

## CHAPTER SIX

### COURSE DESCRIPTIONS

(Note: The listing of a course does not necessarily mean that the course will actually be offered in any given academic year).

#### ACCOUNTING

**ACCT 1113 BASIC BOOKKEEPING** A study of the accounting cycle for a service business. The course includes recording and posting of business transactions, financial statement preparation, payroll procedures, and tax rules and regulations. (Cr. 3)

**ACCT 2103 FINANCIAL ACCOUNTING** The study of financial accounting concepts and theories with emphasis on the preparation and use of the income statement, balance sheet, and statement of cash flows. Coverage involves the process of analyzing, processing, interpreting and communicating the financial information to aid in decision-making. (Cr. 3)

**ACCT 2203 MANAGERIAL ACCOUNTING** (Prerequisite: ACCT 2103) The study of managerial accounting concepts and objectives, including analysis of cost behavior and emphasis on using information for decision-making; preparation of budgets; product costing; cost-volume-profit analysis; variance reporting; and performance. (Cr. 3)

**ACCT 2213 COST ACCOUNTING** (Prerequisite: ACCT 2203) Basic concepts of the cost accounting function within a manufacturing organization, including budget and standard costing, job and process costing, direct and indirect costing, cost and profit analysis for decision making, and use of computers for performing these functions. (Cr. 3)

**ACCT 2223 INTERMEDIATE ACCOUNTING** (Prerequisite: ACCT 2203) Study of the evaluation and treatment of assets and liabilities, including consideration of related principles of profit determination. Financial accounting. (Cr. 3)

**ACCT 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

#### AGRICULTURE

**AG 1011 AGRICULTURE ORIENTATION** Basic information in academic and social areas with special emphasis on careers and opportunities in agriculture. (Cr. 1)

**AG 2112 MICROCOMPUTER TECHNIQUES IN AGRICULTURE** A course designed to acquaint agriculture majors with the

microcomputer and its application in agriculture. Content of the course will include basic word processing, spreadsheet design and application, data management and graphics. Other applications will be selected in accordance with the needs of the student. (Cr. 2)

**AG 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

#### AGRICULTURE COMMUNICATIONS

**AG COMM. 2103 COMMUNICATIONS IN AGRICULTURE** A study of the fundamentals of agriculture, news writing and communication methods, including careers and the role of the media in agriculture and related fields. (Cr. 3)

#### AGRICULTURE ECONOMICS

**AG EC 1114 INTRODUCTION TO AGRICULTURE ECONOMICS** Basic economic concepts of scarcity, utility, demand, supply and price. The concepts of diminishing returns, marginality and elasticity. A concept of our national income and employment, the banking system and monetary and fiscal policies of our economy. (Cr. 4)

**AG EC 1203 AGRICULTURE FINANCE AND ACCOUNTING** Study and practice in the fundamentals of record keeping necessary for efficient ranch management, income tax, and social security regulations. Consideration of available sources of financing, public, and private agencies and service related to ranch operations. (Cr. 3)

**AG EC 2013 PRINCIPLES OF AGRICULTURE ECONOMICS** (Prerequisite: AG EC 1114) National economic problems including inflation, unemployment, and monetary policy and their impacts on agriculture industries and farms. Macroeconomic theories of inflation and unemployment. (Cr. 3)

**AG EC 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

#### AGRONOMY

**AGRON 1213 CROP PRODUCTION** Soils and cropping practices necessary for future crop production systems. Production of modern crops and their management, as well as the adaptation of major agronomic crops to varying edaphic and climatic conditions. Importance of crop production to the producer and the consumer. (Cr. 3)

**AGRON 1214 INTRODUCTION TO THE PLANT SCIENCES** World population and food needs, plant classification, distribution, origin, propagation, and improvement. Plant nutrition, cultivation, and cropping systems, weeds, and their control. (Class 3, Lab 2, Cr. 4)

**AGRON 1222 GRAIN AND SEED SCIENCE** (Prerequisite: AGRON 1214) Identification of field crops, important diseases which attack them, weed seeds, practice in judging, and values of seeds and crop products, and commercial grain grading. (Class 1, Lab 2, Cr. 2)

**AGRON 2012 CROP PRODUCTION LABORATORY** (Prerequisite: AGRON 1213 or advisor's approval) Hands-on experiences with crop plants, identification of crops in seed, seedling, mature stages, crop morphology, seed quality, grain grading, growth stages of crops. (Cr. 2)

**AGRON 2014 HAY, FORAGE AND PASTURES** (Fall Semester) A study of range and pasture management, the adaptation and use of hay, forage, and pasture plants, nutritional values, methods of planting and harvesting. (Cr. 4)

**AGRON 2124 FUNDAMENTALS OF SOIL SCIENCE** A general course dealing with the origin, formation, composition, and classification of soils with the principals chemical, physical, and biological properties of soils in relation to plant growth, soil productivity, and land use. (Class 3, Lab 2, Cr. 4)

**AGRON 2991, 2992, 2993, 2994 SPECIAL TOPIC** (Cr. 1, 2, 3, 4)

### **Ammunition Management and Safety**

This is a special program for Defense Ammunition Center (DAC) interns in the Ammunition Manager Course and the Quality Assurance Specialist (QASAS) programs who have completed certain technical training and on-the-job training experiences. Enrollment is limited to DAC interns. Approval by OSRHE is pending.)

**AMS 1012** Conventional Ammunition Orientation (Cr. 2)

**AMS 1042** Ammunition Demilitarization (Cr. 2)

**AMS 1051** Ammunition Facilities (Cr. 1)

**AMS 1101** Ammunition Quality Assurance (Cr. 1)

**AMS 1122** Ammunition Storage (Cr. 2)

**AMS 1132** Ammunition Supply and Inventory (Cr.2)

**AMS 1142** Ammunition Surveillance (Cr. 2)

**AMS 2282** Electrical Explosives Safety (Cr. 2)

**AMS 2311** Environmental Considerations (Cr. 1)

**AMS 2431** Intermodal Dry Cargo Container/CSC Reinspection (Cr. 1)

**AMS 2543** Ammunition Risk Management/SOPs (Cr. 3)

**AMS 2612** Technical Chemical Surety (Cr. 2)

**AMS 2624** Technical Transportation of Hazardous Material (Cr. 4)

**AMS 2633** US Army Explosives Safety Course (Cr. 3)

**AMS 2711** Tools and Equipment (Cr. 1)

**AMS 2822** ESQD and Site Planning (Cr. 2)

**AMS 2851** Ammunition Capstone (Cr. 1)

## **ANIMAL SCIENCE**

**ANSI 1101 EQUINE SELECTION** Provides the student the opportunity to apply the basic techniques of equine selection as it pertains to actual judging experience. This includes evaluation of conformation and performance and expressing oral reason. (Cr. 1)

**ANSI 1102 LIVESTOCK SELECTION** Practice in comparative judging, oral and written discussion of beef cattle, dairy cattle, swine, sheep, and horses. May be repeated. (Class 1, Lab 2, Cr. 2)

**ANSI 1103 LIVESTOCK PRODUCTION** (Fall Semester) A study of breeds and their practical production including selection and breeding, working, fitting, and showing, feeding and haying, barn and fence construction, breed organizations. (Cr. 3)

**ANSI 1122 BASIC HORSESHOEING** A lecture-lab course. Topics covered include trimming feet, fitting shoes, nailing and finishing; also, anatomy of the leg, physiology of motion, and basic understanding of horseshoeing. (Cr. 2)

**ANSI 1124 INTRODUCTION TO ANIMAL SCIENCES** Meat, milk, eggs, and other animal products; world needs and distribution; production, management, quality standards, processing and storage. (Class 3, Lab 2, Cr. 4)

**ANSI 1133 FUNDAMENTALS OF FOOD SCIENCE** Food industry from producer to consumer and the current U.S. and world food situation. (Cr. 3)

**ANSI 1202 BEEF CATTLE MANAGEMENT** Introduction to the management of a beef cattle enterprise both registered and commercial, emphasizing the modern principles of beef cattle production. Includes a study of selection, breeding, nutrition, health, marketing, and other management practices. (Cr. 2)

**ANSI 1213 LIVESTOCK PRODUCTION** (Spring Semester) A continuation of ANSI 1103. (Class 2, Lab 2, Cr. 3)

**ANSI 1223 RANCH ANIMAL ANATOMY AND DISEASES** The anatomy of cattle, horses, and sheep; diseases of these animals and methods of treatment. (Cr. 3)

**ANSI 1232 SWINE MANAGEMENT**

Introduction to the management of a swine enterprise both registered and commercial; emphasizing the modern principles of swine production. Includes a study of selection, breeding, nutrition, health, marketing, and other management practices. (Class 1, Lab 2, Cr. 2)

**ANSI 2012 LIVE ANIMAL EVALUATION**

(Prerequisite: ANSI 1102 and 1124) Using tools for selection including performance records, pedigree information, and visual appraisal in the evaluation of cattle, swine, sheep, and horses. (Cr. 2)

**ANSI 2123 LIVESTOCK FEEDING** Nutrients and their functions, nutrient requirements of the various classes of livestock, composition, and classification of feed stuffs and ration formulation. (Cr. 3)

**ANSI 2133 EQUINE NUTRITION AND HEALTH** A practical study of the principles of feeds and nutrition of the horse, including balancing of rations. This course will also teach basic health indications and first-aid treatments. (Cr. 3)

**ANSI 2253 MEAT ANIMAL AND CARCASS EVALUATION** Evaluation of livestock prior to slaughter for factors influencing carcass grades. Yield and quality grading of carcasses, working with carcass cut out data and factors influencing value, quality, and grade. Ante and post-mortem inspection techniques for cattle, calves, sheep, and swine. (Class 2, Lab 2, Cr. 3)

**ANSI 2422 HORSE PRODUCTION** Emphasizes specific phases of horse production; includes a study of selection, breeding, reproduction, nutrition, and other management practices. Includes field trips to observe the actual management of training horses. (Cr. 2)

**ANSI 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### ADMINISTRATIVE OFFICE TECHNOLOGY

**AOT 1143 MEDICAL TERMINOLOGY FOR THE OFFICE** Students are instructed in basic medical terminology, learning root words, prefixes and suffixes, and building combinations. Spelling and pronunciation are emphasized. A brief discussion of disease pathology is introduced as well. (Cr. 3)

**AOT 1243 MACHINE TRANSCRIPTION** (Prerequisite: AOT 2303) Course provides fundamental instruction in the use of transcribing

machines in the preparation of business letters and other business correspondence. The course includes a review of letter styles, rules of transcription and punctuation, and the mechanics of producing correspondence of high production rates. (Cr. 3)

**AOT 2113 MEDICAL MACHINE TRANSCRIPTION** A study of the terminology used in all areas of medical science, hospital science, and paramedical specialties. This course is designed to develop speed and accuracy in keyboarding, skill in the use of the transcription machine and familiarization of medical terminology. (Cr. 3)

**AOT 2132 RECORDS MANAGEMENT** Study and practice of efficient control of business records; activities dealing with the creation, protection, storage, and disposition of business records. (Cr. 2)

**AOT 2223 THE LAW OFFICE I** Study of the duties and responsibilities of the legal secretary. Ethical conduct and law office management are reviewed. Students will take field trips and listen to guest speakers. (Cr. 3)

**AOT 2233 ADMINISTRATIVE OFFICE PROCEDURES** (Prerequisite: AOT 2303) Study of changes in the workplace, current technology in the workplace, communications, records management, financial issues, conference and meeting planning, travel arrangements, and exploration of career opportunities. (Cr. 3)

**AOT 2253 THE LAW OFFICE II** (Prerequisite: AOT 2223) A continuation of The Law Office I. A study of the various aspects of the legal system with concentration on court-related documents and proceedings. (Cr. 3)

**AOT 2303 INTERMEDIATE KEYBOARDING** Reinforcement of keyboarding/typewriting skills on the computer through production of business correspondence, manuscripts, reports, forms, and tables. Speed 37 to 60 words a minute with a high degree of accuracy. (Cr. 3)

**AOT 2333 ADVANCED PRODUCTION KEYBOARDING** (Prerequisite: AOT 2303) Reinforcement of keyboarding skills on the computer through advanced production. Exploration of desktop publishing, graphic and drawing skills; creating documents using word processing software; creating effective presentations using presentation software; creating worksheets using spreadsheet software; and creating databases. (Cr. 3)

**AOT 2343 CODING FOR REIMBURSEMENT** (Prerequisite: AOT 1143 or equivalent knowledge of medical terminology) Encompasses both CPT-4 coding techniques as well as basic understanding of insurance filing. Current Procedure Terminology, 4<sup>th</sup> Edition (CPT-4) is used exclusively for doctor office billing practices and is required for insurance

reimbursement. Students are instructed in assigning the correct CPT-4 code to office procedures as well as the different types of insurance carriers. Hands-on computer techniques are utilized. (Cr. 3)

**AOT 2373 LEGAL ASPECTS OF HEALTH RECORDS** The focus of this course is on legal issues affecting health information. It provides exposure to the American legal system, legal terminology, case studies, and statutes with practical application of these principles and concepts to medical records. Confidentiality and access to medical records are also addressed. Other topics examined include birth and death certificates, informed consent, response to subpoenas, admissibility, discoverability, negligence, liability, living wills, and organ donations. Lecture (Cr. 3)

**AOT 2353 CODING ICD-9** (Prerequisite: AOT 1143 or equivalent knowledge in medical terminology) Instructs students in the procedure for assigning numeric codes to medical diagnoses for the purpose of statistics, research, and reimbursement. The 9<sup>th</sup> Revision of the International Classification of Diseases, Clinical Modification (ICD-9-CM) is used. (Cr. 3)

**AOT 2363 MEDICAL OFFICE PROCEDURES** Students are instructed in a wide variety of skills and techniques that are required to manage a medical office from scheduling patient appointments to performing payroll duties. Workbooks include sample forms from the “real-environment” of an everyday medical office. (Cr. 3)

**AOT 2993 INTERNSHIP FOR ADMINISTRATIVE OFFICE TECHNOLOGY** This course to be completed in the last semester of course work with departmental approval. Students will complete a minimum of 144 contact hours with a partnered business. The Supervisor will allow students to achieve hands-on experience in the work place. The internship will be closely supervised by an onsite supervisor and faculty advisor. Students are expected to engage in the full range of services provided by the internship agency. Documentation of completed objectives, hours at the work site, and a final meeting and evaluation between the student, employer, and the instructor will be required for credit in this course. (Cr. 3)

**AOT 2991, 2992, 2994 SPECIAL TOPICS**  
(Cr. 1, 2, 4)

### BIOLOGY

**BIOL 1104 CONSERVATION OF NATURAL RESOURCES** The relative dependency of the

human population on natural resources: how uses are changing the water, soil, forest, wildlife, rangelands and minerals; practical tests and evaluation of problems in the environment. (Class 3, Lab 2, Cr. 4)

**BIOL 1114 GENERAL BIOLOGY** General life science involving a study of the principles of biology and the more important aspects of human, plant, and animal life. (Class 3, Lab 2, Cr. 4)

**BIOL 2103 ENVIRONMENTAL SCIENCE I** A lecture survey of application of the life sciences, physical sciences, and agricultural sciences to environmental issues. Addressing environmental problems from the standpoint of ethics, risks, and scientific and social feasibility. (Cr. 3)

**BIOL 2104 ENVIRONMENTAL SCIENCE II** (Prerequisite: BIOL 2103) A field class using diagnostic equipment to study water quality, biological indication of fish and insects, water chemistry, population dynamics, community structure, recording and interpreting scientific data. (Class 3, Lab 2, Cr. 4)

**BIOL 2114 HUMAN ANATOMY** Emphasis is on the structures of the human body through many of the major systems with an introduction to histology. Hands on animal dissections are required. Same as ZOO 2114 (Class 3, Lab 2, Cr. 4)

**BIOL 2124 INTRODUCTION TO MICROBIOLOGY** Introductory study of general principles of microbiology. Not appropriate for life science majors. (Class 3, Lab 2, Cr. 4)

**BIOL 2155 MICROBIOLOGY** (Prerequisite: BIOL 2214 and CHEM 1315) Principles of microbiology for premedical professional and science majors. (Class 3, Lab 6, Cr. 5)

**BIOL 2204 HUMAN PHYSIOLOGY (NURSING EMPHASIS)** (Prerequisite: NUTRIT 1203 and BIOL 2114) Normal functioning of the human body, including chemical and physical processes. Not appropriate for life science majors. (Class 3, Lab 2, Cr. 4)

**BIOL 2214 HUMAN PHYSIOLOGY (SCIENCE EMPHASIS)** (Prerequisite: CHEM 1315 or ZOO 1414) Function of the human body; physical and chemical changes which occur in living systems. (Class 3, Lab 2, Cr. 4)

**BIOL 2224 GENERAL ENTOMOLOGY** A study of both the internal and external structure of insects; classification, with particular attention to beneficial and harmful insects. Required: a specific collection of insects, including all standard orders found in this section. (Class 3, Lab 2, Cr. 4)

**BIOL 2991, 2992, 2993, 2994 SPECIAL TOPICS**  
(Cr. 1, 2, 3, 4)

## BOTANY

**BOT 1114 GENERAL BOTANY** An introduction to the study of the structure and function of plants, introducing plant cell structure, plant anatomy, morphology, genetics, reproduction, and physiology within the underlying themes of ecology and evolution. Laboratory activities include both guided and open inquiry activities. (Class 3, Lab 2, Cr. 4)

**BOT 2134 DENDROLOGY** (Prerequisite: BOT 1114) The study of woody plants, taxonomy, classification, nomenclature, uses and culture of the more important woody plants in North America. (Class 3, Lab 3, Cr. 4)

**BOT 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

## BUSINESS ADMINISTRATION

**BUS AD 1023 BUSINESS MATHEMATICS** Review of fundamental operations of arithmetic; common and decimal fractions, applications of percentage with emphasis on cash and trade discounts, depreciation, bank reconciliation, inventory evaluation, and simple and compound interest and bank discount. Same as MATH 1023 (Cr. 3)

**BUS AD 1101 LEADERSHIP DEVELOPMENT I** Course allows time for planning, implementing, and attending PBL activities at all levels. It includes activities, discussions, and audio-visuals on topics related to analyzing and developing leadership skills that are useful in all areas of life such as goal setting, getting others involved, improving communications, and making rational decisions. (Cr. 1)

**BUS AD 1111 LEADERSHIP DEVELOPMENT II** Course allows time for planning, implementing, and attending PBL activities at all levels. Special attention is given to preparation of data sheets, interview skills, and PBL state and national contest events. Emphasis is placed on developing proficiency in report writing and presentations. (Cr. 1)

**BUS AD 1113 ADMINISTRATIVE OFFICE TECHNOLOGY** Course includes development of skill in the operation of the electronic calculator and solving various types of problems involving the four arithmetic processes. Stresses, the concepts and theories necessary to understand the telephone as a vital communication tool. Includes introduction to scanners and digital cameras in the workplace. (Cr. 3)

**BUS AD 1123 INTRODUCTION TO BUSINESS** Introduction of economics and business administration; survey of basic principles, forms, and practices involved in the administration of the business firm. (Cr. 3)

**BUS AD 1133 HUMAN RELATIONS** Personality traits and development of attitudes necessary for business success including employer-employee relations, supervision, personal efficiency, leadership qualities and business ethics. (Cr. 3)

**BUS AD 1233 GRAMMAR FOR BUSINESS** Principles of English grammar usage and style that comprise the framework of effective business communications and development of proficiency in applying those principles. Same as ENGL 1233 (Cr. 3)

**BUS AD 1513 INTRODUCTION TO HOSPITALITY AND TOURISM** Scope, components, development and future of the hospitality industry. Background on industry structure; overview of specialized areas relating to the management of food service, lodging, gaming, and travel operations. Emphasizes historical development and current trends by examining the social, economic, technological, and geographic factors contributing to the development of the industry. (Cr. 3)

**BUS AD 1613 PRINCIPALS OF CUSTOMER SERVICE** Explores customer service work environments. Identifies and analyzes customer service successes and failures, resolves problems cost effectively, and explores how to develop communication techniques for handling complaining customers. (Cr. 3)

**BUS AD 2101 LEADERSHIP DEVELOPMENT III** Course allows for planning, implementing, and attending PBL activities at all levels. Emphasis is placed on developing leadership skills that are useful in all areas of life such as managing time and recognizing the importance of attitudes related to cooperation, persistence, praise, creativity, trust, positive thinking, perception, etc. (Cr. 1)

**BUS AD 2111 LEADERSHIP DEVELOPMENT IV** Course allows for planning, implementing, and attending PBL activities at all levels. Emphasis is placed on developing competence in interviewing skills, preparation of data sheets, presentations, and PBL state and national contest events. (Cr. 1)

**BUS AD 2113 BUSINESS STATISTICS** (Prerequisite: MATH 1513) Methods of collection and tabulation of data, emphasis on averages, dispersion, elementary probability, normal distribution, sampling, tests of hypothesis, quality control, index numbers, time series, regression, and correlation. Same as MATH 2113 (Cr. 3)

**BUS AD 2123 BUSINESS COMMUNICATIONS**

Survey course of communication skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills. Critical thinking and problem solving skills are emphasized. Development of these skills is integrated with the use of technology. (Cr. 3)

**BUS AD 2203 BUSINESS CALCULUS**

(Prerequisite: MATH 1513 or equivalent) An introduction to the elementary functions of calculus with an emphasis on applications in business. (Cr. 3)

**BUS AD 2223 BUSINESS LAW**

(Prerequisite: sophomore standing) Survey of general elementary law, contracts, principle and agent, employer and employees, negotiable instruments, partnerships, and corporations. (Cr. 3)

**BUS AD 2513 SURVEY OF CASINO OPERATIONS**

Designed to introduce students to the development of gaming, the internal and external casino environment, marketing strategies, and social, cultural, and economic issues of gaming. The course will also study the staffing, audit, regulation, and reporting requirements of gaming operations. (Cr. 3)

**BUS AD 2613 SURVEY OF ENERGY INDUSTRY**

Emphasizes nomenclature, economic impact, reporting needs. Focus on industry administrative and clerical needs, reading legal descriptions, concept of mineral rights and royalties. (Cr. 3)

**BUS AD 2993 INTERNSHIP FOR BUSINESS SERVICES**

This course to be completed in the last semester of course work with departmental approval. Students will complete a minimum of 144 contact hours with a partnered business. The Supervisor will allow students to achieve hands-on experience in the work place. The internship will be closely supervised by an onsite supervisor and faculty advisor. Students are expected to engage in the full range of services provided by the internship agency. Documentation of completed objectives, hours at the work site, and a final meeting and evaluation between the student, employer, and the instructor will be required for credit in this course. (Cr. 3)

**BUS AD 2991, 2992, 2994 SPECIAL TOPICS**

(Cr. 1, 2, 4)

**CHEMISTRY**

**CHEM 1104 MATERIALS CHEMISTRY** A course designed for the general and technical student who wishes to obtain a general knowledge

of the fundamental principles of basic chemistry as applied to materials, their structure and physical properties and who needs only four semester hours of physical science. (Cr. 4)

**CHEM 1315 GENERAL COLLEGE CHEMISTRY I**

(Prerequisite: MATH 1513 College Algebra or concurrent enrollment) Fundamental laws and theories of chemistry; study of the elements and their important compounds. (Class 3, Lab 4, Cr. 5)

**CHEM 1415 GENERAL COLLEGE CHEMISTRY II**

(Prerequisite: CHEM 1315) A continuation of CHEM 1315; laboratory emphasis on qualitative analysis. (Class 3, Lab 4, Cr. 5)

**CHEM 2105 ORGANIC CHEMISTRY I**

(Prerequisite: CHEM 1415) Aliphatic and aromatic compounds with special emphasis given to the aliphatic compounds. (Class 3, Lab 6, Cr. 5)

**CHEM 2205 ORGANIC CHEMISTRY II**

(Prerequisite: CHEM 2105) Continuation of CHEM 2105 with emphasis on methods of preparation and characteristic reactions, reaction mechanisms, and structural determination through spectroscopy. (Class 3, Lab 6, Cr. 5)

**CHEM 2991, 2992, 2993, 2994 SPECIAL TOPICS**

(Cr. 1, 2, 3, 4)

**CHILD DEVELOPMENT****CDP 1113 CHILD GROWTH AND DEVELOPMENT**

An introductory study of the child from conception to six with emphasis on the principles of development, stages of growth, and behavioral patterns. Emphasis on observations of children and appropriate activities for their physical, mental, emotional, and social development. (Cr. 3)

**CDP 1223 PRESCHOOL BEHAVIOR AND GUIDANCE**

Principles of guidance and behavior to foster positive growth and development in young children. Recognizing and assessing problems in development and behavior with emphasis on referral agencies and individuals. (Cr. 3)

**CDP 2013 CHILDREN WITH SPECIAL NEEDS**

A survey of special needs of young children with emphasis on meeting individual needs encompassing physical, behavioral, intellectual, and environmental problems including the culturally disadvantaged. (Cr. 3)

**CDP 2103 PARENT-TEACHER COMMUNITY RELATIONS**

Emphasis on parent-teacher relationships and parent involvement in the program. The effective means of working together for good program and community relationships to bring about optimal coordination of home and center child-rearing practices and expectations. (Cr. 3)

**CDP 2133 LANGUAGE ARTS AND LITERATURE** The emphasis on development of prereading, prewriting skills and expressive language development. Selection and use of literature for preschool children. (Cr. 3)

**CDP 2213 ART AND MUSIC FOR YOUNG CHILDREN** Survey of appropriate materials and techniques in presenting art and music in the curriculum. (Cr. 3)

**CDP 2223 PROGRAM PLANNING FOR EARLY CHILDHOOD PROGRAMS** The development of curriculum for young children, considering short and long range goals of the child care program. The development of daily and unit plans. (Cr. 3)

**CDP 2991, 2992, 2993 SPECIAL TOPICS** (Cr. 1, 2, 3)

### CHOCTAW

**CHOC 1113 ELEMENTARY CHOCTAW I** Pronunciation, elements of grammar, easy readings, conversation, composition, appreciation of life and literature of the Native American and the Choctaw Nation. (Cr. 3)

**CHOC 1213 ELEMENTARY CHOCTAW II** (Prerequisite: CHOC 1113) Continuation of CHOC 1113 – Fundamentals of grammar, oral, and written composition of further acquaintance of the student with life and literature of the Native American. (Cr. 3)

### COMPUTER INFORMATION SYSTEMS

**CIS 1101 KEYBOARDING FOR COMPUTERS I** Introduction to touch control of the alpha and numeric keys on the microcomputer and how to center typed material both horizontally and vertically. (Cr. 1)

**CIS 1102 KEYBOARDING FOR COMPUTERS II** Introduction to touch control of the alpha, numeric, and symbol keys on the microcomputer. Instruction in centering, proofreading, typing personal and business letters, and constructing reports. A functional class for both personal and business use. (Cr. 2)

**CIS 1103 KEYBOARDING FOR COMPUTERS III** Continuation of speed and accuracy development. Instruction in formatting memorandums, postcards, envelopes, two-page reports with footnotes, endnotes, and supplementary pages. (Cr. 3)

**CIS 1113 COMPUTER APPLICATIONS** (Prerequisite: CIS 1101 or equivalent) This course is designed to provide students with fundamental

computer skills. Instruction in the use of microcomputers operating systems and application packages (word processing, spreadsheet, and database in a Windows environment) will be emphasized. Students will receive an introduction to data communications, basic computer hardware, local area networks, Internet, and library utilization. (Cr. 3)

**CIS 1223 COMPUTER LOGIC AND ALGORITHMS** This course is a study of sound reasoning and the application of this reasoning to problem solving. Subjects covered will include binary arithmetic and logic; techniques used in analyzing and understanding a problem; developing a solution to the problem through the use of algorithms, flow charts, and other techniques available to the programmer; and, structure and logic tools provided by computer languages to create sound and dependable computer programs. (Cr. 3)

**CIS 1233 INTRODUCTION TO UNIX** (Prerequisite: CIS 1101 or equivalent and CIS 1223) An introduction to the UNIX operating system command line environment. The syntax of commands, options, and arguments used at the command line. An introduction to the Borne shell and shell scripts, the vi line editor and its capabilities, managing files and directories. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 1243 INTRODUCTION TO WINDOWS OPERATING SYSTEM** This course is designed to provide the user of Windows XP an in-depth look at common operating systems used on both stand-alone and networked computer systems. The course will cover the basics of navigating the Windows environment and programs. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 1313 NETWORKING ESSENTIALS (CCNA I)** This is an introductory course designed to provide an overview of networking concepts in Microsoft 2003 and CISCO Systems networking and implementation. Basics will include fundamentals of using the Open Systems Interconnect (OSI) seven-layer model concepts, network topologies; terminology and technologies are explained and demonstrated in a laboratory environment. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 1323 MS WINDOWS XP PROFESSIONAL** (Prerequisite: CIS 1313) This course provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows XP Professional on stand-alone and client computers that are part of a workgroup or domain network. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 1333 MS WINDOWS 2003 SERVER** (Prerequisite: CIS 1313) This course provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2003

Server and Advanced Server on a domain network to create file, print, and Web and Terminal servers. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 1343 MS WINDOWS 2003 NETWORK INFRASTRUCTURE** (Prerequisite: CIS 1333) This course is for support professionals who are new to Microsoft Windows 2003 and will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses Microsoft Windows 2003 Server products. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 1353 MS WINDOWS 2003 DIRECTORY SERVICES** (Prerequisite: CIS 1343) This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2003 Active Directory Services. This course focuses on implementing and performing the Group Policy-related tasks that are required to centrally manage users and computer systems. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 1363 MS WINDOWS 2003 NETWORK SECURITY** (Prerequisite: CIS 1353) This course provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows 2003 technologies. This course focuses on providing secure access to local area network users; secure access to remote users; secure access between private and public networks; and secure access to network partners. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 1513 INTRODUCTION TO WORD PROCESSING** (Prerequisite: CIS 1101 or equivalent) A study and application of word processing. The course is arranged to guide the user through a step-by-step process in understanding how to use word processing features. The course examines the fundamental features of formatting, editing, and enhancing documents. (Cr. 3)

**CIS 1523 ADVANCED WORD PROCESSING** (Prerequisite: CIS 1513) A continuation of CIS 1513. A study of the numerous advanced word processing features including merging, macros, tables, and sort features. (Cr. 3)

**CIS 1533 INTRODUCTION TO SPREADSHEETS** (Prerequisite: CIS 1101 or equivalent) A study of spreadsheet design and application, focusing on the use of spreadsheets to prepare reports and analyze data. Introduction to spreadsheet commands and capabilities. (Cr. 3)

**CIS 1543 ADVANCED SPREADSHEETS** (Prerequisite: CIS 1533) A study of the numerous advanced features and extended data-analysis capabilities of spreadsheets with emphasis on the use of tables, charts, macros, and database functions. (Cr. 3)

**CIS 1563 DESKTOP PUBLISHING** (Prerequisite: CIS 1513) Designed for those proficient in word processing, this course provides a thorough understanding of Word's advanced features and basic design concepts to create professional documents. (Cr. 3)

**CIS 1573 WINDOWS/MS DOS OPERATING SYSTEMS** (Prerequisite: CIS 1101 or equivalent) A study of the MS Windows/MS DOS operating system and its use as a workstation OS in a network environment. A look at the installation, maintenance, and upgrading of the operating system and its utilities. MS DOS batch files, Windows utilities, and networking tools will be covered. (Cr. 3)

**CIS 2113 PROGRAMMING IN COBOL** (Prerequisite: CIS 1223) A study of the COBOL programming language. Concepts include data types, data input/output, operators, control structures, modular design, elementary table handling, and file processing. The student will design and write programs to solve typical business computer problems. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 2123 ADVANCED COBOL** (Prerequisite: CIS 2113) A continuation of CIS 2113 in development of programming techniques to solve more complex business-related problems. This will include advance table handling, processing of sequential and indexed files, sub programs, sorting, searching, and other advanced features of the language. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 2223 PROGRAMMING IN C++** (Prerequisite: CIS 1223) An introduction to programming concepts and principles. This will include algorithmic design, data types, input/output, operators, control structures, modular design, elementary array handling, and elementary file processing. Object Oriented Programming paradigm will be introduced. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 2233 ADVANCED C++ PROGRAMMING** (Prerequisite: CIS 2223, MATH 1513 and MATH 2013) The use of vectors and lists as data structures in creating more abstract data types such as stacks, queues, trees, and graphs. Algorithmic efficiency will be studied through the use of big O notation to analyze different sort and search algorithms. Other areas covered will be pointers and pointer arithmetic, operator overloading, and recursion. Principles of software engineering will be stressed. Object Oriented Programming will be used throughout the semester.

Outside computer practice and independent study will be required. (Cr. 3)

**CIS 2243 VISUAL C++** (Prerequisite: CIS 2233) A study in the development of Graphical User Interfaces in programming for the Microsoft Windows operating systems. The use of Microsoft Foundation Classes (MFC) will be explored in developing user defined classes. Database connectivity will be introduced through the use of ODBC and ADO. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 2323 PROGRAMMING IN JAVA** (Prerequisite: CIS 2233) This course is designed for the student who has a working knowledge of the C++ language and its OOP structures. A study of Java as an OOP language and its extensive use of classes, both built-in and user defined. The development of container classes using arrays, vectors, and lists to build more robust applications. Algorithmic efficiency will be stressed. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 2333 INTRODUCTION TO ACCESS DATABASE** Course involves the study of the design and application of a relational database. Topics include creation of tables with various field types and properties; finding, sorting, and filtering information; creation of basic to advanced queries; creation of forms and reports both with wizard and in design layout view; establishing relationships between tables; and creating and using sub datasheets. (Cr. 3)

**CIS 2533 COMPUTER ACCOUNTING APPLICATION I** (Prerequisite: ACCT 1113 or ACCT 2103) Reinforces financial accounting theory with use of accounting software to perform tasks including general ledger, accounts receivable, accounts payable, and payroll. Use of software and analysis of data involves student in job-oriented accounting tasks. Software used includes Peachtree, QuickBooks, and Office Suite. (Cr. 3)

**CIS 2543 COMPUTER ACCOUNTING APPLICATIONS II** (Prerequisite: ACCT 2203) Reinforces managerial accounting theory with the use of application software to aid in the preparation of departmental statements, cost-volume-profit analysis, product costing, budgeting, and performance measurements. Decision-making is emphasized through reports assigned. Software usage includes the complete Office Suite with integration of applications required. (Cr. 3)

**CIS 2613 SOFTWARE AND SUPPORT SERVICES** (Prerequisite: CIS 1223 and CIS 1313) This course is designed to provide an overview of

the knowledge and skills necessary to become an effective employee in an information technology department. Topics include business ethics, business communications (both written and oral), technical and non-technical documentation, telephone support, telephone skills, effective customer service, e-mail etiquette, resume writing and interview skills. (Cr. 3)

**CIS 2623 HARDWARE MAINTENANCE AND UPGRADE** An introduction to hardware concepts through hands-on experience with the fundamentals of current microcomputer technologies, including installation, configuration, upgrading, diagnostic and troubleshooting, system optimization and repair, preventive maintenance and safety. (Cr. 3)

**CIS 2633 INFORMATION SYSTEMS RESOURCE MANAGEMENT** (Prerequisite: CIS 1223, CIS 1313, and CIS 2613) A study of the principles and concepts involved in management of hardware, software, and personnel. Topics include Information Technology Department functions within Computer-Information Services, as well as legal, ethical, and professional issues, quality management, and the strategic impact of information technology on the enterprise. (Cr. 3)

**CIS 2643 TELECOM/NETWORK CABLE CERTIFICATION** This course is designed to provide students with the knowledge and skills necessary to become entry-level technicians in the cabling industry. The focus of this course is on network cabling theory; installation tool usage; construction techniques; testing equipment; and troubleshooting and repair. After completing this course, students will be able to terminate, test, and install both copper and fiber optic cabling systems. (Cr. 3)

**CIS 2713 CISCO SYSTEMS II (CCNA)** (Prerequisite: CIS 1223, CIS 1313, and CIS 1333) This course will introduce the student to Interconnecting Cisco Network Devices (ICND); an internetworking concepts overview; assembling and cabling Cisco devices; operating and configuring a Cisco IOS Device; and managing a Cisco network environment through TCP/IP, IP addressing, routers, router CLI, IOS, and protocols. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 2723 CISCO SYSTEMS III (CCNA)** (Prerequisite: CIS 2713) A continuation of CIS 2713 with the introduction of Cisco; interconnecting Networks with TCP/IP; determining IP Routes; IP Traffic management with Access Control Lists, LAN switching, virtual LANs, LAN design, IGRP, and IPX. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 2733 CISCO SYSTEMS IV (CCNA)** (Prerequisite: CIS 2723) A continuation of CIS 2723 and will include serial Point-to-Point connections, WANS, WAN design, ISDN BRI Call, Establishing a

Frame Relay PVC Connection, and network management. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 2743 IMPLEMENTING WIRELESS NETWORKS** (Prerequisite: CIS 1223, CIS 1313, and CIS 1333 or department approval) This course provides students with the knowledge and skills necessary to implement, support, maintain, optimize, and troubleshoot a Wireless Local Area Network (WLAN). It will include the fundamentals of IEEE 802.11 Physical Layer standards and the workings of the Medium Access Control (MAC) and Network Layer Standards. Also, includes planning, building, and securing a WLAN, conducting site surveys and installing hardware and software. Outside computer practice and independent study will be required. (Cr. 3)

**CIS 2993 INTERNSHIP FOR COMPUTER TECHNOLOGY** This course to be completed in the last semester of course work with departmental approval. Students will complete a minimum of 144 contact hours with a partnered business. The Supervisor will allow students to achieve hands-on computer technology experience in the work place. The internship will be closely supervised by an onsite supervisor and faculty advisor. Documentation of completed objectives, hours at the work site, and a final meeting and evaluation between the student, employer, and the instructor will be required for credit in this course. (Cr. 3)

**CIS 2991, 2992, 2994 SPECIAL TOPICS** (Cr. 1, 2, 4)

### CRIMINAL JUSTICE

**CRJS 1113 INTRODUCTION TO CORRECTIONS** An overview of the historical development and a complete analysis of the entire adult corrections systems. (Cr. 3)

**CRJS 1123 INTRODUCTION TO CRIMINAL JUSTICE** An overview of the criminal justice system, to include police, courts, and corrections as they pertain to both adults and juveniles. (Cr. 3)

**CRJS 1133 INTRODUCTION TO LAW ENFORCEMENT** An overview of police–community relations and the significance of this relationship in the prevention of crime. The various programs and techniques available to facilitate law enforcement will be included. Required of all COP majors. (Cr. 3)

**CRJS 1143 JUVENILE DELINQUENCY** Systematic examination of the basic nature of juvenile delinquency. Emphasis placed on juvenile delinquency behavior in relation to family, school, church, peers, community, and institutional structures. (Cr. 3)

**CRJS 1211, 1212 CRIMINAL JUSTICE SEMINAR** Studies in selected topics of criminal justice. This course may be repeated with changing topics. (Cr. 1, 2)

**CRJS 1213 CRIMINAL PROCEDURES AND EVIDENCE** A survey of criminal procedures involving laws of arrest, search and seizure, the criminal trial process, collection and processing of evidence, and the use of evidence at criminal trial as well as the Exclusionary Rule, and the Miranda Warning. (Cr. 3)

**CRJS 1222 CRISIS INTERVENTION** An overview of crisis situations encountered by professionals in the behavioral science fields with emphasis on the criminal justice professional (Cr. 2)

**CRJS 1233 CRIMINOLOGY** The systematic examination of the cause, prevention, and treatment of crime. (Cr. 3)

**CRJS 1253 INVESTIGATIONS** (Prerequisite: CRJS 2123) An overview of the criminal investigation process to include field note taking, report writing, preliminary investigation, crime scene procedures, interview and interrogation, fingerprints, automobile theft, child abuse and exploitation and sexual assaults. Required of all COP majors. (Cr. 3)

**CRJS 1311 SPEED-MEASURING DEVICES** A course designed for the purpose of improving speed enforcement through the proper and efficient use of LIDAR and RADAR speed-measuring devices. Required of all COP majors (Cr. 1)

**CRJS 1322 DWI DETECTION AND STANDARDIZED FIELD SOBRIETY TESTING** A course in recognition, interpretation and report writing for evidence of DWI violations as well as the administration and interpretation of standardized field sobriety tests. Requires of all COP majors. (CR. 2)

**CRJS 2123 CRIMINAL LAW** An overview of criminal law to include statutory crimes and punishments, classification and elements of crimes, classic defenses of a crime, civil liability and legal research. Required of all COP majors. (Cr. 3)

**CRJS 2133 PROFESSIONAL DEVELOPMENT** A COP core course designed to prepare the student in basic firearms shooting skills, in physical fitness, and in studying the CLEET learning objectives for state certification. Required of all COP majors. (Cr. 3)

**CRJS 2144 POLICE PATROL AND TRAFFIC PROCEDURES** (Prerequisite: CRJS 1133, CRJS 1253, CRJS 2123) Analysis of the role and duty of the officer in the selection of traffic and patrol methods and functions to include traffic laws, investigation of driver behaviors and traffic collisions. Required of all COP majors and student must be within 15 credit hours of graduation. (Cr. 4)

**CRJS 2233 DEVIANT BEHAVIOR** A review of historical and current theories regarding the causes of criminal behavior in the major types of criminal offenders. (Cr. 3)

**CRJS 2251 STRESS MANAGEMENT** An overview of stress situations encountered by professionals in the behavioral science fields with emphasis on the criminal justice professional. (Cr. 1)

**CRJS 2264 FIREARMS TRAINING** (Prerequisite: CRJS 1133, CRJS 1253, CRJS 2123, CRJS 2133, CRJS 2144, PSY 1143, HPER 2102) A police basic skills course in the handgun and shotgun to include nomenclature, maintenance, safety, handling, and shooting of these weapons. Required of all COP majors and student must be within 15 credit hours of graduation. (Cr. 4)

**CRJS 2272 LAW ENFORCEMENT DRIVER TRAINING (LEDT)** (Prerequisite: CRJS 1133, CRJS 1253, CRJS 2123, CRJS 2133, CRJS 2144, PSY 1143, HPER 2102) A police basic skills course emphasizing skill safety, laws authorizing and controlling police pursuit, and performance of maneuvers required in pursuits. Required of all COP majors and student must be within 15 credit hours of graduation. (Cr. 2)

**CRJS 2283 CUSTODY AND CONTROL** (Prerequisite: CRJS 1133, CRJS 1253, CRJS 2123, CRJS 2133, CRJS 2144, PSY 1143, HPER 2102) A police basic skills course emphasizing the mechanics of arrest, search, transportation of suspects, and legal use of force. Required of all COP majors and student must be within 15 credit hours of graduation. (Cr. 3)

**CRJS 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### ECONOMICS

**ECON 2113 INTRODUCTION TO MACROECONOMICS** Topics considered include the causes of inflation and recession, national income accounts, employment levels, banking and monetary theory, economic development, and governmental tax and fiscal policy. (Cr. 3)

**ECON 2123 INTRODUCTION TO MICROECONOMICS** Topics considered include market structure and functioning, cost and supply relationships, consumer behavior, demand theory, product and resource pricing, revenue and profit relationships, and international specialization and trade. (Cr. 3)

**ECON 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### ENGINEERING

(These courses are not active.)

**ENGR 1222 TOPOGRAPHIC MAPPING** Topographic and planimetric mapping from control surveys, mapping from photographs, map accuracy, design, compilation, projects and reproduction; use of cartographic data. (Class 1, Lab 3, Cr. 2)

**ENGR 1223 SURVEYING** (Prerequisite: MATH 1513 or equivalent.) Basic course in plane surveying techniques; differential leveling, linear and angular measurements, simple traverses, plane table, stadia, horizontal and vertical curves, earthwork calculations. (Class 2, Lab 3, Cr. 3)

**ENGR 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### ENGLISH

**ENGL 0123 FUNDAMENTALS OF ENGLISH** Review of grammar, punctuation, spelling and sentence structure. Exercises in reading and writing. (Cr. 0)

**ENGL 0131, 0132, 0133 DEVELOPMENT READING** Practical techniques for comprehension skill, study formulas, rate efficiency, and perceptual training for peripheral vision and retention. (Cr. 0)

**ENGL 1113 FRESHMAN COMPOSITION I** (Prerequisite: 19 on ACT English [or equivalent] or ENGL 0123) Brief grammar and mechanics review; emphasis on principles of expository composition with introduction to descriptive, narrative and argumentative composition; study and evaluation of literary models. (Cr. 3)

**ENGL 1213 FRESHMAN COMPOSITION II** (Prerequisite: ENGL 1113) Emphasis on expository composition. Reading and analysis of selected models of literary types. (Cr. 3)

**ENGL 1223 TECHNICAL REPORT WRITING** Format and style of writing scientific and engineering reports; supervised practice for the development of writing skills. (Cr. 3)

**ENGL 1233 GRAMMAR FOR BUSINESS** Principles of English grammar usage and style that comprise the framework of effective business communications and development of proficiency in applying those principles. Same as BUS AD 1233. (Cr. 3)

**ENGL 2413 INTRODUCTION TO LITERATURE** Study of various literary types, approaches to literature, terminology of literature; expository and analytical compositions. Standards for judging and reasons for studying literature. (Cr. 3)

**ENGL 2433 WORLD LITERATURE I** A study of significant ideas of world thinkers revealed through

literary masterpieces from the ancient world to 1700. (Cr. 3)

**ENGL 2443 WORLD LITERATURE II** A study of significant ideas of world thinkers revealed through literary masterpieces from 1700 to the present. (Cr. 3)

**ENGL 2543 ENGLISH LITERATURE I** A survey course of English literature from Old English through the eighteenth century. (Cr. 3)

**ENGL 2653 ENGLISH LITERATURE II** A survey course of English literature of the nineteenth, twentieth and after centuries. (Cr. 3)

**ENGL 2773 AMERICAN LITERATURE I** A survey course from the colonial period to Whitman. (Cr. 3)

**ENGL 2883 AMERICAN LITERATURE II** A continuation of ENGL 2773 from Emerson to the present. (Cr. 3)

**ENGL 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

See also HUMAN 2233-2243 - World Literature I & II.

## FORESTRY

**FOREST 1103 FOREST BUSINESS METHODS** Study of timber sale appraisals, contracts, prospectus, advertising, bidding procedure and sale follow through. Complete logging chance appraisal from tree felling to sale of logs at the mill. General overview of forest taxation to include capital gains treatment. (Cr. 3)

**FOREST 1123 INTRODUCTION TO FORESTRY** A course introducing students to the various aspects of forestry to include an overview of other courses in the forestry curriculum, options (Timber Management technicians and the Bachelor of Science in Forestry), job opportunities and forestry operations in various regions of the United States. (Cr. 3)

**FOREST 1224 FOREST MEASUREMENT** Measurement of land areas, wood products, determination of volume and growth of standing timber and statistical analysis of mensuration data. (Class 2, Lab 4, Cr. 4)

**FOREST 2114 APPLIED SILVICULTURE** A course covering the various harvesting methods, regeneration methods, thinning procedures, overview of forest tree nursery operations, site indicators, and other silvicultural methods leading to increased yield of the forest. (Class 3, Lab 2, Cr. 4)

**FOREST 2115 ADVANCED FOREST MEASUREMENTS** (Prerequisite: FOREST 1224) Practical forest problems taught in a forest situation utilizing skills in timber tract location, boundary determination, cursing, volume determination, stand composition and density, growth determination, economic analysis and prescription writing. General study of timber grading, log grading, and log scaling. (Class 2, Lab 6, Cr. 5)

**FOREST 2123 TIMBER HARVESTING** A course in timber harvesting systems, methods, equipment and economics, including topics in timber procurement, timber sales, logging plans, log road location and construction and logging safety. (Class 2, Lab 2, Cr. 3)

**FOREST 2132 FOREST PRACTICES** (Prerequisite: FOREST 1123, FOREST 1224, and permission of instructor) Forest internship designed to expose the student to the duties and responsibilities of a forest technician as an employee of a forestry organization. (Cr. 2)

**FOREST 2213 FOREST MULTIPLE USE AND CONSERVATION** The multiple use concept as it is applied in practices on forest land as it relates to the production of wood products, water, forage, wildlife, and recreation resources. (Cr. 3)

**FOREST 2214 FOREST PROTECTION** Study of fire prevention, pre-suppression (travel, technique, manpower, and different rates of spread by fire class day), controlled burning and fuel hazard reduction; general study of forest insect and disease identification and basic control measures damage appraisal format. (Class 2, Lab 4, Cr. 4)

**FOREST 2223 FOREST PRODUCTS** A course in the production, distribution, and uses of major forest products, including topics in the structure and identification of wood by species, treatment of forest products, manufacture and milling operations, log and lumber grading and marketing. (Class 2, Lab 2, Cr. 3)

**FOREST 2992 SPECIAL TOPICS** Instruction in technical forestry skills not covered thoroughly in other courses. Areas include tree planting (seedling and larger landscaping trees); chainsaw use, safety and minor repair, greenhouse management, plant propagation and potting plants, chemicals, their use and safety precautions; basic dynamics of forest growth and management. (Cr. 2)

## GEOGRAPHY

**GEOG 2143 INTRODUCTION TO GEOGRAPHY** A study of the earth as the home of man, including such factors as land forms, climate, minerals, industry, water, population, and culture patterns of the world. (Cr. 3)

**GEOG 2723 REGIONAL WORLD GEOGRAPHY**

A comparative study of the cultural regions of the world. (Cr. 3)

**GEOG 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)**GEOLOGY**

**GEOL 1114 GENERAL GEOLOGY** A study of the composition and structure of the earth and its alteration by internal and external processes. Includes an introduction to rocks and minerals, topographic maps, and geologic maps. (Class 3, Lab 2, Cr. 4)

**GEOL 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)**HEALTH, PHYSICAL EDUCATION AND RECREATION**

**HPER 1001, 1002 PHYSICAL FITNESS** Theory and practice of aerobic and special training activities with learning experiences designed to promote physical fitness. (Cr. 1–2)

**HPER 1013 FOUNDATION OF PHYSICAL EDUCATION** An overview of physical education including philosophy, history, movement concepts, exercise physiology, sociological foundations, career opportunity and current issues and challenges. (Cr. 3)

**HPER 1021 CPR FOR THE PROFESSIONAL** Basic life support involving emergency rescue skills to improve cardiac and breathing emergencies. Certified by the American Red Cross. Classroom and lab work required. (Cr. 1)

**HPER 1101 INDIVIDUAL SPORTS FOR WOMEN I** Individual sports in season. (Cr. 1)

**HPER 1102 SCHOOL AND COMMUNITY HEALTH** A study of the solution of health problems found in the school and community. Primary areas of school health with particular emphasis on health services, instruction and environment. (Cr. 2)

**HPER 1111 INDIVIDUAL SPORTS FOR MEN I** Individual sports in season. (Cr. 1)

**HPER 1112/1113 HEALTH CONCEPTS** Fundamentals of a positive health lifestyle such as exercise, nutrition, and stress management. (Cr. 2–3)

**HPER 1121 ELEMENTARY SWIMMING I** The basic fundamentals of swimming. (Cr. 1)

**HPER 1131 BASEBALL I** Varsity competition in baseball. (Cr. 1)

**HPER 1141 BASKETBALL I** Varsity competition in basketball. (Cr. 1)

**HPER 1142 AEROBIOSIS AND ECOLOGY I** Lectures, demonstrations and student participation designed to assist the student in developing an insight as to an overall physical fitness program and his/her ecology; laboratory includes directed physical activities for improving physical fitness. (Class 1, Lab 2, Cr. 2)

**HPER 1161 ELEMENTARY TENNIS I** Detailed instruction in the simple fundamentals of the game. Practice in forehand drive, backhand drive, service, and volley. (Cr. 1)

**HPER 1171 ELEMENTARY GOLF I** Detailed instruction in basic fundamentals of the game. (Cr. 1)

**HPER 1181 WOMEN'S SOFTBALL I** Varsity competition in women's softball. (Cr. 1)

**HPER 1201 INDIVIDUAL SPORTS FOR WOMEN II** (Prerequisite: HPER 1101) Individual sports in season. (Cr. 1)

**HPER 1211 INDIVIDUAL SPORTS FOR MEN II** (Prerequisite: HPER 1111) Individual sports in season. (Cr. 1)

**HPER 1221 INTERMEDIATE SWIMMING II** (Prerequisite: HPER 1121 or equivalent skill as approved by instructor.) A review of the basic strokes and instruction in additional strokes of swimming. (Cr. 1)

**HPER 1231 BASEBALL II** (Prerequisite: HPER 1131) Varsity competition in baseball. (Cr. 1)

**HPER 1241 BASKETBALL II** (Prerequisite: HPER 1141) Varsity competition in basketball. (Cr. 1)

**HPER 1242 AEROBIOSIS AND ECOLOGY II** (Prerequisite: HPER 1142) A continuation of HPER 1142. (Class 1, Lab 2, Cr. 2)

**HPER 1261 INTERMEDIATE TENNIS II** (Prerequisite: HPER 1161 or equivalent skill as approved by instructor) Review of fundamentals and instruction in additional strokes. Court work in singles and doubles. (Cr. 1)

**HPER 1271 INTERMEDIATE GOLF II** (Prerequisite: HPER 1171 or equivalent skill as approved by instructor) Review of the fundamentals and additional fundamentals of golf. (Cr. 1)

**HPER 1281 WOMEN'S SOFTBALL II** (Prerequisite: HPER 1181) Varsity competition in women's softball. (Cr. 1)

**HPER 1301 DANCE FOR POM AND DANCE TEAM** (Prerequisite: Pom and Dance team membership or permission of team sponsor.) An activity course teaching techniques of dance for pom

and dance teams. May be repeated for credit up to 4 hours. (Cr. 1)

**HPER 1311 GYMNASTICS FOR CHEERLEADING** (Prerequisite: Cheerleader team membership or permission of team sponsor.) An activity course teaching techniques of gymnastics for cheerleading teams. May be repeated for credit up to 4 hours. (Cr. 1)

**HPER 1321 WESTERN SWING DANCE A** wide variety of western dances. (Cr. 1)

**HPER 1341 AEROBIC DANCE** Designed for non-dancers to promote physical fitness, especially to increase lung capacity and oxygen transport system. Free creative expressions of reactions to music. (Cr. 1)

**HPER 1401, 1402, 1403, 1404 HPER WORKSHOPS** Concentrated study of selected areas of health, physical education, and recreation. (Cr. 1–4)

**HPER 1501, 1502 RECREATIONAL SPORTS** Recreation oriented for leisure use after graduation. (Cr. 1–2)

**HPER 1601 WATER EXERCISES** Performed while standing in water. The exercises are designed for non-swimmers to promote physical fitness in three areas: flexibility, strength, and cardiovascular endurance. (Cr. 1)

**HPER 1613 CARE AND PREVENTION OF ATHLETIC INJURY** An introductory study of the care and prevention of the most common sports injuries and sports medicine. Topics concerning the ankle, knee, shoulder, elbow, wrist, and hand. (Cr. 3)

**HPER 2102 FIRST AID** Instruction in American Red Cross Community First Aid and Safety. This course includes child, infant, and adult CPR. (Cr. 2)

**HPER 2121 LIFEGUARD TRAINING** Requirements for American Red Cross Lifeguards. (Cr. 1)

**HPER 2131 BASEBALL III** (Prerequisite: HPER 1231) Varsity competition in baseball. (Cr. 1)

**HPER 2141 BASKETBALL III** (Prerequisite: HPER 1241) Varsity competition in basketball. (Cr. 1)

**HPER 2181 WOMEN'S SOFTBALL III** (Prerequisite: HPER 1281) Varsity competition in women's softball. (Cr. 1)

**HPER 2182 SPORTS OFFICIATING I** A study of the rules, mechanics and principles of

officiating the various sports with emphasis on football and basketball. (Cr. 2)

**HPER 2201 INSTRUCTOR'S COURSE IN WATER SAFETY** To prepare for the American National Red Cross Instructor's rating; methods and materials for teaching swimming. (Cr. 1)

**HPER 2221 INSTRUCTOR'S THEORY COURSE IN LIFEGUARD TRAINING (LGI)** (Prerequisite: HPER 2121) Methods and materials for teaching lifeguard training. (Cr. 1)

**HPER 2231 BASEBALL IV** (Prerequisite: HPER 2131) Varsity competition in baseball. (Cr. 1)

**HPER 2241 BASKETBALL IV** (Prerequisite: HPER 2141) Varsity competition in basketball. (Cr. 1)

**HPER 2242 AEROBIOSIS AND ECOLOGY III** (Prerequisite: HPER 1242) A continuation of HPER 1242. (Class 1, Lab 2, Cr. 2)

**HPER 2272 SPORTS OFFICIATING II** (Prerequisite: HPER 2182) A continuation of HPER 2182. (Cr. 2)

**HPER 2281 WOMEN'S SOFTBALL IV** (Prerequisite: HPER 2181) Varsity competition in women's softball. (Cr. 1)

**HPER 2322 THEORY OF COACHING ATHLETICS** A study of the role of coaching including practical aspects of performance, management, and relationships. Topics include motivation, teaching techniques, coaching personalities, and discipline. (Cr. 2)

**HPER 2342 AEROBIOSIS AND ECOLOGY IV** (Prerequisite: HPER 2242) A continuation of HPER 2242. (Class 1, Lab 2, Cr. 2)

**HPER 2362 MOTOR LEARNING** A study of the changes in motor behavior that are primarily the result of practice and experience. This course will cover the stages an individual progresses through in moving from a beginner to a highly skilled performer. (Cr. 2)

**HPER 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

## HISTORY

**HIST 1103 HISTORY OF OKLAHOMA** A survey course of Oklahoma's development from the discovery of America to the present. (Cr. 3)

**HIST 1483 AMERICAN HISTORY TO 1877** A survey course in American history from the colonial period through 1877. (Cr. 3)

**HIST 1493 AMERICAN HISTORY SINCE 1877** A survey course in American history since 1877; political issues which underlie our domestic problems and the rise of the United States as a world power. (Cr. 3)

**HIST 2113 LATIN AMERICA** A study of the history, culture, and development of Spanish and Portuguese-speaking Americans and their place in the world. (Cr. 3)

**HIST 2413 EARLY WORLD CIVILIZATION** A survey of world civilizations from pre-history to 1500, including the political, cultural, and economic contributions of these civilizations to the present global community. (Cr. 3)

**HIST 2423 MODERN WORLD CIVILIZATIONS** A survey of world civilizations from 1500 to the present and their impact on the political, economic, and cultural dimensions of our global community. (Cr. 3)

**HIST 2723 HISTORY OF THE AMERICAN INDIAN** A survey of the Indian tribes of the United States from the pre-Columbian to the contemporary period. The presentation will encompass the tribal culture, impact of the contact with white civilization, and the colonial and United States Governmental relationship with some of these various tribes. (Cr. 3)

**HIST 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### HONORS

**HNRS 1221 CONTEMPORARY AMERICAN ISSUES I** (Prerequisite: admission to the Honors Program) A seminar studying and discussing current issues in American life from varying perspectives. May be repeated for credit up to 3 hours. (Cr. 1)

**HNRS 2221 CONTEMPORARY AMERICAN ISSUES II** (Prerequisite: HNRS 1221) A continuation of HNRS 1221 with additional depth and projects. (Cr. 1)

**HNRS 2313 LEADERSHIP IN A COMPLEX ENVIRONMENT** (Prerequisite: admission to the Honors Program or permission of Honors Program Director) Seminar with independent investigation. Works of the world's great leaders provide the material for developing a personal leadership philosophy, articulating a vision, leading with goals, applying ethics to leadership, making decisions, managing conflict, building a team, empowering groups, initiating change, and leading by serving. (Cr. 3)

### HORTICULTURE

**HORT 1113 PRINCIPLES OF HORTICULTURE AND LANDSCAPE DESIGN** Horticulture principles and practices; basics of

landscape design; study of horticulture plants; place of horticulture in American agriculture. (Cr. 3)

**HORT 2112 INDOOR PLANTS** Maintenance, culture, and identity of foliage and flowering house plants. The thrust will be plant identity. Culture will be from the consumer's viewpoint. (Cr. 2)

**HORT 2113 PLANT MATERIALS** Identification, ecological characteristics, uses and economic value of ornamental plants. Study of basic genetic and environmental factors in plant growth and development. (Cr. 3)

**HORT 2122 TURFGRASS MANAGEMENT** Principles and practices of turfgrass propagation maintenance and management in residential, industrial, and urban park landscapes. (Cr. 2)

**HORT 2123 ORNAMENTAL PLANT PEST CONTROL** Study of insect pests and diseases of importance to nursery, greenhouse, woody ornamentals and turf to include morphology, taxonomy, and I.D. Accepted chemical and ecological control of insects and diseases. Machinery, government regulations, and licensing and chemical effects of safety precautions studied. (Cr. 3)

**HORT 2212 HERBACEOUS PLANTS** Herbaceous plant identification, culture, landscape design and methods and characteristics used in classification. Outdoor plants will be emphasized. Plants of study include flowering annuals and perennials, bulbs, culinary herbs, and hardy ferns. (Cr. 2)

**HORT 2213 LANDSCAPING** Study of basic landscaping designs and principles including constructional design of various landscape features and tasteful use of plants in application. Includes elements of making landscape design proposals. (Cr. 3)

**HORT 2222 ARBORICULTURE** Selection, planting, establishment, pruning, cabling and bolting of trees, shrubs, and vines. Correct use and maintenance of related equipment. Tree climbing with safety belts and ropes. (Cr. 2)

**HORT 2233 NURSERY AND GREENHOUSE PRACTICES** Study of commercial and home plant nursery and greenhouse management practices. Includes construction practices, use of equipment, record keeping, timing and space utilization and growing media in relation to efficient plant growth. Also, includes techniques of containerized growing of trees in greenhouse. (Cr. 3)

**HORT 2243 PLANT PROPAGATION AND MAINTENANCE** Study of various techniques of plant propagation and culture. Includes equipment and methods involved in sexual and asexual methods of plant propagation, grafting, layering, pruning, transplanting, fertilization, and seed testing. Discussion

of genetics and evolution with respect to plant propagation. (Cr. 3)

**HORT 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### **HORTICULTURE/PARKS TECHNOLOGY**

**HPT 2212 INTERPRETIVE RECREATION SERVICES** Study of the kinds of outdoor recreation in urban and rural settings. General study of leisure and the demand for outdoor recreation. Study of interpretation programs. (Cr. 2)

**HPT 2312 PARKS AND NURSERY MANAGEMENT** Study of implementing plans and developing outdoor recreation areas, managing, maintaining, and operating the recreational enterprise. (Cr. 2)

**HPT 2291, 2292, 2293, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### **HUMANITIES**

**HUMAN 1133 MUSIC IN LIFE** A course designed to train and develop an attitude of appreciation and critical study of music through analysis of the impact of music over various time periods of the civilization of humankind throughout the world. (Cr. 3)

**HUMAN 1143 ART IN LIFE** A course designed to train and develops an attitude of appreciation and critical study of art through analysis of the impact of art over various time periods of the civilization of humankind throughout the world. (Cr. 3)

**HUMAN 1153 SURVEY OF WORLD RELIGIONS** A study of the world's most influential religions and religiously oriented schools of thought, with an emphasis on those flourishing in modern times. (Cr. 3)

**HUMAN 2103 THEATRE APPRECIATION** A course designed to develop an appreciation of the theatre arts and their influence on global civilizations through the study of dramatic literature and the performance arts, including playwriting, directing, acting, and design. (Cr. 3)

**HUMAN 2113 GLOBAL HUMANITIES I** A study of the significant ideas and works of various cultures from the ancient world through subsequent generations by examination of universal human values, beliefs, and emotions expressed through intellectual and artistic landmarks. (Cr. 3)

**HUMAN 2213 GLOBAL HUMANITIES II** A global and multicultural study of significant ideas and works of various cultures that inform the ideas

and values of the modern world by selective examination of intellectual and artistic achievements representative of specific time periods. (Cr. 3)

**HUMAN 2223 INTRODUCTION TO GLOBAL PHILOSOPHY** Aims, contributions, relevance of philosophy; methods of inquiry; tools; movements and major philosophies; investigation of causes and laws underlying reality; inquiry into the nature of man and the universe; terminology. (Cr. 3)

**HUMAN 2233 WORLD LITERATURE I** A study of significant ideas of world thinkers revealed through literary masterpieces from the ancient world to 1700. (Cr. 3)

**HUMAN 2243 WORLD LITERATURE II** A study of significant ideas of world thinkers revealed through literary masterpieces from 1700 to the present. (Cr. 3)

**HUMAN 2413 EARLY WORLD CIVILIZATION** A survey of world civilizations from pre-history to 1500, including the political, cultural, and economic contributions of these civilizations to the present global community. Same as HIST 2413. (Cr. 3)

**HUMAN 2423 MODERN WORLD CIVILIZATIONS** A survey of world civilizations from 1500 to the present and their impact on the political, cultural, and economic dimensions of our global community. Same as HIST 2423. (Cr. 3)

**HUMAN 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### **JOURNALISM**

**JOURN 1101 PUBLICATIONS PRODUCTION** Practical lab experience for basic techniques in reporting, editing, layout and design, photography, and/or advertising. Two hours of lab working by arrangement on the staff of the student newspaper or yearbook. May be repeated for credit up to four times. A maximum of three hours will count toward graduation. (Cr. 1)

**JOURN 1103 FUNDAMENTALS OF PHOTOGRAPHY** Study of the fundamentals of photography for the beginning student interested in gaining a familiarization with photography and for the hobbyist. History of photography with laboratory assignments in taking pictures, developing film, and printing. (Class 2, Lab 2, Cr. 3)

**JOURN 1113 INTRODUCTION TO MASS COMMUNICATIONS** An overall view of the mass media and how society is affected. Designed to give the student various facts of the field and an appreciation for them. (Cr. 3)

**JOURN 1123 INTRODUCTION TO SHORT STORY WRITING** This course is an introduction to modern creative short story writing which covers basic

principles and skills to produce the short story for extra elective credit only. (Cr. 3)

**JOURN 1133 PHOTOGRAPHIC JOURNALISM** (Prerequisite: JOURN 1103) Film, processing techniques, layout and design for the photographic picture page and composition techniques directed toward the print media including methods to supplement feature stories for freelance and magazine marketing. (Cr. 3)

**JOURN 1143 FUNDAMENTALS OF PUBLIC RELATIONS** Use of tools and techniques to support public relations programs. Attention is given to objectives, content, style, and graphic presentation to interpret organizational policies to internal and external publics through mass and specialized media. (Cr. 3)

**JOURN 1203 GRAPHIC ARTS FOR THE PRINT MEDIA** Introduction to creative and practical aspects of designing and preparing materials for print media. Includes design, layout, typography and illustrations for preparing newspaper, magazine, and advertising materials for various print processes. (Cr. 3)

**JOURN 1213 NEWSPAPER REPORTING** (Prerequisite: JOURN 1113) Study of the fundamentals of journalistic writing with emphasis on the elements of news gathering and news writing, advertising and press photography, copy editing, and page make-up, with increased experience on the college publication. (Cr. 3)

**JOURN 1223 INTRODUCTION TO NOVEL WRITING** This course is an introduction to creative novel writing which covers basic principles and skills in writing the full-length novel for extra elective credit only. (Cr. 3)

**JOURN 2013 PRACTICAL EXPERIENCE IN JOURNALISM** (Prerequisite: JOURN 1213 or permission) Designed to give on-the-job training for interns. Includes working for local or area newspapers, advertising, or public relation agency or college publication. (Cr. 3)

**JOURN 2113 NEWS EDITING** (Prerequisite: JOURN 1113 or 1213 or equivalent) Theory of news selection, preparation and display, emphasis on the responsibility of the editor. Lectures, discussions, and laboratory work on the college newspaper. (Cr. 3)

**JOURN 2123 PRINCIPLES OF MASS MEDIA ADVERTISING** Designed to acquaint students with basic principles of mass media advertising; includes a study of advertising in perspective, advertising barriers, prices and profits, propaganda techniques, layout and design. (Cr. 3)

**JOURN 2133 RADIO BROADCASTING** An overview of the radio industry including the skills, formats, training and experience necessary in radio. (Cr. 3)

**JOURN 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### MANAGEMENT

**MGT 2113 PRINCIPLES OF MANAGEMENT** Management processes involved in organizing, controlling, activating, and planning for an organization. Leadership and executive behavior required of management. (Cr. 3)

**MGT 2143 FINANCIAL MANAGEMENT** (Prerequisite: ACCT 1113 or ACCT 2104 or permission of the instructor) Study of financial functions, including analysis of financial needs, acquisition of financial resources, and the allocation of funds to finance ongoing business activity. (Cr. 3)

### MARKETING

**MKT 2123 PRINCIPLES OF ADVERTISING** A survey of the various media and motivating forces in advertising. Training in planning and evaluating advertising. (Cr. 3)

**MKT 2333 MARKETING** Study of institutions engaged in the movement of goods and services from producers to consumers; functions, methods, channels, pricing, and regulation of marketing policies. (Cr. 3)

**MKT 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### MATHEMATICS

**MATH 0103 GENERAL COLLEGE MATHEMATICS** Basic mathematics, elementary logic, geometry, number concepts, algebra, measurements, mensuration functions and graphs. (Cr. 0)

**MATH 0113 BASIC ALGEBRA** A developmental algebra course covering arithmetic of fractions, decimals, and percents, signed numbers, algebraic expressions, equation solving, word problems, formulas, inequalities, coordinate graphing, and algebraic operations. (Cr. 0)

**MATH 0123 INTERMEDIATE ALGEBRA** A developmental algebra course taken as preparation for credit math courses covering factoring, rational expressions/equations, systems of equations, roots and radicals, and quadratic equations. Requires equation-solving skills. (Cr. 0)

**MATH 0125 BASIC AND INTERMEDIATE ALGEBRA** A developmental algebra course taken as preparation for credit math courses covering equation solving, word problems, formulas, inequalities, coordinate graphing, and algebraic operations in addition to the topics of MATH 0123. (Cr. 0)

**MATH 1023 BUSINESS MATHEMATICS**

(Prerequisite: two units of high school algebra or MATH 0123 or MATH 0125) Review of fundamental operations of arithmetic: common and decimal fractions, application of percentage with emphasis on cash and trade discounts, depreciation, bank reconciliation, inventory evaluation, and simple and compound interest and bank discounts. Same as BUS AD 1023. (Cr. 3)

**MATH 1133 TECHNICAL MATH**

(Prerequisite: two units of high school algebra or MATH 0123 or MATH 0125) A study of percentage, ratio and proportion, logarithms, slide rule, regular polygons and circles, geometric solids, graphing and right triangle trigonometry. Application of these in strength of materials, work and power, tapers and other areas to emphasize practical solutions. (Cr. 3)

**MATH 1503 SURVEY OF MATHEMATICS**

(Prerequisite: ACT 19 in Math or MATH 0123/0125) A general education mathematics course, designed for students whose major field requires no additional math courses. This course will focus on logic and problem solving, and consist of selected topics from geometry, probability and statistics, trigonometry, algebra, and applied mathematics. This class will not serve as a prerequisite for any subsequent mathematics courses. (Cr. 3)

**MATH 1513 COLLEGE ALGEBRA**

(Prerequisite: Two units of high school algebra and ACT of 19 or MATH 0123 or MATH 0125) A review of elementary algebra, logarithms, quadratic equations, graphical representation, variation, binomial theorem and progressions. (Cr. 3)

**MATH 1613 TRIGONOMETRY**

(Prerequisite: MATH 1513) Trigonometric functions of any angle, solutions of triangles, and trigonometric identities. (Cr. 3)

**MATH 2013 INTRODUCTION TO DISCRETE MATHEMATICS**

(Prerequisite: MATH 1513) An introduction to the study of logic and proofs, set theory, algorithms, counting methods, recurrence relations, graph theory, trees and/or Boolean algebra. (Cr. 3)

**MATH 2113 BUSINESS STATISTICS**

(Prerequisite: MATH 1513) Methods of collection and tabulation of data, emphasis on averages, dispersion, elementary probability, normal distribution, sampling tests of hypothesis, quality control, index numbers, time series, regression, and correlation. Same as BUS AD 2113. (Cr.3)

**MATH 2203 BUSINESS CALCULUS**

(Prerequisite: MATH 1513) An introduction to the elementary functions of Calculus, with an emphasis on applications in business. (Cr. 3)

**MATH 2213 PROBLEM SOLVING FOR ELEMENTARY EDUCATION MAJORS**

(Prerequisite: MATH 1513) Selected topics from the theory of elementary mathematics including the real number theory, sets and relations, the structure and properties of the systems of real numbers, statistics, and probability. Math credit for non-math majors only. (Cr. 3)

**MATH 2223 GEOMETRY FOR ELEMENTARY EDUCATION MAJORS**

(Prerequisite: MATH 2213) A continuation of MATH 2213 with the study of measurement including the metric system, informal geometry, and an introduction to algebra. Math credit for non-math majors only. (Cr. 3)

**MATH 2233 ELEMENTARY STATISTICS**

(Prerequisite: MATH 1513) The theory of statistics and its application including descriptive statistics, summary statistics, basic probability concepts, statistical distributions, the Binomial distribution, the Normal distribution, the distributions of the sample mean and sample proportion, confidence intervals and hypothesis testing. (Cr. 3)

**MATH 2235 CALCULUS I**

(Prerequisite: MATH 1513 and MATH 1613 or instructor's approval) The differentiation and integration of elementary algebraic and transcendental functions with various physical and geometric properties. (Cr. 5)

**MATH 2245 CALCULUS II**

(Prerequisite: MATH 2235) A continuation of MATH 2235 Calculus I. This course provides applications of integration, additional integration techniques, introduces L'Hôpital's Rule and improper integrals, sequences and series, differentiation and integration of conics, parametric equations and polar coordinates, space geometry using vectors and vector valued functions, functions of several variables, partial derivatives, and multiple integration. (Cr. 5)

**MATH 2253 DIFFERENTIAL EQUATIONS**

(Prerequisite: MATH 2245 or instructor's approval) Single types of ordinary differential equations of the first and second order, linear equations with constant coefficients, applications to geometry and physics. (Cr. 3)

**MATH 2263 COLLEGE GEOMETRY**

An introduction to Euclidean Geometry including basic definitions, basic terminology, axiomatic systems development, constructions and proofs. (Cr. 3)

**MATH 2343 CALCULUS III**

(Prerequisite: MATH 2235 and MATH 2245 and instructor's approval) A continuation of MATH 2235 and MATH 2245 for those students needing to complete additional hours in calculus. Some overlap with MATH 2245. This course provides a more complete coverage of functions of several variables and multiple integration and an introduction to vector analysis and differential equations. (Cr. 3)

**MATH 2413 BRIEF CALCULUS WITH APPLICATIONS** (Prerequisite: MATH 1513) An introduction to the calculus of elementary functions, with an emphasis on applications in business and the life sciences. Will not count toward a math major. (Cr. 3)

**MATH 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### **MEAT PROCESSING AND FOOD SAFETY**

**MPFS 1124 MEAT PROCESSING AND MERCHANDISING** Boning and cutting of red meat carcasses at the retail merchandising level. Working with markup on the basis of percentage of gross sales, percentage of cost, and the basis of cents per pound. Also working with cost of the product cost of operating the business, and the desired net profit factors. (Class 2, Lab 4, Cr. 4)

**MPFS 1143 MEAT GRADING AND SELECTION** Classifying and grading carcasses with wholesale cuts of beef, pork, and lamb; factors influencing quality and value. (Class 2, Lab 2, Cr. 3)

**MPFS 1214 INTRODUCTION TO MEAT TECHNOLOGY** Study and practice in breaking down of animal carcasses, wholesale and retail cuts. The basic principles of beef, pork, lamb, and veal identification are taught. (Class 2, Lab 4, Cr. 4)

**MPFS 1222 MEAT PRODUCT EVALUATION** Practice in selecting and evaluating carcasses, wholesale and retail cuts of beef, pork, and lamb; application of IMPS; carcass grading and justifications. Utilizes area meats facilities for laboratory situations. (Class 1, Lab 2, Cr. 2)

**MPFS 1244 INTRODUCTION TO LIVESTOCK PROCESSING** Fundamentals of slaughtering cattle, sheep, and swine. The application of principles to the processing and economical utilization of meat animals as well as in the manufacture of meat products emphasized in the laboratory. (Class 2, Lab 4, Cr. 4)

**MPFS 2004 MEAT INDUSTRY INTERNSHIP** (Prerequisite: consent of instructor) Full-time internship for one summer session at an approved meat processing unit for on-the-job training. (Cr. 4)

**MPFS 2114 ADVANCED MEAT MERCHANDISING** (Prerequisite: MPFS 1124) Advanced studies of processing and merchandising of beef, pork, and lamb at the retail level. Working with wholesale purchasing and meat pricing relationships as they pertain to the current trends in the meats industry. Cutting test relationships on the three red meat species. (Class 2, Lab 4, Cr. 4)

**MPFS 2124 POULTRY PROCESSING TECHNOLOGY** A study of consumption, composition, grades, and antemortem inspection of poultry. Field trips are required. (Class 3, Lab 2, Cr. 4)

**MPFS 2134 FOOD SAFETY AND SANITATION** The basic characteristics of meat and meat products as they relate to quality standards in a packing house environment. Principles of sanitation, meat plant inspection, insect control, product safety, waste disposal and management will be discussed. (Class 2, Lab 4, Cr. 4)

**MPFS 2144 ADVANCED LIVESTOCK PROCESSING/SAFETY ANALYSIS** (Prerequisite: MPFS 1244) Advanced instruction in slaughtering of livestock. The study of by-products utilization and the curing of hides and pelts. Further instruction of packing house safety, sanitation, and inspection. (Class 2, Lab 4, Cr. 4)

**MPFS 2211 MEAT TECHNOLOGY SEMINAR** A critical review and study of the literature; written and oral reports and discussions of selected subjects in the meats area. (Cr. 1)

**MPFS 2214 ADVANCED MEAT TECHNOLOGY AND FABRICATIONS** (Prerequisite: MPFS 1214) Advanced instruction in wholesale and retail meat cutting. The study of freezing, curing, and preserving of meat products. Includes the study of packaging available and meat merchandising. (Class 2, Lab 4, Cr. 4)

**MPFS 2224 PROCESSING SAUSAGE AND CURED MEATS** (Prerequisites: MPFS 2114 and MPFS 2214 or consent of instructor) Meat and meat product composition. Techniques in the molding and forming of meats, sausage formulation; curing; quality control, and cost analysis. (Class 2, Lab 4, Cr. 4)

**MPFS 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### **MECHANIZED AGRICULTURE**

**MECAG 1413 INTRODUCTION TO ENGINEERING IN AGRICULTURE** The use of power machines and engineered systems for agricultural production and processing of agricultural products. Engineering aspects of land and water resources development and utilization. (Cr. 3)

**MECAG 2202 CONSERVATION SURVEYS AND TECHNOLOGY** Use of the arm level; mechanical methods of erosion control including terracing and farm pond planning. (Cr. 2)

**MECAG 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

## MUSIC

### **MUSIC 1051 APPLIED MUSIC (BARITONE)**

(Prerequisite: permission of instructor) Private instruction on major instrument. First priority of lesson times, to be arranged with instructor, will be given to music majors. May be repeated for credit as many times as the student enrolls. (Cr. 1)

### **MUSIC 1061 APPLIED MUSIC (TRUMPET)**

(Prerequisite: permission of instructor) Private instruction on major instrument. First priority of lesson times, to be arranged with instructor, will be given to music majors. May be repeated for credit as many times as the student enrolls. (Cr. 1)

### **MUSIC 1071 APPLIED MUSIC (FRENCH HORN)**

(Prerequisite: permission of instructor) Private instruction on major instrument. First priority of lesson times, to be arranged with instructor, will be given to music majors. May be repeated for credit as many times as the student enrolls. (Cr. 1)

### **MUSIC 1081 APPLIED MUSIC (TROMBONE)**

(Prerequisite: permission of instructor) Private instruction on major instrument. First priority of lesson times, to be arranged with instructor, will be given to music majors. May be repeated for credit as many times as the student enrolls. (Cr. 1)

### **MUSIC 1091 APPLIED MUSIC (TUBA)**

(Prerequisite: permission of instructor) Private instruction on major instrument. First priority of lesson times, to be arranged with instructor, will be given to music majors. May be repeated for credit as many times as the student enrolls. (Cr. 1)

### **MUSIC 1101 APPLIED MUSIC (PERCUSSION)**

(Prerequisite: permission of instructor) Private instruction on major instrument. First priority of lesson times, to be arranged with instructor, will be given to music majors. May be repeated for credit as many times as the student enrolls. (Cr. 1)

### **MUSIC 1102 FUNDAMENTALS OF MUSIC**

Designed for all majors in freshman year. Includes fundamentals of sound, tone, melody, harmony, texture, all mediums, and instruments of the orchestra, broad musical forms and style periods. Supports elementary education majors (Cr. 2)

### **MUSIC 1114 ELEMENTARY HARMONY AND EAR TRAINING**

An introduction to music theory. Includes musical notation, scales, key signatures, intervals, triads, and part writing. Sight-singing, rhythmic, melodic, and harmonic ear – training. (Cr. 4)

### **MUSIC 1121 APPLIED MUSIC (GUITAR)**

(Prerequisite: permission of instructor) Private

instruction on major instrument. First priority of lesson times, to be arranged with instructor, will be given to music majors. May be repeated for credit as many times as the student enrolls. (Cr. 1)

### **MUSIC 1131 APPLIED MUSIC (BASS)**

(Prerequisite: permission of instructor) Private instruction on major instrument. First priority of lesson times, to be arranged with instructor, will be given to music majors. May be repeated for credit as many times as the student enrolls. (Cr. 1)

### **MUSIC 1161 APPLIED MUSIC (FLUTE)**

(Prerequisite: permission of instructor) Private instruction on major instrument. First priority of lesson times, to be arranged with instructor, will be given to music majors. May be repeated for credit as many times as the student enrolls. (Cr. 1)

### **MUSIC 1171 APPLIED MUSIC (CLARINET)**

(Prerequisite: permission of instructor) Private instruction on major instrument. First priority of lesson times, to be arranged with instructor, will be given to music majors. May be repeated for credit as many times as the student enrolls. (Cr. 1)

### **MUSIC 1181 APPLIED MUSIC (SAXOPHONE)**

(Prerequisite: permission of instructor) Private instruction on major instrument. First priority of lesson times, to be arranged with instructor, will be given to music majors. May be repeated for credit as many times as the student enrolls. (Cr. 1)

### **MUSIC 1191 APPLIED MUSIC (OBOE)**

(Prerequisite: permission of instructor) Private instruction on major instrument. First priority of lesson times, to be arranged with instructor, will be given to music majors. May be repeated for credit as many times as the student enrolls. (Cr. 1)

### **MUSIC 1214 INTERMEDIATE HARMONY AND EAR TRAINING**

(Prerequisite: MUSIC 1114) Continuation of MUSIC 1114, including secondary chords, non-harmonic tones, analysis and figured bass. Sight-singing, rhythmic, melodic, and harmonic ear-training. (Cr. 4)

**MUSIC 1411 PIANO I** (Prerequisite: permission of instructor) Private instruction in piano. (Cr. 1)

**MUSIC 1421 PIANO II** (Prerequisite: permission of instructor) Private instruction in piano. (Cr. 1)

**MUSIC 1511 CLASS VOICE I** (Prerequisite: permission of instructor) Group voice lessons. (Cr. 1)

**MUSIC 1521 CLASS VOICE II** (Prerequisite: permission of instructor) Group voice lessons. (Cr. 1)

**MUSIC 1611 COLLEGE CHOIR** Open to all students. The main performing group for vocalists. (Cr. 1)

**MUSIC 1621 COLLEGE CHOIR** Open to all students. The main performing group for vocalists. (Cr. 1)

**MUSIC 1711 COLLEGE BAND** Open to all students. The main performing group for instrumentalists. (Cr. 1)

**MUSIC 1721 COLLEGE BAND** Open to all students. The main performing group for instrumentalists. (Cr. 1)

**MUSIC 1811 VOCAL ENSEMBLE** (Prerequisite: enrollment in college choir and audition. Select performing group of mixed voices. (Cr. 1)

**MUSIC 1821 VOCAL ENSEMBLE** (Prerequisite: enrollment in college choir and audition. Select performing group of mixed voices. (Cr. 1)

**MUSIC 2114 ADVANCED HARMONY AND EAR TRAINING I** (Prerequisite: MUSIC 1214) Study of seventh chords, modulation, altered chords, borrowed chords and analysis. Sight-singing, rhythmic, melodic, and harmonic ear-training. (Cr. 4)

**MUSIC 2121 ACCOMPANYING** (Prerequisite: permission of instructor) Development of accompaniment techniques, sight reading, and transposition. (Cr. 1)

**MUSIC 2214 ADVANCED HARMONY AND EAR TRAINING II** (Prerequisite: MUSIC 2114) Continuation of MUSIC 2114 through modern practice. Sight-singing and ear-training. In-depth review in preparation of junior year theory placement exams. (Cr. 4)

**MUSIC 2411 PIANO III** (Prerequisite: permission of instructor) Private instruction in piano. (Cr. 1)

**MUSIC 2421 PIANO IV** (Prerequisite: permission of instructor) Private instruction in piano. (Cr. 1)

**MUSIC 2511 APPLIED VOICE I** (Prerequisite: permission of instructor) Private instruction in voice. (Cr. 1)

**MUSIC 2521 APPLIED VOICE II** (Prerequisite: permission of instructor) Private instruction in voice. (Cr. 1)

**MUSIC 2611 COLLEGE CHOIR** Open to all students. The main performing group for vocalists. (Cr. 1)

**MUSIC 2621 COLLEGE CHOIR** Open to all students. The main performing group for vocalists. (Cr. 1)

**MUSIC 2711 COLLEGE BAND** Open to all students. The main performing group for instrumentalists. (Cr. 1)

**MUSIC 2721 COLLEGE BAND** Open to all students. The main performing group for instrumentalists. (Cr. 1)

**MUSIC 2811 VOCAL ENSEMBLE** (Prerequisite: enrollment in college choir and audition) Select performing group of mixed voices. (Cr. 1)

**MUSIC 2821 VOCAL ENSEMBLE** (Prerequisite: enrollment in college choir and audition) Select performing group of mixed voices. (Cr. 1)

**MUSIC 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

## NURSING

**NURS 1002 MATH FOR MEDICATIONS** This course will assist the student in applying basic math skills to the calculation of medication dosages and solutions. The metric system, apothecary, and household systems will be covered. Ration and proportion and formula methods will be used to convert systems of measurement. Realistic problems and calculation medications administration will be stressed. (Theory 2)

**NURS 1012 MEDICAL TERMINOLOGY** (Prerequisite: must be eligible for freshman composition or be enrolled concurrently) This course represents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A word building system will be used to learn new terms. Emphasis is placed on spelling, definition, usage, and minor emphasis on pronunciation. (Cr. 2)

**NURS 1022 PHARMACOLOGY IN NURSING** (Prerequisites: Students in the nursing program specifically designed for first semester sophomore nursing students.) A study of medications according to their drug classifications and the body systems they affect and their effect along with their implications in the delivery of nursing care. (Cr. 2)

**NURS 1032 NURSING PROCESS** (Prerequisite: either current enrollment in nursing or nursing licensure) Professional nursing care: knowledge, skills, and caring in demonstrating expertise of the nursing process in health care settings related to effective utilization of the components of the nursing process. (Cr. 2)

**NURS 1118 INTRODUCTION TO NURSING SCIENCE** (Co-requisites: Concurrent enrollment in ENGL 1113, BIOL 2114, OLS 1111, NUTRIT 1203, HPER 1021 or professional CPR, PSY 2103 recommended) (Placement – Semester: First semester of freshman year. Requires acceptance into nursing program). Role of the nurse in meeting the needs common to all patients. Concepts and techniques basic to nursing are introduced which provide a base on

which subsequent nursing courses build. (Class 4, Lab 4, Cr. 8)

**NURS 1218 FAMILY NURSING** (Prerequisite: ENGL 1113, BIOL 2114, OLS 1111, NUTRIT 1203 & NURS 1118) (Co-requisite: PSYCH 2103, BIOL 2214 & CIS 1113) (Placement-Semester: Second semester of freshman year). The nursing care of mother and child (through young adulthood) is considered an integral part of the family unit in both health and illness situations. The normal physiological and psychosocial factors serve as a basis for identifying deviations from health. Principles and practices related to health promotion and caring for mothers and children of all age groups with health problems are emphasized. The course moves from nursing during the prenatal, intrapartal, and postpartal periods through the life span of childhood ending during young adulthood. (Theory 4, Lab 12, Cr. 8)

**NURS 1303 TRANSITION IN NURSING** (Prerequisite: OLS 1111, ENGL 1113 & 1213, PSY 2103, NUTRIT 1203, BIOL 2114, successful completion of advanced standing exams in Nursing 1118 & 1218, or graduation from an Oklahoma NLN approved practical nursing program within the last five years and licensure as an LPN with 800 hours of nursing experience in acute care, home health or skilled nursing facility). Nursing 1303 introduces the student with a background in practical/vocational nursing or paramedic, to the role of associate degree nursing education and practice. (Cr. 3)

**NURS 2118 PHYSICAL AND MENTAL ILLNESS I** (Prerequisite: NURS 1118 & NURS 1218 for generic students or Nursing 1303 for LPN transitional students. All students must have taken Human Anatomy 2114, Human Physiology 2214, Nutrition 1203, and Developmental Psychology 2103, Computer Applications 1113, English 1113 and 1213.) A study of the major physical and mental health problems common to the young adult and the middle aged persons. The application of principles from the physical and behavioral sciences and stressed in the planning and implementing of nursing care. The content is structured on the theory that the young adult and the middle aged persons are indifferent phases of psycho-social and physical levels of functioning and therefore, emphasizes the nursing process, pathophysiology, psycho-social and medical therapeutic concepts; as well as growth and development, nutrition/diet therapy, health teaching, physical assessment and community resources and responsibilities. (Theory 4, Lab 4, Cr. 8)

**NURS 2212 CURRENT ISSUES IN NURSING** (Prerequisite: NURS 1118, NURS 2118, studied

concurrently with NURS 2218). Study of current issues in nursing which includes roles and functions of nursing organizations, legal, moral and ethical responsibilities of the nurse, as well as political actions effecting nursing. Social changes and major historical factors affecting the advances of nursing are reviewed. Factors pertinent to the personal growth and practices as a registered nurse are stressed. (Theory: Cr. 2)

**NURS 2218 PHYSICAL AND MENTAL ILLNESS II** (Prerequisite: ENGL 1113 & 1213, OLS 1111, PSY 2103, BIOL 2114 & 2214, NUTRIT 1203, MICRO 2155, NURS 1118, 1218 and NURS 2118 or NURS 1303, NURS 2118 and successful advanced standing exams in NURS 1118 & 1218) A study of the major physical & mental health problems affecting the late middle age and elderly. The focus application of the nursing process is on health problems requiring prolonged nursing care. Clinical emphasis is on organizing nursing care for groups of clients and their families. (Theory 4, Lab 4, Cr. 8)

**NURS 2993 MEDICAL TERMINOLOGY** (Prerequisites: ENGL 1113 or concurrent enrollment) (Placement: This course is open to all majors for enrollment). This course represents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations and symbols are included in the content. A word building system will be used to learn new terms. Emphasis is placed on spelling, definition, usage and a minor emphasis on pronunciation. Abbreviations are introduced as related terms and are presented with each unit. Course content is applicable to health related professions and medical options for office assistant. (Cr. 3)

**NURS 2991, 2992, 2994 SPECIAL TOPICS** (Cr. 1, 2, 4)

## NUTRITION

**NUTRIT 1203 NUTRITION** Nutrition principles as applied to physical development and maintaining health with consideration given to personal nutritional needs, so as to better understand and evaluate nutritional information. Course is designed for Nutrition, Science, Pre-med, Nursing and Allied Health majors. Chemistry, Human Physiology, and Human Anatomy topics presented demand students have some background in these courses. (Cr. 3)

**NUTRIT 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

## ORIENTATION AND LIBRARY SCIENCE

**OLS 1111 ORIENTATION AND LIBRARY SCIENCE** Basic information in academic, social,

vocational, and other areas. Use of the college library. Student handbook introduced. (Cr. 1)

### PHYSICS

**PHY 1114 GENERAL PHYSICS I** (Prerequisite: high school algebra or equivalent) Mechanics, heat, and sound for students who wish to enter non-engineering fields. (Class 3, Lab 2, Cr. 4)

**PHY 1214 GENERAL PHYSICS II** (Prerequisite: high school algebra or equivalent) Magnetism, electricity, and light for students who wish to enter non-engineering fields. (Class 3, Lab 2, Cr. 4)

**PHY 2014 ENGINEERING PHYSICS I** (Prerequisite or Corequisite: MATH 2235) Mechanics, heat, and sound for engineering students. (Class 3, Lab 3, Cr. 4)

**PHY 2114 ENGINEERING PHYSICS II** (Prerequisites: PHY 2014; MATH 2235) Magnetism, electricity, and light for engineering students. (Class 3, Lab 3, Cr. 4)

**PHY 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### PHYSICAL SCIENCE

**PHY SC 1114 PHYSICAL SCIENCE** A lecture, laboratory, demonstration course with a limited amount of field work designed to help students understand and interpret their environment. Basic principles in mechanics, electricity, light, chemistry, meteorology, astronomy, and geology. (Class 3, Lab 2, Cr. 4)

**PHY SC 1124 ELEMENTARY ASTRONOMY** A laboratory course covering general facts and principles relating to the solar system, star, and nebulae. (Class 3, Lab 2, Cr. 4)

**PHY SC 1214 EARTH SCIENCE** An introduction to meteorology, the solar system, and historical geology with an emphasis on physical geology. (Class 3, Lab 2, Cr. 4)

**PHY SC 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### POLITICAL SCIENCE

**POL SC 1111 CURRENT ISSUES IN AMERICAN LIFE** An introduction to local, state, and federal government processes and an examination of current issues facing governmental agencies and the American people. Review of America's democratic heritage. May be repeated for credit up to 3 hours. (Cr. 1)

**POL SC 1113 AMERICAN FEDERAL GOVERNMENT** A study of the Constitution and framework of the federal government. (Cr. 3)

**POL SC 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### PSYCHOLOGY

**PSY 1113 INTRODUCTION TO PSYCHOLOGY** A survey of the major areas of study in Psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment. (Cr. 3)

**PSY 1123 PSYCHOLOGY OF AGING** (Prerequisite: PSY 1113) Essentials of basic concepts of psychology as it relates to the older population on psychological issues such as personality and interpersonal relationships upon the successful delivery of services to the elderly. Same as AGING 1123. (Cr. 3)

**PSY 1143 PSYCHOLOGY OF PERSONAL ADJUSTMENT** A study of concepts of a healthy personality including basic needs and drives, self-structure, and promotion of a healthy personality. (Cr. 3)

**PSY 2103 DEVELOPMENTAL PSYCHOLOGY** (Prerequisite: PSY 1113 or Nursing major) A theoretical and research-based course covering social, emotional, physical, and cognitive aspects of human development throughout the lifespan. (Cr. 3)

**PSY 2113 CHILD PSYCHOLOGY** (Prerequisite: PSY 1113) The study of the behavior of the child from conception to adolescence. The impact of early parent-child relationships, the development of self-concept, and the influences of environmental factors are stressed. (Cr. 3)

**PSY 2123 PERSONALITY THEORIES** (Prerequisite: PSY 1113) A psychology course examining personality processes and the various theoretical approaches to the study of personality such as psycho dynamic, behavioral, phenomenological, trait, and social learning theories. (Cr. 3)

**PSY 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### RELIGIOUS EDUCATION

**REL ED 2103 INTRODUCTION TO THE OLD TESTAMENT** A studies of the history and content of the Old Testament. (Cr 3)

**REL ED 2203 INTRODUCTION TO THE NEW TESTAMENT** A study of the history and content of the New Testament. (Cr 3)

**REL ED 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

See also HUMAN 1153 Survey of World Religions.

### SOCIOLOGY

**SOC 1312 DRUG EDUCATION** A course of information regarding pharmacological, physiological, and legal and cultural aspects relating to drug use, misuse and abuse that affect man. (Cr. 2)

**SOC 1113 INTRODUCTION TO SOCIOLOGY** A study of the nature and origin of human cultural heritage, human social nature, and the various forms of collective behavior. (Cr. 3)

**SOC 1213 MARRIAGE AND THE FAMILY** Consideration of courtship and marriage, developing readiness for marriage, initiating marriage roles, family finances and family living, and a study of major value themes in America culture. The family as a social institution and as a unit of interaction. (Cr. 3)

**SOC 2113 SOCIAL PROBLEMS** Survey and analysis of human institutions and some of the major social problems that confront the community today. (Cr. 3)

**SOC 2123 SOCIAL PSYCHOLOGY** The course will cover topics such as conformity, social influence, social cognition, pro-social behavior, prejudice, group processes, interpersonal attraction and social comparison. (Cr. 3)

**SOC 2213 CRIME AND DELINQUENCY** (Prerequisite: SOC 1113) A study of the nature and causes of various forms of illegal activity. Emphasis is given to social factors that aid in developing and motivating deviant behavior. Also programs and agencies concerned with prevention and control of delinquency are discussed. (Cr. 3)

**SOC 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### SPANISH

**SPAN 1115 ELEMENTARY SPANISH I** Pronunciation, elements of grammar, easy readings, conversation, composition, appreciation of life and literature of Latin America and the U.S. Southwest. (Cr. 5)

**SPAN 1215 ELEMENTARY SPANISH II** (Prerequisite: SPAN 1115) Continuation of SPAN 1115. Fundamentals of grammar, oral, and written composition for further acquaintance of the student with life and literature of Latin America. Satisfactory completion with a grade of "C" or better meets the ACTFL Novice-High proficiency

requirement for education majors at Southeastern Oklahoma State University. (Cr. 5)

**SPAN 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

### SPEECH

**SPCH 1011 PARTICIPATION IN COMPETITIVE SPEECH ACTIVITIES.** (Cr. 1)

**SPCH 1021 PARTICIPATION IN COMPETITIVE SPEECH ACTIVITIES.** (Cr. 1)

**SPCH 1103 ACTING** An introductory course for actors emphasizing basic terminology, audition techniques, preparing a role, rehearsing the play and improvisation. (Cr. 3)

**SPCH 1111, 1121, 2131, 2141 PRODUCTION ACTIVITIES** Preparation for and participation in dramatic productions. (Cr. 1)

**SPCH 1113 FUNDAMENTALS OF SPEECH** Elements of oral communication and principles of effective speaking in every day social relationships; includes delivery and organization. (Cr. 3)

**SPCH 1123 INTRODUCTION TO THEATRE** Introduction to the elements of play production including the coordination of play selection, supply requisition, rehearsal schedules, set construction, make-up, costumes, and business of the theater. Adapting materials for the less than professionally equipped theater. (Cr. 3)

**SPCH 1203 VOICE AND DICTION** A study of phonetics and pronunciation symbols, improvement of voice usage, regionalisms and colloquialisms. (Cr. 3)

**SPCH 1223 INTERPERSONAL COMMUNICATIONS** Elements of interpersonal communication in social, business, and community relationships involving verbal and non-verbal communication and problem solving within the family and other small groups. (Cr. 3)

**SPCH 1233 ARGUMENTATION AND DEBATE** Principles of argumentation and persuasion in debate, the debate proposition, the debate brief, audience analysis, evidence and logic, refutation and rebuttal, cross-examination, presentation of case. (Cr. 3)

**SPCH 1403 AMERICAN SIGN LANGUAGE I** This course is designed to develop the receptive and expressive manual communications skills used primarily by American-born persons who are deaf. Emphasis will be on acquiring basic conversational sign language skills. The importance of nonverbal skills will be incorporated into the course, including facial expressions, and body language. Students will also gain knowledge of cultural aspects of deafness. (Cr. 3)

**SPCH 1413 AMERICAN SIGN LANGUAGE II** A continuation of American Sign Language I with an

emphasis on acquiring greater basic conversational skills through an increase of vocabulary. Greater emphasis will be placed on sentence structure as well as a greater emphasis on nonverbal factors relating to receptive and expressive communication. Students will also gain greater knowledge of cultural aspects of deafness. (Cr. 3)

**SPCH 2011 PARTICIPATION IN COMPETITIVE SPEECH ACTIVITIES.** (Cr. 1)

**SPCH 2021 PARTICIPATION IN COMPETITIVE SPEECH ACTIVITIES.** (Cr. 1)

**SPCH 2103 STAGECRAFT** This course is designed to acquaint the student with hand and power tools used in the theater, basic construction techniques, painting techniques and design and execution of properties for stage. (Cr. 3)

**SPCH 2123 BASIC LIGHTING AND SOUND** A course designed to give the student basic skills in aiming and focusing lighting instruments, color, and design in stage lighting. In addition, the student will gain experience in sound systems, sound design, and sound operation. (Cr. 3)

**SPCH 2133 BASIC COSTUME AND MAKE-UP** The student will gain experience in basic sewing techniques, period costume research, and basic design. In addition, the student will gain an understanding of basic stage make-up and design for stage. (Cr. 3)

**SPCH 2203 ORAL INTERPRETATION** Basic principles of oral reading with emphasis on communicating the author's meaning. (Cr. 3)

**SPCH 2233 BUSINESS AND PROFESSIONAL SPEAKING** Students perform a variety of speeches and learn organization, research, structure, and delivery techniques. Students learn conference techniques and interviewing skills. (Cr. 3)

**SPCH 2303 INTERMEDIATE ACTING** (Prerequisite: SPCH 1103) A second semester course for actors emphasizing character analysis and performance techniques through the study of representative dramatic literature. Resume and audition material preparation and practice emphasized. (Cr. 3)

**SPCH 2313 CHARACTER ANALYSIS** (Prerequisite: SPCH 1103) An advanced course for actors emphasizing period style performing for the stage. The students will also learn how to score internal and external motivations for characterizations. (Cr. 3)

**SPCH 2323 AUDITION** (Prerequisite: SPCH 1103) An advanced course for actors emphasizing

the mechanics of preparing for auditions both professionally and for the collegiate circuit. (Cr. 3)

**SPCH 2333 PLAY WRITING** Elements of play writing and principles of effective writing for the theater. This course includes germinal idea writing to complete a finished script. In addition, the students will learn to write for the theater as a medium. (Cr. 3)

**SPCH 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)

## TECHNOLOGY

**TECH 1114 INTRODUCTION TO TECHNICAL STUDIES** An orientation course designed to provide an industry overview as well as generalized skills. This course may be taken in any industrial specialty where the student wishes to get basic skills in a wide range of areas. This course relates to any technical/industrial program. (Cr. 4)

**TECH 1124 LAB SAFETY** An orientation to the safety associated with the industry. Focuses on business/industry, safety in the work place. (Cr. 4)

**TECH 1134 EQUIPMENT OPS/ MANAGEMENT** An orientation to the specialized equipment/tools within the class and Focuses on the proper use of equipment/tools. (Cr. 4)

**TECH 1144 BEGINNING TECHNICAL CONCEPTS** Skills development in an applied setting. Beginning level techniques are developed through design and completion of projects. (Cr. 4)

**TECH 2114 LAB MANAGEMENT** Skills development in coordinating, maintaining, and managing all aspects of lab or shop functions. (Cr. 4)

**TECH 2124 INTERMEDIATE TECH APPLICATIONS** Skills development in an applied setting. Intermediate level techniques are developed through design and completion of projects. (Cr. 4)

**TECH 2134 ADVANCED TECH APPLICATIONS** Skills development in an applied setting. Advanced level techniques are developed through design and completion of projects. (Cr. 4)

**TECH 2144 EMPLOYABILITY SKILLS** Development of skills in job seeking and keeping. The course prepares the student with successful techniques for finding gainful employment and in progressing once on the job. (Cr. 4)

## ZOOLOGY

**ZOO 1114 GENERAL ZOOLOGY** The fundamental principles that govern living things with emphasis on animals; structure, functions, characteristics, life

histories and habits of selected examples of the animal phyla. (Class 3, Lab 2, Cr. 4)

**ZOO 1414 INTRODUCTORY CELLULAR PHYSIOLOGY** Fundamental concepts of cell chemistry and structure with emphasis on membrane transport systems and an introduction to cellular metabolism and recombinant DNA techniques. (Class 3, Lab 2, Cr. 4)

**ZOO 2114 HUMAN ANATOMY** (Cross listed with BIOL 2114) Complete anatomy of the human body and its systems with an introduction to embryology and histology. (Class 3, Lab 2, Cr. 4)

**ZOO 2991, 2992, 2993, 2994 SPECIAL TOPICS** (Cr. 1, 2, 3, 4)