Monday
Paralegal Studies	Classes start every fifth Monday

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Addendum A – Effective November 18, 2016

A: College Calendar

TERM SCHEDULES

Term Type A
Ac Year 24 cr/30 wks: 15 Week Terms

Schedule 1		Schedule 2	
Term Start Date *	Term End Date	Term Start Date *	Term End Date
1/18/2016	5/1/2016	3/21/2016	7/1/2016
5/2/2016	8/14/2016	7/4/2016	10/14/2016
8/15/2016	11/27/2016	10/17/2016	1/27/2017
11/28/2016	3/12/2017	1/30/2017	5/14/2017
3/13/2017	6/25/2017	5/15/2017	8/27/2017
6/26/2017	10/8/2017	8/28/2017	12/10/2017
10/9/2017	1/21/2018	12/11/2017	3/25/2018
1/22/2018	5/6/2018	3/26/2018	7/8/2018
5/7/2018	8/19/2018	7/9/2018	10/21/2018

Term Type B
Ac Year 24 cr/32 wks: 16 Week Terms

Schedule 1		Schedule 2	
Term Start Date *	Term End Date	Term Start Date *	Term End Date
10/5/2015	1/24/2016	11/30/2015	3/20/2016
1/25/2016	5/15/2016	3/21/2016	7/10/2016
5/16/2016	9/4/2016	7/11/2016	10/30/2016
9/5/2016	12/25/2016	10/31/2016	2/19/2017
12/26/2016	4/16/2017	2/20/2017	6/11/2017
4/17/2017	8/6/2017	6/12/2017	10/1/2017
8/7/2017	11/26/2017	10/2/2017	1/21/2018
11/27/2017	3/18/2018	1/22/2018	5/13/2018

Term Type C
Ac Year 24 cr/36 wks: 18 Week Terms

Schedule 1		Schedule 2	
Term Start Date *	Term End Date	Term Start Date *	Term End Date
11/30/2015	4/3/2016	9/28/2015	1/29/2016
4/4/2016	8/7/2016	2/1/2016	6/3/2016
8/8/2016	12/11/2016	6/6/2016	10/7/2016
12/12/2016	4/16/2017	10/10/2016	2/10/2017
4/17/2017	8/20/2017	2/13/2017	6/18/2017
8/21/2017	12/24/2017	6/19/2017	10/22/2017
12/25/2017	4/29/2018	10/23/2017	2/25/2018
4/30/2018	9/2/2018	2/26/2018	7/1/2018
9/3/2018	1/6/2019	7/2/2018	11/4/2018

* Students may enroll at the beginning of any course within the term.

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Addendum B – Effective November 18, 2016

B. Tuition and Fees

Community Care College Resident Programs

			Items of extra expense				
PROGRAM	COST PER CREDIT HOUR	TUITION	REGISTRATION FEE	BOOKS	FEES**	MALPRACTICE/ LIABILITY INSURANCE	TOTAL
Accounting Specialist	$425	$12,750.00	$100	$639.00	$809.00	$295.00	$14,593.00
Dental Assistant	$425	$12,962.50	$100	$159.00	$1,432.00	$295.00	$14,948.50
Fitness and Health Trainer	$425	$12,962.50	$100	$946.00	$1,448.00	$295.00	$15,751.50
Medical Assistant	$425	$15,725.00	$100	$341.00	$1,047.00	$295.00	$17,508.00
Surgical Technologist	$425	$20,612.50	$100	$411.00	$1,193.00	$295.00	$22,611.50
Veterinary Assistant	$425	$13,175.00	$100	$309.00	$907.00	$295.00	$14,786.00
AOS Accounting	$425	$25,500.00	$100	$1,528.00	$822.00	$295.00	$28,245.00
AOS Business and Industry Management	$425	$25,500.00	$100	$1,305.00	$822.00	$295.00	$28,022.00
AOS Health Care Administration	$425	$26,775.00	$100	$1,805.00	$822.00	$0.00	$29,502.00
General Education Courses	$425	$12,750.00	$100	$889.00	$182.00	$0.00	$13,921.00

Additional recommended expense **supplied by the student for all programs**:

1. Uniform ($25*)
2. Hepatitis vaccine ($150*)
3. General school supplies—pen, pencil, paper, notebook, etc—($15*)
4. Sneakers or nurse's shoes ($35*)
5. Watch with a second hand ($15*)
6. Smart Phone ($99*)
7. National certification or registry fee ($175*)
8. Computer ($600*)

**Approximations*

***Fees include the following: Mobile device, 2 sets scrubs or t-shirts, student activities, program resources, drug screen consortium, parking permit, Internet usage, cap & gown, consumables, manuals and other copied materials. A onetime registration fee for the certification exams for Dental Assistant (Two components of the CDA, Infection Control and Radiation and Safety Protection) and onetime fee for the Oklahoma State Radiation Health and Safety Course and a onetime fee for the Oklahoma Dental Assisting Permit, Resident Medical Assistant (CMA), 100% Online Medical Assistant (RMA), onetime fee for the certification exam for Surgical Technology (CST) is included in the individual program's fees. Surgical Technology fees also include a student membership with AST.*

If applicable, $150 will be charged for Re-entry and Program Transfer. Also, tuition will be pro-rated at a cost per credit hour for the retaking or repeating of courses.

If applicable, tuition will be pro-rated at a cost per credit hour for each rescheduled course beyond the length of the program.

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B. Tuition and Fees

Community Care College Online Programs

PROGRAM	COST PER CREDIT HOUR	TUITION	REGISTRATION FEE	BOOKS	FEES**	MALPRACTICE/ LIABILITY INSURANCE	TOTAL TUITION AND FEES
				Items of extra expense			
AOS Accounting	$425	$25,500.00	$100.00	$1,528.00	$776.00	$295.00	$28,199.00
AOS Business and Industry Management	$425	$25,500.00	$100.00	$1,305.00	$776.00	$295.00	$27,976.00
AOS Health Care Administration	$425	$26,775.00	$100.00	$1,805.00	$776.00	$0.00	$29,456.00
AOS Medical Billing & Coding	$425	$26,775.00	$100.00	$1,899.00	$826.00	$0.00	$29,600.00
Accounting Specialist (100%DL)	$425	$12,750.00	$100.00	$639.00	$763.00	$295.00	$14,547.00
Early Childhood Education	$425	$13,175.00	$100.00	$294.00	$866.00	$295.00	$14,730.00
Medical Assistant (100% DL)	$425	$15,725.00	$100.00	$341.00	$878.00	$295.00	$17,339.00
Medical Billing & Coding (100% DL)	$425	$14,025.00	$100.00	$1,010.00	$813.00	$0.00	$15,948.00
Paralegal Studies	$425	$15,300.00	$100.00	$1,186.00	$886.00	$0.00	$17,472.00
General Education Courses	$425	$12,750.00	$100.00	$889.00	$136.00	$0.00	$13,875.00

Additional recommended expense **supplied by the student for all programs**:

1. Uniform ($25*)
2. Hepatitis vaccine ($150*)
3. General school supplies—pen, pencil, paper, notebook, etc—($15*)
4. Sneakers or nurse's shoes ($35*)
5. Watch with a second hand ($15*)
6. Smart Phone ($99*)
7. National certification or registry fee ($175*)
8. Computer ($600*)

**Approximations*

***Fees include the following: Mobile device, 2 sets scrubs or t-shirts, student activities, program resources, drug screen consortium, parking permit, Internet usage, cap & gown, consumables, manuals, and other copied materials. A onetime registration fee for the certification exams for Dental Assistant (Two components of the CDA, Infection Control and Radiation and Safety Protection and onetime fee for the Oklahoma State Radiation Health and Safety Course, Resident Medical Assistant (CMA), 100% Online Medical Assistant (RMA), a onetime fee for the certification exam for Surgical Technology (CST) is included in the individual program's fees. Surgical Technology fees also include a student membership with AST. Paralegal fees include notary application, bond, and stamp.*

If applicable, $150 will be charged for Re-entry and Program Transfer. Also, tuition will be pro-rated at a cost per credit hour for the retaking or repeating of courses.

If applicable, tuition will be pro-rated at a cost per credit hour for each rescheduled course beyond the length of the program.

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Clary Sage College Resident Programs

Items of extra expense

PROGRAM	COST PER CREDIT HOUR	TUITION	REGISTRATION FEE	BOOKS	FEES*	KIT, UNIFORM & DISPENSARY	INSURANCE	TOTAL
Barber	$425	$21,250.00	$100.00	$519.00	$774.00	$1,126.00	$295.00	$24,064.00
Barber to Cosmetology Crossover	$250	$2,500.00	$100.00	$124.00	$814.00	$239.00	$295.00	$4,072.00
Basic Cosmetology	$425	$21,250.00	$100.00	$540.00	$814.00	$2,435.00	$295.00	$25,434.00
Cosmetology to Barber Crossover	$250	$2,500.00	$100.00	$145.00	$814.00	$287.00	$295.00	$4,141.00
Esthetician	$425	$8,500.00	$100.00	$426.00	$814.00	$1,536.00	$295.00	$11,671.00
Fashion Design	$425	$14,875.00	$100.00	$895.00	$1,133.00	$1,529.00	$295.00	$18,827.00
Interior Design	$425	$17,000.00	$100.00	$481.00	$1,133.00	$414.00	$295.00	$19,423.00
Massage Therapy	$425	$15,300.00	$100.00	$268.00	$968.00	$749.00	$295.00	$17,680.00
Nail Technician	$425	$8,500.00	$100.00	$223.00	$814.00	$598.00	$295.00	$10,530.00
Makeup Artistry/Cosmetician	$425	$8,500.00	$100.00	$298.00	$814.00	$2,237.00	$295.00	$12,244.00
Master Instructor	$425	$14,025.00	$100.00	$243.00	$814.00	$87.00	$295.00	$15,564.00
Master Instructor with Experience	$250	$2,500.00	$100.00	$230.00	$814.00	$87.00	$295.00	$4,026.00

**Fees include the following: Enrollment Fee, student activities, program resources, drug screen consortium, internet usage, manuals, copied material, cap & gown, e-reader technology, and State Board Registration Fee.*

Miscellaneous fee: If applicable, $150 will be charged for Re-entry and Program Transfer. Also, online fees per course and tuition at a per credit hour rate will be charged for the retaking or repeating of courses. If applicable, tuition will be pro-rated at a cost per credit hour for each rescheduled course beyond the length of the program.

Additional recommended expense **supplied by the student for all programs**:

1. Additional Uniform ($25*)
2. Hepatitis vaccine ($150*)
3. General school supplies—pen, pencil, paper, notebook, etc—($15*)
4. Sneakers or work shoes ($35*)
5. Watch with a second hand ($15*)
6. Smart Phone ($99*)
7. State Board Exam ($25*)
8. National certification or registry fee ($175*)
9. Internet Access ($79*)

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Clary Sage College Online Programs

				Items of extra expense				
PROGRAM	COST PER CREDIT HOUR	**TUITION**	APPLICATION FEE	BOOKS	FEES*	KIT, UNIFORM & DISPENSARY	INSURANCE	TOTAL
Fashion Design (100% DL)	$425.00	$14,875.00	$100.00	$895.00	$1,123.00	$1,531.00	$295.00	$18,819.00
Interior Design (100% DL)	$425.00	$17,000.00	$100.00	$481.00	$1,123.00	$337.00	$295.00	$19,336.00

**Fees include the following: Enrollment Fee, student activities, program resources, drug screen consortium, internet usage, manuals, copied material, cap & gown, e-reader technology, and State Board Registration and Exam Fee.*

Miscellaneous Fees: If applicable, $150 will be charged for Re-entry and Program Transfer. Also, tuition will be prorated at a cost per credit hour for the retaking or repeating of courses. If applicable, online fees will be pro-rated at a cost per credit hour fees for each rescheduled course beyond the length of the program.

Additional recommended expense **supplied by the student for all programs**:

1. Additional Uniform ($25*)
2. Hepatitis vaccine ($150*)
3. General school supplies—pen, pencil, paper, notebook, etc—($15*)
4. Sneakers or work shoes ($35*)
5. Watch with a second hand ($15*)
6. Smart Phone ($99*)
7. State Board Exam ($25*)
8. National certification or registry fee ($175*)
9. Internet Access ($79*)

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Oklahoma Technical College Resident Programs

Items of extra expense

PROGRAM	COST PER CREDIT HOUR	TUITION	APPLICATION FEE	BOOKS	FEES	KIT & UNIFORM	MALPRACTICE/ LIABILITY INSURANCE	TOTAL
Automotive Technology	$495	$16,335	$100	$272.00	$967.00	$3,910.00	$295	$21,879.00
Diesel Technology	$495	$17,325	$100	$376.00	$968.00	$4,843.00	$295	$23,907.00
Heating, Ventilation, & Air Conditioning/Refrigeration	$495	$20,295	$100	$296.00	$898.00	$2,328.00	$295	$24,212.00
Welding Technology	$495	$17,325	$100	$404.00	$1,758.00	$1,099.00	$295	$20,981.00

1. Additional Uniform ($30*)
2. General school supplies — pen, pencil, paper, notebook, etc—($15*)
3. Smart Phone ($99*)
4. Work Style Boots or Shoes (non-athletic style) ($35*)
5. Uniform Pants or Jeans ($30*)
6. National certification or registry fee ($175*)
7. Internet Access ($79*)

**Approximations*

***Fees include the following: Consumables, Uniform Shirts, student activities, program resources, drug screen consortium, parking permit, Internet usage, cap & gown, manuals and other copied materials.*

Miscellaneous Fees: If applicable, $150 will be charged for Re-entry and Program Transfer. Also, tuition will be prorated at a cost per credit hour for the retaking or repeating of courses. If applicable, online fees will be pro-rated at a cost per credit hour fees for each rescheduled course beyond the length of the program.

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Addendum C – Effective November 18, 2016
C. Faculty and Staff

Administration

Kevin L. Kirk, Ed.D ..... ***President***
Pallavi Agarwal, MBA..... ***Chief Financial Officer***
Raye Mahlberg, Ph.D ..... ***CSC Campus Director***
Jeremy Cooper. ..... ***OTC Campus Director***
Brenda Knox, BS, AAS ..... ***Human Resources Director***
Ronnie Carlson, BA..... ***Human Resources Specialist***
Ivan Acosta, AAS ..... ***Property Manager***
John Sullivan, AAS..... ***Facilities Manager***
Chris Patuto..... ***Assistant Facilities Manager***
Monica Skrzypczak, MA..... ***Director of Education***
Kent Berry..... ***Project Manager***
Puja Ghelani, BS ..... ***Project Manager***
Debbie Conway, AOS..... ***Purchasing Director***
Kialeigh Conway..... ***Supply Chain Coordinator***
Sunday McGilbray, BSBA ..... ***Accounting Assistant***
Amanda Moore..... ***Accounts Payable Specialist***
Lori Russell..... ***Payroll Coordinator***
Quinn Dunlap, BS..... ***Network Administrator***
Bryan Jenkins, AAS..... ***IT Support Specialist***
Monica Simmons M. Ed..... ***Learning Technology Specialist***
Christina Stueart..... ***Accreditation and Compliance Director/Title IX Coordinator***
Courtney Sparkman,BA..... ***Administrative Assistant***
Ashley May..... ***Executive Assistant***
Marcie Wilson,BS ..... ***Executive Assistant***
Brandi Packard. ..... ***Administrative Assistant***
David Salustri, BS..... ***Media Specialist***

Admissions

Farrah Vann, BS..... ***Senior Admissions Representative***
Arlene Bergstrom, BSB ..... ***Admissions Representative***
Neha Ghelani, BS..... ***Admissions Representative***
Hannah Miller,BS..... ***Admissions Representative***
Alessia Crenshaw..... ***Admissions Representative***
Rebekah Hitsman, BS ..... ***Admissions Representative***
Jacqui Barnett, BA ..... ***Admissions Representative***
April Ellison..... ***Admissions Representative***
Richard Dixon, BBA..... ***Admissions Representative***
Tawni Edwards, BA ..... ***Senior Admissions Representative***
Brandy Hightower..... ***Admissions Representative***
Peter Mazza ..... ***Admissions Representative***
Stephanie Holderman..... ***Admissions Representative***
Marla Bixler ..... ***Admissions Representative***
Heather Stevenson, MA..... ***Admissions Representative***

Student Services

Brigitte Kurr, BSB ..... ***Registrar***
Stephanie Rose, AOS..... ***Assistant Registrar***
Karissa Marcangeli..... ***Financial Aid Director***
Miranda Dorn, MPH..... ***Senior Financial Aid Specialist***
Leonda Clements, MBA..... ***Senior Financial Aid Specialist***
Mandy Goodnight ..... ***Financial Aid Specialist***
Erin Ta, MBA..... ***Financial Aid Specialist***
Luke Swanson, BA ..... ***Financial Aid Specialist***
Sabrina Maynard, M.Ed..... ***Financial Aid Specialist***
Jessica Moore, BA ..... ***Financial Aid Specialist***
Julie Jones..... ***Financial Aid Specialist***
Cathy Earhart, M.Ed. ..... ***Financial Aid Specialist***
Brandy Williams..... ***Student Accounts Specialist***
Amanda Mace, MA Ed..... ***Student Accounts Specialist***

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Linda DeWitt..... ***Director of Career Services***
Amanda Lopp, BA ..... ***Senior* Career Services Representative**
Marjorie DeArmon, BS ..... ***Career Services Representative***
Amanda Sanderson, BA ..... ***Senior Career Services Representative***
Stefaney Lawrence, BA ..... ***Career Services Representative***
Amber Cutshaw, BA ..... ***Career Services Representative***
Erin Quinn, BS..... **Career Services Representative**
Amanda Wilson, BSW ..... ***Senior Customer Relations Specialist***
Mikella Selsor..... ***Customer Relations Specialist***
Vanessa Chairez ..... ***Customer Relations Specialist***
Callie May..... ***Customer Relations Specialist***
Marie Flynn, BA..... ***Customer Relations Specialist***
Kristin Sires ..... ***Customer Relations Specialist***
Kelly Stair ..... ***Customer Relations Specialist***
Marcie Gaines..... ***Customer Relations Specialist***
Tina Strickland..... ***Customer Relations Specialist***
Nicole Davidson..... ***Dispensary Assistant***
Angelica Wilson..... ***Dispensary Assistant***

Faculty

Community Care College

Dental Assistant

Editha Palma..... ***DA - Faculty***
Hawaii Health Academy
- Full-time Instructor of all courses in Dental Assistant program

Lindsey Viel..... ***DA - Faculty***
Platt College
- Full-time Instructor of all courses in Dental Assistant program

Janet Coon, BS, AAS ..... ***DA - Faculty***
Bryan Institute, TCC, Rogers State
- Full-time Instructor of all courses in Dental Assistant program

Early Childhood Education

Shani Snell, MEd ..... ***ECE - Department Head***
Jones International University
- Full-time Instructor of all courses in Early Childhood Education Program.

Fitness and Health Trainer

Jill Spradlin,BA, CPT ..... ***FHT- Faculty***
Northeastern State University
- Full-time Instructor of all courses in Fitness and Health Trainer Program.

Medical Assistant

Julie Benson, AAS, CMA..... ***MA - Department Head***
University of Toledo
- Full-time instructor of all courses in Medical Assistant program

Toni Bethel, CMA..... ***MA - Faculty***
Tulsa Community College
- Full-time instructor of all courses in Medical Assistant program

Amy Copeland, RMA ..... ***MA – Faculty***
Bryan Institute
- Full-time Instructor of all courses in Medical Assistant program

Kimberly Hester, LPN ..... ***MA - Faculty***
Platt College
- Full-time Instructor of all courses in the Medical Assistant program

Medical Billing & Coding/Health Care Administration

Dori Ernstsen, BS,CPC..... ***MBC - Department Head***
Southwestern Oklahoma State University
- Full-time Instructor of all courses in Medical Billing & Coding program

Misty Green, AOS, CPC ..... ***Allied Health - Faculty***
Community Care College

- Full-time Instructor in Allied Health courses

Desiree Jett, BS, CPC ..... ***MBC – Faculty - Coordinator***
Southern Nazarene University

- Full-time Instructor of all courses in Medical Billing & Coding program

Paralegal Studies

Ruth Swimmer, JD……..***Paralegal Studies - Department Head***
Harvard Law School

- Full-time Instructor of all courses in Paralegal Studies program

Pharmacy Technician

Amber Smith, CPht..... ***PHT - Department Head***
Tulsa Community College

- Full-time Instructor of all lab courses in Pharmacy Technician program

Surgical Technology

Delora Tunison, AOS, CST..... ***ST- Department Head***
Western Dakota Technical Institute

- Full-time instructor of all courses in Surgical Technology program

Casey Doughtery, CST..... ***ST- Faculty***
Tulsa Technology Center

- Full-time instructor of all courses in Surgical Technology program

Denise Miller, AAS, CST ……..***ST- Faculty – Site Coordinator***
Community Care College

- Full-time instructor of all courses in Surgical Technology program

Jonathan Studdard, CST ……..***ST- Faculty***
University of Oklahoma

- Full-time instructor of all courses in Surgical Technology program

Casey Bellew, CST..... ***ST- Faculty***
Community Care College

- Full-time instructor of all courses in Surgical Technology program

Travis McCullar, CST..... ***ST- Faculty - Site Coordinator***
Tulsa Technology Center

- Full-time instructor of all courses in Surgical Technology program

Veterinary Assisting

Charlie Marks, BA..... ***VA - Department Head***
Almeda University

- Full-time instructor of all courses in Veterinary Assistant program

Ashley Rudd, BS ..... ***VA - Veterinary Assistant***
New Mexico State University

- Full-time instructor assistant

Business and Distance Learning Programs

Katie Barnett, MBA. ……..***Business Programs – Department Head***
Oral Roberts University

- Full-time instructor assistant of all courses in Business & Distance Learning programs

Jennifer Ousley, BS……..***Business Accounting – Faculty***
University of Tulsa

- Full-time instructor of all accounting courses

Daniel Bellville, MBA. ……..….***Business Programs - Faculty***
Lindenwood University

- Full-time instructor assistant of all courses in Business & Distance Learning programs

Robert Pineiro, MAS. ……..….***Business Programs - Faculty***
Southeastern Oklahoma State University

- Full-time instructor assistant of all courses in Business & Distance Learning programs

Ramond Walker, BS ..... ***Career and Life Development – Faculty***
Oral Roberts University

- Full-time instructor of all courses in Career & Life Development

Heather Quintero, BBA..... ***Career and Life Development – Faculty***
Northeastern State University

- Full-time instructor of all courses in Career & Life Development

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Faculty

Clary Sage College

Barber

Paula Matthews……***Barber - Department Head***
Barber Instructor License - Oklahoma
Tulsa Barber College

- Full-time instructor of all courses in Barber Program

Elizur McLaughlin……***Barber - Faculty***
Barber Instructor License - Oklahoma

- Full-time instructor of all courses in Barber Program

Angie Unruh……***Barber Instructor***
Barber Instructor License - Oklahoma
Clary Sage College

- Full-time instructor of all courses in Barber Program

Cosmetology

Pam Martin, AOS……***Cosmetology Department Head***
Master Instructor License
Broken Arrow Beauty College

- Full-time instructor of all courses in Cosmetology Program

Krystal Vaughan .....……..***Master Instructor***
Master Instructor License
Clary Sage College

- Full-time instructor of all courses in Cosmetology Program

Jessica Trauernict.……***Master Instructor***
Master Instructor License
Clary Sage College

- Full-time instructor of all courses in Cosmetology Program

Sherry McCollough……...***Master Instructor***
Master Instructor License
Clary Sage College

- Full-time instructor of all courses in Cosmetology Program

Crystal Noble.....……***Master Instructor***
Master Instructor License
4 States Academy of Cosmetology

- Full-time instructor of all courses in Cosmetology Program

Stefanie Goad.....…… ***Master Instructor***
Master Instructor License
Clary Sage College

- Full-time instructor of all courses in Cosmetology Program

Cara Lord .....……***Master Instructor***
Master Instructor License
Clary Sage College

- Full-time instructor of all courses in Cosmetology Program

Allison McClung……..***Master Instructor***
Master Instructor License
Claremore Beauty College

- Full-time instructor of all courses in Cosmetology Program

Beverly Stone……..…***Master Instructor***
Master Instructor License
Clary Sage College

- Full-time instructor of all courses in Cosmetology Program

Prezonta Robertson, AOS.……...***Master Instructor***
Master Instructor License
Clary Sage College

- Full-time instructor of all courses in Cosmetology Program

Esthetics/Makeup Artistry

Pam Martin, AOS……..***Esthetics - Department Head***
Master Instructor License.
Broken Arrow Beauty College

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Kathrine Ingram……..…..***Esthetics/Makeup Artistry - Instructor***
Master Instructor License
Clary Sage College
- Full-time instructor of all courses in Cosmetology, Esthetics/Makeup Artistry Programs

April Genshaw……..…..***Esthetics/Makeup Artistry - Instructor***
Master Instructor License
Bartlesville Beauty College
- Full-time instructor of all courses in Cosmetology, Esthetics/Makeup Artistry Programs

Alicia Brant……..***Esthetics Instructor***
Master Instructor License
Clary Sage College
- Full-time instructor of all courses in Cosmetology, Esthetics Programs

Fashion Design

Dyana Harris, BS……..*****Fashion* Design Department Head**
Texas Tech University
B.S. Clothing Textile and Merchandising
- Full-time instructor of all courses in Fashion Design Program

Michelle Wamego, BS…….....***Fashion Design Instructor***
Oklahoma State University
B S. -Apparel Design and Production
- Full-time instructor of all courses in Fashion Design Program

Interior Design

Rebekah Ploch……..*****Interior Design Department Head***
Bradley Academy of Visual Arts
Associate of Applied Science Interior Design
- Full-time instructor of all courses in Interior Design Program

Massage Therapy

Derek Ball, AAS, LMT.....……..*****Massage Therapy Department Head***
Community Care College
- Full-time instructor of all courses in Massage Therapy Program

Lori Beyard, LMT, CMA……..……..*****Massage Therapy- Faculty***
Community Care College
- Part-time Instructor of all courses in the Massage Therapy program

Bridget Brock, LMT …….…. ***Massage Therapy – Faculty***
Community Care College
- Full-time Instructor of all courses in the Massage Therapy program

Sharon Truelove, MS, LMT……..…***Massage Therapy Coordinator – Faculty***
Northeastern State University
- Part--time Instructor of all courses in the Massage Therapy program

Joy Dyer, AA, LMT……..…***Massage Therapy Coordinator – Faculty***
Tulsa Community College
- Full--time Instructor of all courses in the Massage Therapy program

Nail Technology

Pam Martin, AOS……..……***Nail Technology - Department Head***
Master Instructor License
Broken Arrow Beauty College

Christine Cothran……..…..***Master Instructor***
Master Instructor License
Broken Arrow Cosmetology School
- Full-time instructor of all courses in Nail Technology Program

Glenda Niblet, AAS…..……..***Master Instructor***
Master Instructor License
New Mexico State University
- Full-time instructor of all courses in Nail Technology Program

Faculty

Oklahoma Technical College
Automotive Technology

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Tony Muglia, ASE.....***Automotive Department Head***
- Full-time instructor of all courses in Automotive Technology Program

Bill Martin, ASE.....***Automotive Faculty***
- Full-time instructor of all courses in Automotive Technology Program

Chad Hartig.....***Automotive Faculty***
- Full-time instructor of all courses in Automotive Technology Program

Daniel Caddell, ASE .....***Automotive Faculty***
- Full-time instructor of all courses in Automotive Technology Program

Diesel Technology

Brett Ritchey, ASE.....**Diesel Faculty/Department Head**
Full-time instructor of all courses in Automotive Technology Program

Bob Allen.....***Diesel Faculty***
- Full-time instructor of all courses in Diesel Technology Program

Heating Ventilation & Air Conditioning/Refrigeration

Richard Shepherd, AA.....**HVAC/R *Faculty/Department Head***
Rhema Bible Training College
- Full-time instructor of all courses in HVAC-R Program

Michael Mahaffey, HVAC.....***HVAC/R Faculty***
Climate Control Institute, Indian Capital Vocational Tech
- Full-time instructor of all courses in HVAC/R Program

Welding Technology

Rodney Riggs.....***Welding Department Head***
Associate of Occupational Science Degree
Oklahoma Technical College
- Full-time instructor of all courses in Welding Technology Program

Chris Matthews.....***Welding Faculty***
Oklahoma Technical College
- Full-time instructor of all courses in Welding Technology Program

Justin Hendrix.....***Welding Faculty***
Oklahoma Technical College
- Full-time instructor of all courses in Welding Technology Program

Larry McDonald .....***Welding Faculty***
Tiger Welding School
- Full-time instructor of all courses in Welding Technology Program

Scholarship Criteria and Deadline:

- **The Founder's Merit Scholarship**

  Receive up to a maximum of 100% scholarship to be applied towards tuition.
  Criteria:

  - US Citizen or Permanent Resident
  - Submit essay and/or other application artifacts as required
  - Demonstrate proof of financial need
  - Provide 2 professional letters of recommendation
  - Maintain 90% attendance and 3.5 GPA to remain eligible
  - Demonstrate leadership abilities and experience

  Deadline:

  - March 31
  - June 30
  - September 30
  - December 31

- **Brighter Future Presidential Scholarship**

  Receive up to a maximum of 50% scholarship to be applied towards tuition
  Criteria:

  - US Citizen or Permanent Resident
  - Submit essay and/or other application artifacts as required
  - Demonstrate proof of financial need
  - Provide 2 professional letters of recommendation
  - Maintain 90% attendance and 3.5 GPA to remain eligible

  Deadline:

  - March 31
  - June 30
  - September 30
  - December 31

- **High School Graduation Scholarship - $1,500**

  Receive $1,500 scholarship towards tuition
  Criteria:
  - Applicant must enroll within 60 days of graduating high school
  - Applicant must be a US Citizen or Permanent Resident

  Deadline:
  - Offered 12 months per year, to be identified prior to enrollment

- **GED Recipient Scholarship - $1,500**

  Receive $1500 scholarship towards tuition
  Criteria:
  - Applicant must enroll and start within 60 days of passing the GED exam.

  Deadline:
  - Offered 12 months per year, to be identified prior to enrollment

- **Veteran/Military Scholarship**

  Receive up to a maximum of $5500 scholarship to be applied towards institutional charges (excluding tuition, books, and mandatory fees)
  Criteria:
  - Applicant must show proof of service in a US military branch

  Deadline:
  - Offered 12 months per year as funds allow; to be identified prior to enrollment

- **Military Spouse Scholarship**

  Receive $1,500 scholarship towards tuition
  Criteria:
  - Applicant must show proof of marriage to a current member/veteran of the US military

  Deadline:
  - Offered 12 months per year as funds allow; to be identified prior to enrollment

- **C.A.R.E.S. Ambassador Scholarship**

  Receive up to $3,500 scholarship towards tuition
  Criteria:
  - Be an active Ambassador and fulfill all requirements of active and successful Ambassadors
  - Completed 30% or 3 months (whichever comes first) of coursework to qualify, with a minimum 90% attendance and 3.5 GPA that should be maintained for the duration of the program
  - Submit essay and/or other application artifacts as required
  - Scholarships limited to availability per program
  - Can be combined with another scholarship (**Excluding Founder's Merit Scholarship, Brighter Future Presidential Scholarship, PIE scholarship, and Veteran Scholarship)

  Deadline:
  - Offered 12 months per year as program availability allows

- **Alumni Scholarship**

  Receive $1,000 scholarship towards tuition
  Criteria:
  - Successful graduate of a program at Community Care College, Clary Sage College, or Oklahoma Technical College
  - Submit an essay and or another application artifact if graduated within 3 years of new start date
  - Graduated with a 3.0 GPA and 90% attendance record during previous enrollment

  Deadline:
  - Offered 12 months per year as funds allow; to be identified prior to enrollment

- **Alumni Family Scholarship**

  Receive $1,000 scholarship towards tuition
  Criteria:
  - Applicant must be an immediate family member of a successful graduate of a program at Community Care College, Clary Sage College, and Oklahoma Technical College
  - Graduate must submit letter indicating relationship to applicant directly to Financial Aid

  Deadline:
  - Offered 12 months per year as funds allow; to be identified prior to enrollment

- **Age 55 and Over Scholarship**

  Receive $1,000 scholarship towards tuition
  Criteria:
  - Applicant must show proof of being 55 or older by the determined start date

  Deadline:
  - Offered 12 months per year as funds allow; to be identified prior to enrollment

- **Partners In Education**

  Receive 25% off total tuition for any program
  Criteria:
  - Affiliated with an organization with an established Partners in Education agreement between the entity and the College

  Deadline:
  - Offered 12 months per year as funds allow; to be identified prior to enrollment

- **CHE - Pay It Forward**

  Scholarships are offered to any diploma or degree program at Community Care College, Clary Sage College, and Oklahoma Technical College. These awards are made possible by gifts given to Community HigherEd by corporations, foundations and friends of the Colleges. Criteria for these scholarships can vary based on numerous factors including donor stipulations and intent of scholarship, and recipients are selected based on scholarship-specific requirements that are published online as applicable.

Criteria:

- GPA and attendance requirements vary per scholarship and are posted online as applicable
- Submit essay and/or other application artifacts as required
- Scholarships limited to availability

Deadline: Offered 12 months per year as funds allow; to be identified prior to enrollment

Applications: All applications are submitted to the Admissions Department. Institutional scholarships have no cash redemption value. Students are only eligible to qualify for one Institutional scholarship. If an institutional scholarship creates a credit balance on the student account, the amount of the institutional scholarship will be reduced to cover only the amount owed as covered on the enrollment agreement.

**In the event that a student is eligible for more than one scholarship, the greater of the two will be awarded.

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E: Veteran/Military Criteria

All Veterans attending the college, receiving veteran education benefits, are required by the SAA (State Accrediting Agency) to:

- Maintain an 80% attendance or higher in their course of training
- Must comply with the colleges SAP (Satisfactory Academic Process) Policy – refer to Catalog pages 13-16

Students that withdraw from the program before completion may have charges that will not be covered by the Department of Veteran Affairs.

Active Military Duty: Military students or students who are dependents of a military service members who receive active duty orders during their program may apply for a Leave of Absence and must also provide the Financial Aid Office with a copy of the active duty orders. The orders must include the date the student must report for duty and the length of time of service. This official documentation is required in order to apply for an LOA. Upon receipt of the required documentation, the College will determine:

- If an audit will meet the needed service requirements. If so, any reschedule fees will be waived.
- If a program delivery method change will meet the service requirements. If so, students will be allowed to change program delivery methods and fees will be waived.
- If a Leave of Absence is required to meet the requirements of service duty.
- If withdrawal from the program is required to meet the requirements of service duty. Any financial penalties to the student will be waived. If withdrawal is required, special consideration will be given during the re-enrollment process.