



COURSE CATALOG 57

Catalog V.57, Effective May 06, 2024

Community Care College

www.communitycarecollege.edu

918-610-0027

4242 S. Sheridan

Tulsa, OK 74145

Clary Sage College

www.clarysagecollege.com

918-298-8200

3131 S. Sheridan

Tulsa, OK 74145

Oklahoma Technical College

www.oklahomatechnicalcollege.com

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Tulsa, OK 74145

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Clary Sage College

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Oklahoma Technical College

Associate of Occupational Science –AOS

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ABOUT US



Welcome to Community Care College, Clary Sage College, and Oklahoma Technical College! We are thrilled you have made the decision to join our college family! One thing that makes our colleges great is our CARES culture. CARES stands for Courtesy, Accountability, Respect, Excellence, and Success. You will find a poster with this message in every one of our classrooms and this is what we expect from every student and employee at our colleges. This culture enables us to foster a positive learning environment and ensure your success in your chosen field. All employees at our colleges have an open door policy and we want to hear from you! Please let us know if there is ever anything we can do to make your experience as a student better. We want to hear your success stories too! We are all your biggest cheerleaders and we cannot wait to see you walk across the stage at Graduation!

Sincerely,

President Bryan Day

MISSION

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

PURPOSE AND OBJECTIVES

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

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

HISTORY AND STATEMENT OF LEGAL CONTROL

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

PUBLIC CHARITY MISSION STATEMENT

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

PHYSICAL FACILITY DESCRIPTION

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

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

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

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

HOURS OF OPERATION

Career and Life Development (AH100 and AH105) is required for all residential students and is taken Monday through Thursday, at the Community Care College campus and is held from 8:00am to 1:00pm or 5:30pm to 10:30pm.

Career and Life Development (AH101, AH104, and AH106) is required for all distance education and hybrid students and is taken online.

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

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

Community Care College Hybrid Programs: 8:00a.m to 1:00 p.m. Monday, Tuesday, Wednesday, Thursday, or Friday; 9:00 a.m. to 2:00 p.m. Friday; 5:30 p.m. to 10:30 p.m. Monday, Tuesday, Wednesday, or Thursday; 9:00 a.m. to 12:00 p.m. Monday, Tuesday, Wednesday, or Thursday; or 6:00 p.m. to 9:00 p.m. Monday, Tuesday, Wednesday, or Thursday

Community Care College - Associate Degrees Courses: 7:30 a.m. to 10:30 a.m. Monday-Friday or 11:00 a.m. to 2:00 p.m. Monday-Friday or 2:30 p.m. to 5:30 p.m. Monday-Friday or 6:00 p.m. to 9:00 p.m. Monday-Friday or 8:00 a.m. to 5:00 p.m. Monday-Friday or 7:30 a.m. to 11:15 a.m. Monday-Thursday or 11:00 a.m. to 2:45 p.m. Monday-Thursday or 6:00 p.m. to 9:45 p.m. Monday-Thursday or 7:30 a.m. to 10:20 a.m. Monday-Thursday or 11:00 a.m. to 1:50 p.m. Monday-Thursday or 6:00 p.m. to 8:50 p.m. Monday-Thursday or 9:00 a.m. to 11:50 a.m. Monday-Thursday

Clary Sage College Diploma Programs: Monday-Friday 9:00 a.m. to 3:00 p.m. or Monday-Friday 8:00 a.m. to 2:00 p.m. or Monday-Thursday 8:00 a.m. to 1:00 p.m. or Monday-Thursday 9:00 a.m. to 2:00 p.m. or Monday-Thursday 12:30 p.m. to 5:30 p.m. or Monday-Thursday 5:30 p.m. to 10:30 p.m. or Monday-Thursday 3:00 p.m. to 8:00 p.m. or Monday-Thursday 9:00 a.m. to 3:00 p.m. and Saturday 9:00 a.m. to 3:00 p.m. or Monday-Tuesday 9:00 a.m. to 3:00 p.m. and Wednesday 9:00 a.m. to 12:00 p.m.

Oklahoma Technical College Diploma and Hybrid Programs: 7:00 a.m. to 12:00 p.m. Monday-Friday or 8:00 a.m. to 2:00 p.m. Monday-Friday or 12:30 p.m. to 5:30 p.m. Monday-Friday or 8:00 a.m. to 1:00 p.m. Monday-Thursday or 5:30 p.m. to 10:30 p.m. Monday-Thursday or 5:30 p.m. to 9:30 p.m. and 9:00 a.m. to 1:00 p.m. Monday-Thursday and Saturday or 4:30 p.m. to 10:30 p.m. 9:00 a.m. to 2:00 p.m. or 10:00 a.m. to 3:00 p.m. Monday-Thursday and Saturday & 12:30 p.m. to 5:30 p.m. Monday-Thursday

Online Courses at Community Care College and Clary Sage College: These courses are asynchronous and taught completely online around the students' personal schedule; however, some lectures and content is scheduled depending on the discretion of the instructor. Learners access primary content and instruction using a variety of tools from the Learning Management System.

APPROVALS & LICENSES

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

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

Community Care College has partnered with the CDA Council to help support the professional development of our early childcare and education professionals toward achieving The Child Development Associate (CDA) Credential™. Our ECE courses will count toward the 120 professional education hours required to apply for the CDA.

Clary Sage College is *licensed* by the Oklahoma State Board of Cosmetology and Barbering located at 2401 NW 23rd, Suite 84 Oklahoma City, Oklahoma 73107, (405) 521-2441. Programs licensed: Barber, Cosmetology, Esthetician, Nail Technician, Makeup Artist/Facialist, and Master Instructor. Clary Sage College is recognized as a National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) Assigned School.

ACCREDITATION

The College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is located at 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, (703) 247-4212. The accreditation is granted through February 2023.

At Community Care College, the Medical Assistant (Residential) program is programmatically accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES is located at 6116 Executive Blvd Ste 730, North Bethesda, MD, 20852 (301) 291-7550. The accreditation is granted through February 28, 2026.

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

At Oklahoma Technical College, the Automotive Technology program is programmatically accredited by the National Automotive Technician Education Foundation (NATEF). NATEF is located at 101 Blue Seal Drive, S.E. Suite 101 Leesburg, Virginia 20175, (703) 669-6650. The accreditation is granted through December 1, 2028.

ACADEMIC POLICIES

CURRICULUM

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

CREDIT DEFINITION

Community Care College, Oklahoma Technical College, and the Massage Therapy program at **Clary Sage College** residential programs are on a continuous term and the semester formula for determining credit is recognized. One Credit Hour is equal to 15 hours of lecture or 30 hours of laboratory or 45 hours of internship/externship.

Clary Sage College programs, except for Massage Therapy, are on a continuous term and the semester formula for determining credit is recognized. One Semester Credit Hour is equal to 30 clock hours of theory and lab.

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

TRANSFER OF CREDIT TO OTHER COLLEGES

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

PREVIOUS EDUCATION

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

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

Transcripts for Army, Navy, Marines, and Coast Guard – <https://jst.doded.mil/>

Transcripts for Air Force – <https://www.airuniversity.af.edu/>

The College accepts the DD Form 214 (Discharge) only for evaluation of military service and basic training.

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

Transfer credit will only be granted for courses completed with a grade of "C" or better. Transfer credits are limited to a maximum of 75% of the total credits required for completion of the program. Exception to the 75% and "C" grade rule can be made for both residential and online students for those students who have graduated from the College. For example; if a student graduates from a Diploma program and returns at a later time and enrolls in the supplemental AOS Degree. Those that fall in that category can earn an Associate of Occupational Science degree by taking the General Education segment of the program. However, 25% or more of required program credits must be completed at the College. Transfer credits do not affect grade point average. However, transfer credits do affect the maximum time frame policy found within the SAP policy.

PRIOR LEARNING ASSESSMENT (PLA)

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

GRADING SYSTEM

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

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

The Career and Life Development course (CLD), requires a grade of 70% or greater in order to pass the course successfully.

The Surgical Technologist program requires a grade of 70% or greater in order to successfully complete each course. Refer to the Surgical Technologist Handbook for additional guidance.

*CA is defined as "Credit Attempted"

**Includes "Prior Learning Assessment (PLA)"

GRADE APPEAL

The College extends full support to grades assigned by a faculty member. Student grades are considered final once posted in Transcript. Any grade change must be requested no later than 60 days after the last day of the course.

STUDENT ADVISEMENT

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

TUTORING

All residential and on-line students experiencing difficulty with the material presented in their programs should contact their instructors to arrange for tutoring outside regular class hours. Tutoring is available for all programs at no charge.

MAKE-UP WORK

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

GRADUATION REQUIREMENTS

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

COURSE NUMBERING SYSTEM

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

ADMISSIONS

ELIGIBILITY REQUIREMENTS

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

GENERAL ADMISSIONS REQUIREMENTS

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

- High school transcript that lists the date of graduation and school official signature, or high school diploma that lists the date of graduation and school official signature, or *recognized equivalents of a high school diploma
- Personal interview with Admissions Representative
- Getting to Know You Form
- Recommendation by Admissions Representative

***Recognized equivalents of a high school diploma as listed in the Department of Education's *Federal Student Aid (FSA) Handbook*:**

- A GED certificate (containing the state seal and/or signature of the state official);
- A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category);
- An associate's degree;
- Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution; or
- Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.

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

- Must pass the Accuplacer assessment
- Must pass a urinary drug screening prior to acceptance into the program
- Current Immunization Record
- Personal interview with Surgical Technologist Faculty Member (Accuplacer Assessment must be completed before interview. Documentation of current immunizations must be provided to the surgical technologist faculty member during the personal interview)

Immunization Requirements:

- 1 TB skin test (Within the last 12 months; Quantiferon - TB - Gold is also accepted)
- Hepatitis B series (series of 3 injections)
- MMR (measles, mumps, rubella – series of 2 injections)
- Varicella (chicken pox – series of 2 injections; a titer showing immunity to Varicella can be accepted in place of the 2nd vaccination)
- TDAP (within the last 10 years)
- Seasonal Influenza (as up to date as possible)
- Covid vaccination or completed exemption

Problem-solving skills are required for patient safety in the operating room. Prospective students will take the Accuplacer assessment on campus to determine problem-solving aptitude. If applicant fails to meet minimum score on the Accuplacer Test on the first attempt, the applicant may retest at the next scheduled date. If applicant fails to meet minimum score on the second attempt, applicant may retest in 4 weeks. Community Care College will cover the cost of prospective students' first Accuplacer exam only. The prospective student will be responsible for covering the expense associated with any subsequent Accuplacer Exam.

Accuplacer CPT	Minimum Score Required
Reading Comprehension	246
Mathematical Comprehension	229

- Applicants using the Accuplacer College Placement Test (CPT) are encouraged to practice for the test and review English concepts by using Accuplacer's free study app.
- CPT scores are valid for five years.

If drug screening is passed and prospective student does not start on original start date, the passed drug screening can be used on the next available start date. If start date needs to be pushed out past the next available start date, the prospective student will need to obtain another drug screening at their expense. If drug screening is not passed, the prospective student will have an opportunity to retest for a future start date.

Drug screenings are performed off campus, and the results are confirmed before enrollment can be completed. Prospective students who refuse to have a drug screening will not be considered for admission to the Surgical Technologist program. Prospective students taking substances other than prescription drugs such as over the counter substances are advised to determine whether these substances may result in a positive drug screening prior to having the drug screen. A medical marijuana license will not nullify a positive drug test that was administered for clinical participation.

Inconclusive test results that require retesting will be done at the expense of the prospective student. Inconclusive findings may include test results that are negative for stated drugs but reflect dilution of urine. Prospective students with inconclusive drug test results who refuse to be retested will be denied admission to the Surgical Technologist program.

Community Care College students are required to follow site-specific policies related to vaccines, drug and alcohol testing, and prescription drug use including medical marijuana. Students who have concerns about use of medical marijuana or vaccine requirements should schedule an appointment with the Surgical Technologist Department Head and/or the Campus Director.

Concurrent enrollment is available for current high school Juniors and Seniors. To be accepted, applicants are required to provide the following:

- Official High School transcript with an unweighted GPA of 3.0 or higher on a 4.0 scale
- Completed concurrent enrollment application signed by a parent and the High School Principal or Counselor (must be returned in an envelope with the school seal)
- Personal interview with Admissions Representative and Department Head
- Getting to Know You Form
- Recommendation by Admissions Representative

Applicants who received a homeschool education must provide a transcript, signed by the parent or guardian of the homeschooled student that lists the secondary school courses the student completed and documents the successful completion of a secondary school education in a homeschool setting. A copy of the secondary school completion credential for homeschool (other than a high school diploma or its recognized equivalent) if state law requires homeschooled students to obtain that credential

Unaccredited High School Graduates

Applicants that are a graduate of a private, parochial, or other non-public high school, which is not accredited by a recognized accrediting agency or recognized by the department of education in the state in which the high school is located and is not a diploma mill, must provide:

- A copy of the high school diploma or transcript, and
- ACT, SAT, or ACCUPLACER test scores. Acceptable scores for entry are as follows:

Test	Minimum Score Required
ACT Test	15
SAT Test	810
ACCUPLACER Test	720

If applicant fails to meet minimum score on the ACCUPLACER Test on the first attempt, applicant may retest after waiting 72 hours. If applicant fails to meet minimum score on the second attempt, applicant may retest after waiting one week. If applicant fails to meet minimum score on the third attempt, applicant must wait one year to retest.

Homeschooling

The student can be eligible to receive Title IV, HEA funds if their secondary school education was in a homeschool that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds.

Foreign High School diploma or transcript

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

Please note that if a graduate of a foreign high school meets one of the requirements listed in the above section *Recognized equivalents of a high school diploma as listed in the Department of Education's Federal Student Aid (FSA) Handbook*, they may use that documentation in lieu of having their foreign high school diploma translated and evaluated for U.S. High School equivalency.

English Language Proficiency

All applicants must be proficient in English (reading, writing, and speaking). This requirement is met by one of the following:

- U.S. citizen (including those naturalized), or
- transcript indicating "C" or higher in a college-level writing/composition course from a nationally or regionally accredited U.S. college, or
- graduating from a high school where the primary language of instruction is English

Those for whom English is a second language must provide proof of English proficiency by meeting the following standards of TOEFL (Test of English as a Foreign Language) examples as follows:

- 450 or above on the paper-based test, or
- 173 or above on the computer-based test, or
- 61 or above on the internet-based test, or
- 6 or above for the IELTS (International English Language Testing System)

Non-High School graduates or its equivalent (Clary Sage College ONLY)

All applicants must be at least 21 years of age (beyond the age of compulsory) will be required to pass the Ability-To-Benefit tests. Ability-To-Benefit (ATB) students are required to pass one of the Ability-To-Benefit tests available approved by the U.S. Department of Education. Students subject to these criteria are referred to as students admitted under the Ability-To-Benefit guidelines. ATB student services are rendered and documented in the same way as regular students.

Our college uses the Wonderlic Basic Skills Test (WBST), Verbal Form VS1 & VS2 and Quantitative Form QS1 & QS2. This test is approved by The U.S. Department of Education with a passing score of (200) for Verbal Form VS1 or VS2, (210) for Quantitative Form QS1 or QS2. This test will be administered by an Independent Test Administrator and not by any school representatives. The college's admissions representative will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admission.

Ability-to-Benefit (ATB) students can no longer become eligible for federal financial aid. However, students who were enrolled in an eligible program at any Title IV institution prior July 1, 2012 may continue to establish Title IV eligibility under the ATB test (*Federal Student Aid Handbook 2018-2019, Volume 1 Student Eligibility, Chapter 1, Page 8*).

Diploma Mill Definition

Any entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a degree, diploma, or certificate that may be used to represent to the general public that the student has completed a program of secondary or postsecondary education or training; and
2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government.
3. The Registrar will keep a list of known diploma mill High Schools. Students with diplomas from a diploma mill cannot enroll under the guidelines of Unaccredited High School Graduates.

Financial Arrangements

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

Transfer Students

Enrollment is available for students wishing to transfer to the College after they have withdrawn from other schools both in and out of state. The College does not recruit students already attending or admitted to another school offering similar programs of study. The student must submit transcripts prior to signing the enrollment agreement. Credit for previous training and education in accredited programs may be granted. The acceptance of transfer hours is at the discretion of the College and there is a possibility that no such credit will be granted.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

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

ONLINE ENROLLMENT

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

Admissions Requirements

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

Technical Requirements

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

Attendance and Participation Requirements

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

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

Also, please note the following:

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

At Clary Sage College - Hybrid Learning Oklahoma State Board of Cosmetology and Barbering Programs

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

COLLEGE POLICIES

NON-DISCRIMINATION POLICY

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

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

CANCELLATION OF PROGRAM

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

DISABILITIES

The College is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles, and restrooms to accommodate students in wheelchairs. It is the responsibility of the student to inform the College of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. Federal guidelines require that a college student age 18 or over who wishes to request accommodations under the Americans with Disabilities Amendments Act of 2008 (ADA-AA) may do so by self-identifying with the institution. Self-identification refers to the act of a student voluntarily disclosing to an institution the fact that he or she has a documented disability and is requesting protection under the ADA-AA. This is the first step in applying for disability-related accommodations. Parents, guardians, former guidance counselors, and clinicians cannot self-identify for a college student over the age of 18. He/she must self-identify on his/her own. Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must complete an Accommodation-Academic Adjustment Request Form. In addition, the College requires that a student provide documentation that verifies that his/her disability substantially limits some major life activity and that supports the requested accommodation.

DRESS CODE

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

TOBACCO POLICY

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

DRUG-FREE

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

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

Medical Marijuana: While the use of medical marijuana has been legalized in the state of Oklahoma, federal law continues to prohibit marijuana sale, possession and use. Therefore, the sale, possession or use of medical marijuana is prohibited on all College properties, including parking lots, and at all College sponsored activities. Additionally, students and employees may not come to class or work under the influence.

RECORDS

Student records are secured in a designated area. They may be inspected for approved purposes upon receipt of proper written notification to the Office of Registrar. Official transcripts may be requested through the Office of Registrar via our college websites under the resource tab. No official transcripts or diploma will be released to anyone with a balance owed to the College. We do not issue unofficial transcripts.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

1974, as amended. This act, with which this institution intends to comply fully, was designed to protect the privacy of education records, to establish records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Directory information includes:

- Student's name
- Address
- Telephone Listing
- Email Address
- Photograph
- Date and place of birth
- Major Field of Study
- Grade level
- Enrollment status (e.g. undergraduate or graduate, full or part-time)
- Dates of attendance
- Participation in officially recognized activities and sports
- Degrees, honors and awards granted or received, and dates granted or received
- Most recent educational agency or institution attended

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

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

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

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

CLOSING

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

Emergency Procedures

The college emergency procedures can be found online at <http://collegesooner.com/consumer-information/>.

WITHDRAWAL POLICY

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

Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student. Items of extra expense are not returnable or refundable.

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

All electronic devices received by a student are non-refundable.

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

FINANCIAL AID

ENROLLMENT STANDARDS

The minimum enrollment standards are as follows:

Full Time: 12 semester credits per semester

$\frac{3}{4}$ Time: 9 semester credits per semester

$\frac{1}{2}$ Time: 6 semester credits per semester

Less than $\frac{1}{2}$ Time: less than half of the workload of the minimum full-time requirement.

Courses in programs are offered and scheduled in terms. Students may lose student loan funds for the term if their enrollment status is reduced to Less than $\frac{1}{2}$ Time status.

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

ACCELERATION OF PROGRAM

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

CANCELLATION/REFUND POLICY

Three-day cancellation: All monies paid by an applicant will be refunded within three days of signing an enrollment agreement and making an initial payment. Student subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 10% of the total contract price, not to exceed \$100.

In accordance with school policy, any student who begins classes and then withdraws, or is terminated by the College, will be refunded tuition and fees as follows:

- During the first 14 calendar days, tuition retained by the College will be 10% of the total contract price of the program plus \$150, but in no event will more than \$350 be retained.
- After 14 calendar days, but within the first 25% of the payment period, the tuition retained by the College shall be 25% of the tuition charged in the payment period and any previous payment period costs, plus \$150.
- After a student completes over 25%, but within 50% of the payment period, the tuition retained by the College shall be 50% of the tuition charged in the payment period and any previous payment period costs, plus \$150.
- A student completing more than 50% of the payment period is not entitled to any tuition refund.

Any refund due shall be paid within 30 to 45 days after cancellation or termination, unless the refund is payable directly to the applicant or student, in which case it shall be paid within 30 days after cancellation or termination.

Special Cases: In case a student has a prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make a settlement that is reasonable and fair to both.

Discontinued Class: In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

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

Official Withdrawal: Any student wishing to withdraw from a program may initiate the process by way of telephone, writing, email, facsimile or in person in which he/she informs the College of his/her intentions. The withdraw policy also applies when a student is terminated by the College for a documented reason.

The Office of the Registrar is the specific department that processes and completes a withdraw form. If the student is unable to personally make the notification, a notification can be provided on behalf of the student.

Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student.

Items of extra expense are not returnable or refundable.

FINANCIAL AID

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

How Eligibility is determined for TITLE IV, HEA

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

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED)

certificate, or by completing a high school education in a homeschool setting approved under state law.

2. Be enrolled or accepted for enrollment as a *regular student* in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
Men exempted from the requirement to register include;
 - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;
 - Citizens of the Freely Associated States: The Federated States of Micronesia and the Republics of Palau and the Marshall Islands;
 - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the *FAFSA* stating that:
 - you are not in default on a federal student loan
 - do not owe a refund on a federal *grant*
 - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain *satisfactory academic progress (SAP)* while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require full time enrollment, but the student enrollment status does affect the amount of Pell Grant a student may receive. A student may be eligible to receive Pell Grant for a total of 12 payment periods or 600% which is the lifetime maximum that includes all schools the student attended and receive Pell Grant. Once the student has reached this limit, no further Pell Grant may be received.

In addition, you must meet one of the following:

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

Once LPR status has been granted, the holder of LPR status becomes a qualified alien under the PRWORA (see above), and thus potentially eligible for Title IV, HEA funds (assuming they meet all other eligibility requirements, for example, being enrolled as a regular student in an eligible program, having a high-school diploma or its recognized equivalent, having a Social Security number.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending the College. To be making Satisfactory Academic Progress (SAP) towards a Diploma or an Associate of Occupational Science Degree, students must maintain a specific grade point average as well as proceed through the program at a pace leading to completion in the specified time frame outlined below.

Students who re-enroll to earn a second credential will have their SAP measured on the current program without regard to the previous completed program. Students who change programs will have their SAP standing count toward their new program of study based on applicable credits or clock hours earned. Transfer credit can and do affect completion rates.

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

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

SAP - Academic Standards

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

SAP - Financial Aid Satisfactory Academic Progress Policy

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

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

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

For programs less than 30 weeks:

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

For programs 30 weeks or longer:

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

SAP - Financial Aid Warning Policy

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

Academic Year Definitions

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

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

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

SAP - Schedule of Program Completion

Credit Hour Programs

Standard Program Length

20 Credit Units	30.0 Credit Units Attempted
25 Credit Units	37.5 Credit Units Attempted
33 Credit Units	49.5 Credit Units Attempted
50 Credit Units	75.0 Credit Units Attempted
69 Credit Units	103.5 Credit Units Attempted

Maximum Length

Clock Hour Programs

Standard Program Length

300 Clock Hours	450 Clock Hours Attempted
600 Clock Hours	900 Clock Hours Attempted
1000 Clock Hours	1500 Clock Hours Attempted

Maximum Length

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

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

SAP - Failed Course

Students who fail a course are allowed to repeat the course provided they are able to complete the program within one and one half times the published program length. Repeating a course will be at the students' expense. Eligible students may use financial aid to cover the expense. Students repeating a course must complete all class work and tests. The earned grade for the repeated course is recorded on the official transcript. To successfully repeat a failed course a student must earn a minimum cumulative GPA of 2.0 for the repeated course.

SAP – Incomplete (I)

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

SAP – Withdraw (W)

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

SAP – Rescheduled Courses (RS)

Students may be rescheduled for a course due to attendance reasons. A grade of RS does not affect GPA or credits attempted or clock hours attempted at Clary Sage College, however, it does affect the maximum timeframe completion. Rescheduling a course will be at the students' expense. Eligible students may use financial aid to cover the expense.

SAP - Academic Warning/Expulsion

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

SAP - Readmission/Re-Enrollment

All withdrawn or terminated students who re-enter must have all monies previously owed to the College satisfied. The student will be responsible for the following fees: re-enrollment fee, tuition fee minus any money received from the prior enrollment, and any other published fees as necessary. Applicable credits attempted or clock hours attempted in the prior enrollment will be included in the credits or clock hours used to determine if the student can complete the program with 1½ times the length of the program. For a repeated course, the most recent grade is counted in the student GPA.

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

SAP – Title IV, HEA Appeals/Reinstatement

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

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

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

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

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

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

Financial Aid Probation Status and Financial Appeal Granted:

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

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

Probation Not Granted:

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

Reinstatement of Aid:

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

Attendance:

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

RETURN OF TITLE IV FUNDS, HEA POLICY

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

RETURN TO TITLE IV FUNDS POLICY

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

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

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

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned. The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Withdraw Before 60%

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

Withdraw After 60%

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

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

The Calculation Formula: Clock Hour Programs

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

Calculate the percentage of Title IV, HEA aid earned:

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

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

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

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

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

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

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

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

Example of Calculation: - Credit Hour Programs

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

$$\frac{18(\text{completed days})}{118(\text{total days})} = 15.3\% \text{ (\% of completed calendar days)}$$

2. Determine the amount of Title IV, HEA aid earned by the student by multiplying the percentage of Title IV, HEA aid earned times the total of the Title IV, HEA aid disbursed **plus** the Title IV, HEA aid that could have been disbursed for the payment period.
 $15.3\% \times \$2805.00 = 429.17$ (Amount of aid earned by student)
3. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV, HEA funds or aid that could have been disbursed.
4. If this percentage is less than 60%, then the percentage earned is equal to the calculated value.
5. Funds are returned to the appropriate federal program based on the percent of Percentage of aid earned = the number of scheduled hours in the payment period completed unearned aid using the following formula:
6. Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.
7. When Title IV, HEA funds are returned, the student may owe a balance to the College.

Order of Return

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

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

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

Earned AID:

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

Post Withdraw

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

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

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

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

Time frame for returning an unclaimed Title IV, HEA credit balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

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

The College's responsibilities in regards to Title IV, HEA funds follow:

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

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

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that the student must return is called overpayment. The amount of grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. The student must make arrangement with Community Care College, Clary Sage College, Oklahoma Technical College or Department of Education to return the amount of unearned grant funds.

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

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

Refund vs. Return to Title IV, HEA Funds

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

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

Return to Title IV, HEA questions?

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

STUDENT POLICIES

ATTENDANCE

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

ACADEMIC HONESTY

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

- Talking during a test
- Bringing notes to a test; or accessing unauthorized web pages or apps during the test, unless otherwise instructed
- Looking at another student's paper during testing
- Submitting someone else's work under your name
- Copying and pasting from websites without citing your sources
- Providing test answers or other coursework to any other student; or uploading test answers or other coursework to outside websites

STUDENT SERVICES

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

CAREER SERVICES

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

The College makes contact with and obtains referrals from potential employers regarding job openings. Information obtained from these contacts is matched against the known qualifications and backgrounds of students and/or graduates. Students or graduates who meet the employer's qualification requests are advised of the opening and are expected to pursue the job opportunity and/or job offer from the employer.

The College assists in arranging interviews for graduating students and eligible graduated students. This service is not available to graduates who have lost their jobs through negligence, failure to maintain standards prescribed by their employers, or misconduct. This service is only available to graduates that are in good standing with all departments of the College.

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a privilege extended to the student by a consenting staff member. A leave of absence is rarely granted. If a student wishes to request a leave of absence, the student must first follow the approval process. Students must submit a written request for permission to take a leave of absence to the Registrar. The request must include a beginning and ending date, the reason for the request, and supporting documentation. Students must be in good academic standing at the time of the leave to qualify for the leave of absence. If a leave of absence is granted the leave cannot exceed a total of 180 days in any 12-month period. Students not returning to class on the LOA return date or properly extending their LOA will be withdrawn from the program. The College may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period.

CONDUCT

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

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

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

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

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

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

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

GRIEVANCE PROCEDURE

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

1. Problems are to be addressed outside of class, during break, or after class.
2. Complaints should first be resolved by discussion with the instructor and/or Department Head for academic concerns. If the grievance is not resolved satisfactorily with these individuals, it can then be submitted to the President, whose decision is considered final in all matters pertaining to the College.

If the complaint cannot be resolved after exhausting the College's grievance procedure, the student may file a complaint with the following:

Oklahoma Board of Private Vocational Schools
3700 N. Classen Blvd., #250
Oklahoma City, OK 73118

If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the college for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201 (703) 247-4212
www.accsc.org / complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the college and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/student-corner/complaints.aspx>.

Medical Assistant (Residential) students may contact:

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314
Falls Church, VA 22043

EXPULSION/TERMINATION

Students who fail to meet all requirements of a disciplinary action can be expelled by the President/Campus Director. The student will be notified in writing that he or she is being expelled with an explanation of reasons normally based on violation of a warning or corrective action. In some cases, such as theft, highly inappropriate behavior, or misuse of college records or documents (includes forgery, alteration and destruction); however, the student may be expelled without a warning period. Expulsion/termination will be conducted during a private counseling session or, under certain circumstances, expulsion forms will be emailed and the expulsion will take place over the phone. Students will be offered the opportunity to sign a copy of the expulsion form and return it to the college to be placed into the students' academic record. The student will also be given a copy of the form. Students may appeal using the procedures below.

APPEAL AND REINSTATEMENT POLICY

Expelled students are not entitled to be readmitted unless a written request is submitted to the Campus Director/President and is approved. The admissions representative must submit a Re-Enrollment Request form to Financial Aid and Registrar departments as part of standard operating procedure. Students re-entering the college are charged current tuition rates for the time required to complete the program, plus a \$150 reinstatement fee, and will be required to re-enter on a conditional status.

If the student believes the college has made an error in its decision to expel, he or she must submit arguments in writing and address it to the attention of the Campus Director/President within two weeks of the expulsion date. The case will then be reviewed by the Campus Director/President whose decision is final.

Students who are denied initial admission to the College or are expelled may reply for admission after 90 days from the date of the denial.

ACADEMIC WARNING/CORRECTIVE ACTION/PROBATION

Students are placed on academic warning if they are failing to meet Satisfactory Academic Progress (SAP) guidelines, their Grade Point Average (GPA) falls below a 2.0, they have excessive failed courses, excessive tardiness, or their overall attendance percentage falls below 70%. Students are placed on corrective action in instances where behavior (non-academic) is unacceptable and in most cases have received at least one warning. The terms academic warning and corrective action are used in place of probation. Students are placed on academic warning or corrective action for a minimum of 30 days and no longer than 90 days.

PROGRAM CHANGE

A student must obtain the approval of administration for permission to change a program of study. The student must be in good standing with all departments and meet all prerequisites for the desired program. The form for requesting changes may be obtained from the student's current Department Head to initiate the change. There is a \$150 fee assessed with the program change.

To change programs, students must follow these procedures.

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

VETERAN/MILITARY OVERVIEW

All students attending the college, receiving veteran education benefits, are required per the Federal Regulation 38 CFR 214253 (d)(1)(iv) to adhere to the college's attendance policy and must comply with the college's SAP (Satisfactory Academic Process) Policy.

Students that withdraw from the program before completion may have charges that will not be covered by the Department of Veteran Affairs.

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

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

The College may grant more than one leave of absence in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period.

VA education benefits will not pay for drop fees, re-entry fees, re-schedule fees, or program change fees.

All students using VA education benefits must submit all prior training to transcripts for review and to grant credit as appropriate

The school policy requires that all prior learning be evaluated in a timely manner. For students using veteran education benefits, submission of all prior learning transcripts is required. While official transcripts are preferred, unofficial transcripts will be accepted initially. If transfer credits are identified on any unofficial transcripts, students must submit official transcripts before being cleared for program enrollment. (To receive transfer credits, official transcripts are required.)

As a result of this evaluation, any courses that you have claimed for benefits toward your current program that are repeated may result in an overpayment in which may result in the VA not covering related charges

Students who leave school prior to graduation may have a balance owed to the school VA Education benefits will not cover. You may refer to page 11 for additional information regarding the Cancellation/Refund Policy.

In accordance with the Veterans Benefits and Transition Act of 2018, section 3679(e) of title 38 (Public Law 115-407), regarding student veteran status while awaiting the Department of Veterans Affairs (VA) tuition and fee payments, Community Care College, Clary Sage College, and Oklahoma Technical College will not:

- Deny a student access to classrooms, libraries, or services offered by the college;
- Charge the student a late fee or penalty;
- Require the student to secure alternative funding for the delayed disbursements;
- Prevent the student from scheduling or attending the courses in their program.

Those affected are student veterans using Chapter 30, Chapter 33, Chapter 35, and Chapter 1606.

Students must verify monthly enrollment with the VA in order to receive their monthly payments. Typically, students can either call the VA or verify online.

Once approval is confirmed, please notify your financial aid representative so that we may certify your enrollment with the Veterans Administration. Community Care College, Clary Sage College, and Oklahoma Technical College are programmatic schools, certification will be submitted per course (term) for the entirety of your program upon approval being received. Students may request certification be ceased at any time in writing to their schools' point of contact.

Point of contact(s) for VA beneficiaries and their families:

Community Care College

Dara Lee, AOS
Financial Aid Specialist /School Certifying Official
dlee@communitycarecollege.edu
918-610-0027 X 2019

Clary Sage College

Miranda Doorn, MPH
Senior Financial Aid Specialist /School Certifying Official
mdoorn@clarysagecollege.edu
918-298-8200 Ext 1027

Oklahoma Technical College

Loimata Tupuola
Financial Aid Specialist /School Certifying Official
ltupuola@oklahomatechnicalcollege.com
918-895-7500 X3022

For additional information regarding the Veterans Benefits and Transition Act of 2018, section 3679(e) of title 38 (Public Law 115-407):

<https://odva.ok.gov/state-approving-agency/>,

<https://odva.ok.gov/state-approving-agency/public-law-115-407/>.

BOOKKEEPING – Diploma (DE)

Objective

The Bookkeeping diploma program prepares students for an entry-level bookkeeping position that will provide graduates with a foundation in accounting principles that will enable them to advance in their bookkeeping roles. Theoretical accounting concepts are balanced with practical applications using in-demand accounting software. The course also covers the required topics for certifications in Bookkeeping, QuickBooks Online, and Microsoft Excel.

Classroom Procedures

Each course stands alone as a unit of study unless prerequisite is required as noted by the asterisk (*) in the below outline. Career and Life Development (AH101) is required for students and is taken online. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses.

Diploma

Total Classroom Hrs:	450
Total Program Hrs:	450
Total Weeks:	40
Total Semester Hours of Credit:	30
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH101	Career and Life Development	45/0	3
ACC1223	Financial Accounting	45/0	3
ACC1303	Accounting Software: QuickBooks I	45/0	3
ACC2413	Managerial Accounting *	45/0	3
ACC2613	Accounts Receivable and Account Payable Management	45/0	3
ACC1403	Software Applications: Excel I	45/0	3
ACC2513	Business Tax Fundamentals	45/0	3
ACC2343	Payroll Administration	45/0	3
ACC2803	Software Certification Review*	45/0	3
ACC2903	Bookkeeping Certification Review*	45/0	3

* Course requires a prerequisite prior to taking course.

BOOKKEEPING – Diploma (DE)

AH101 Career and Life Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

ACC1223 Financial Accounting

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will prepare students to measure and record financial data. Students will also learn to create journal entries, post, and adjust entries in an accounting cycle. Additional topics include the preparation of standard financial statements; income statement, balance sheet, statement of owner's equity, and cash flow statements. This course will also introduce students to basic office etiquette; email, phone, and video conferencing.

ACC1303 Accounting Software: QuickBooks I

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will prepare students to perform common bookkeeping tasks using QuickBooks. Procedures covered include setting up, interpreting, and entering transactions for the whole accounting cycle using current accounting standards. Using real-world scenarios, students will work through the topics required for the QuickBooks Certification Exam including how to set up customers; vendors; jobs; bank accounts; loans; inventory items; other current assets and liabilities; income; and expenses. Additional topics include the different versions of QuickBooks, QuickBooks Apps, and key reports commonly produced for management and other stakeholders.

ACC2413 Managerial Accounting

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course continues to explore the accounting cycle. Students will be introduced to the accounting reports needed to support management decisions. It is a more in-depth study of accrual and cash basis accounting; procedures for handling cash; receivables; depreciation; cost of goods; merchandise inventory; ending inventory calculations; error correction; internal control; and fraud prevention. Additional topics include the closing process for the accounting cycle using the trial balance and accounting worksheet, year-end entries, adjusting entries, and the financial statements compilation.

Prerequisite: ACC1223

ACC2613 Accounts Receivable and Accounts Payable Management

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course covers topics on Accounts Receivable, including sales on account, credit card sales, sales returns, trade and cash discounts, posting to general and subsidiary ledgers, sales taxes, and preparing a schedule. Topics covered on Accounts Payable include credit purchases, net delivered cost of purchases, internal control, periodic and perpetual accounting system. Additional topics include cash, petty cash, and bank reconciliations. All topics in AR and AP will be covered in QuickBooks. This course will also introduce students to the basic bookkeeper's workplace skills and responsibilities, how to distinguish between employee and contract labor, and other compensation directives.

ACC1403 Software Applications: Excel I

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course is designed to introduce students to Excel for performing a wide range of accounting tasks in a business environment. The student will work through the topics required for Excel Certification Exam including entering and editing data; modifying worksheets; performing functions; formatting; printing; creating tables, charts, and graphs; and managing large workbooks.

ACC2513 Business Tax Fundamentals

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will provide the student with the fundamentals of small business tax practices. Students will learn the procedures for income tax, estimated tax, self-employment tax, employment taxes, excise tax, and sales tax. Additional topics include procedures for handling I-9's, W-4's, W-2's, W-3, and 1099 Misc. forms. Students will also learn the office operations efficiencies, within the legal and regulatory environments, when pertaining to the handling of small business tax transactions.

ACC2343 Payroll Administration

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course focuses on the management of payroll procedures under the Fair Labor Standards Act and the Internal Revenue Code. Basic concepts and procedures of payroll administration in QuickBooks and an emphasis in the procedural requirements of HRM are covered. Topics include maintaining payroll records and the preparation of federal, state, and local payroll tax reports. Other subjects include payroll and personnel records, computing wages and salary, social security taxes, income tax withholding, unemployment compensation taxes, and analyzing and journalizing payroll transactions.

ACC2803 Software Certification Review

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course builds on Excel I and QuickBooks I. Students continue to work through the topics required for certification including advanced Excel topics such as financial tools and functions; performing what-if analyses; analyzing data with business intelligence; and collaborating on a shared workbook. The advanced QuickBooks topics include working with settings and navigation, banking, customers, vendors; sales, expenses, inventory, payroll, chart of accounts, transactions, adjustments, and producing financial reports. The students will also be introduced to exporting QuickBooks reports into Excel. The student will sit for the certification exams at the end of this course.

Prerequisite: AH101, ACC1223, ACC1303, ACC2413, ACC2613, ACC1403, ACC2513, ACC2343.

ACC2903 Bookkeeping Certification Review

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will provide the student with an extensive review in preparation for the Bookkeeping certification exam.

Prerequisite: AH101, ACC1223, ACC1303, ACC2413, ACC2613, ACC1403, ACC2513, ACC2343, ACC2803.

ASSOCIATE OF OCCUPATIONAL SCIENCE ACCOUNTING (DE)

Objective

The Associate of Occupational Science Accounting Degree is designed to help students develop leadership abilities needed for business success. This program further equips graduates with the skills and knowledge necessary to meet the requirements of entry-level accounting positions. The Associate of Occupational Science Degree (AOS) is designed for students, desiring to develop applicable job-related skills, who plan to go straight into the workforce. This degree requires fewer general education credits than an Associate of Science Degree. The transferability of AOS credits is possible, but not guaranteed.

Classroom Procedures

Each course stands alone as a unit of study unless prerequisite is required as noted by the asterisk (*) in the below outline. Career and Life Development (AH101) is required for students and is taken online. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses.

Online Degree

Total Classroom Hrs:	900
Total Program Hrs:	900
Total Weeks:	80
Total Semester Hours of Credit:	60
Clock Hrs:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH101	Career and Life Development	45/0	3
ACC1203	Financial Accounting	45/0	3
ACC1303	Accounting Software: QuickBooks I	45/0	3
ACC2203	Managerial Accounting *	45/0	3
ACC2283	Accounts Receivable and Account Payable Management	45/0	3
ACC1403	Software Applications: Excel I	45/0	3
ACC2403	Software Applications: Excel II *	45/0	3
ACC2503	Business Tax Fundamentals	45/0	3
ACC2343	Payroll Administration	45/0	3
ACC2303	Accounting Software: QuickBooks II *	45/0	3
Degree Requirements			
BUS2213	Principles of Business	45/0	3
MGT2123	Leadership Development	45/0	3
MKT2423	Introduction to Marketing	45/0	3
MGT1373	Human Resources	45/0	3
BUS2313	Business Law	45/0	3
BUS2153	Business Ethics	45/0	3
General Education Courses			
ENG2343	Business Communications	45/0	3
BUS1353	Business Math	45/0	3
MGT2213	Principles of Management	45/0	3
GEN1113	Critical Thinking and Problem Solving	45/0	3

* Course requires a prerequisite prior to taking course.

ASSOCIATE OF OCCUPATIONAL SCIENCE ACCOUNTING (DE)

AH101 Career and Life Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

ACC1203 Financial Accounting

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will prepare students to measure and record financial data. Students will also learn to create journal entries, post, and adjust entries in an accounting cycle. Additional topics include the preparation of standard financial statements; income statement, balance sheet, statement of owner's equity, and cash flow statements.

ACC1303 Accounting Software: QuickBooks I

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will prepare students to perform common bookkeeping tasks using QuickBooks. Procedures covered include setting up, interpreting, and entering transactions for the whole accounting cycle using current accounting standards. Using real-world scenarios, students will work through the topics required for the QuickBooks Certification Exam including how to set up customers; vendors; jobs; bank accounts; loans; inventory items; other current assets and liabilities; income; and expenses. Additional topics include the different versions of QuickBooks, QuickBooks Apps, and key reports commonly produced for management and other stakeholders.

ACC2203 Managerial Accounting

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course continues to explore the accounting cycle. It is a more in-depth study of accrual and cash basis accounting; procedures for handling cash; receivables; depreciation; cost of goods; merchandise inventory; ending inventory calculations; error correction; internal control; and fraud prevention. Additional topics include the closing process for the accounting cycle using the trial balance and accounting worksheet, year-end entries, and adjusting entries.

Prerequisite: ACC1203

ACC2283 Accounts Receivable and Accounts Payable Management

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

ACC1403 Software Applications: Excel I

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course is designed to introduce students to Excel for performing a wide range of accounting tasks in a business environment. The student will work through the topics required for Excel Certification Exam including entering and editing data; modifying worksheets; performing functions; formatting; printing; creating tables, charts, and graphs; and managing large workbooks.

ACC2403 Software Applications: Excel II

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course builds on Excel I. Students continue to work through the topics required for certification including financial tools and functions; performing what-if analyses; analyzing data with business intelligence; and collaborating on a shared workbook. The course also covers word processing, database, and presentation graphics skills using the Windows operating system. The student will sit for the certification exam at the end of this course.

Prerequisite: ACC1403

ACC2503 Business Tax Fundamentals

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will provide the student with the fundamentals of small business tax practices. Students will learn the procedures for income tax, estimated tax, self-employment tax, employment taxes, excise tax, and sales tax. Additional topics include procedures for handling I-9's, W-4's, W-2's, W-3, and 1099 Misc. forms.

ACC2343 Payroll Administration

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course focuses on the management of payroll procedures under the Fair Labor Standards Act and the Internal Revenue Code. Basic concepts and procedures of payroll administration in QuickBooks and an emphasis in the procedural requirements of HRM are covered. Topics include maintaining payroll records and the preparation of federal, state, and local payroll tax reports. Other subjects include payroll and personnel records, computing wages and salary, social security taxes, income tax withholding, unemployment compensation taxes, and analyzing and journalizing payroll transactions.

ACC2303 Accounting Software: QuickBooks II

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course builds on QuickBooks I. Students continue to work through the topics required for QuickBooks certification including working with settings and navigation, banking, customers, vendors; sales, expenses, inventory, payroll, chart of accounts, transactions, adjustments, and producing financial reports. The student will sit for the certification exam at the end of this course.

Prerequisite: ACC1303

BUS2213 Principles of Business

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

MGT2123 Leadership Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

MKT2423 Introduction to Marketing

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

MGT1373 Human Resources

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

The study of Human Resources will familiarize students with the legal and regulatory environment that pertains to the business world. Hiring, training and development, performance appraisals and compensation will all be discussed.

BUS2313 Business Law

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Business Law teaches students about contracts, criminal law, sales laws, property laws. The legal environment of business will also be discussed.

BUS2153 Business Ethics

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

ENG2343 Business Communications

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Business Communications teaches the principles of professional communications. Students will learn to use communication technologies for personal branding. The course also emphasizes effective speaking and listening skills.

BUS1353 Business Math

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

MGT2213 Principles of Management

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Principles of Management teach the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

GEN1113 Critical Thinking and Problem Solving

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

ASSOCIATE OF OCCUPATIONAL SCIENCE BUSINESS AND INDUSTRY MANAGEMENT (DE)

Objective

The Associate of Occupational Science Degree in Business & Industry Management is designed to provide students with basic business concepts in management, accounting, marketing, human resources, and business law. The curriculum focuses on real-world applications relevant to all industries. Students gain a competitive advantage for career advancement, business ownership, and leadership development. Students who have earned diplomas in accredited programs will be able to combine their technical education with business specialized courses to prepare them for management opportunities afforded to them in their respective industries. The Associate of Occupational Science Degree (AOS) is designed for students, desiring to develop applicable job-related skills, who plan to go straight into the work force. This degree requires fewer general education credits than an Associate of Science Degree. The transferability of AOS credits is possible, but not guaranteed. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level position or career advancement.

Classroom Procedures

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

Course Requirements

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

Online Degree

Total Classroom Hrs:	960
Total Program Hrs:	960
Total Weeks:	80
Total Semester Hours of Credit:	60
Clock Hrs:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
Degree Requirements			
AH101	Career and Life Development	45/0	3
BUS2213	Principles of Business	45/0	3
BUS2543	Information Technology & Trends	45/0	3
MKT2423	Introduction to Marketing	45/0	3
MGT1373	Human Resources	45/0	3
BUS2573	Entrepreneurship	45/0	3
ACC2213	Accounting Principles	45/0	3
General Education Courses			
ENG2343	Business Communications	45/0	3
BUS1353	Business Math	45/0	3
MGT2213	Principles of Management	45/0	3
GEN1113	Critical Thinking and Problem Solving	45/0	3
Business and Industry Management Core (non-diploma holders)			
BUS2523	Customer Relations Management **	45/0	3
BUS2153	Business Ethics **	45/0	3
MGT2123	Leadership Development **	45/0	3
BUS2553	Project Management **	45/0	3
BUS2563	Operations Management **	45/0	3
BUS2313	Business Law **	45/0	3
BUS2583	Professional Sales **	45/0	3
BUS2593	Professional Development **	45/0	3
BUS3000	Capstone **	0/90	3

ASSOCIATE OF OCCUPATIONAL SCIENCE BUSINESS AND INDUSTRY MANAGEMENT (DE)

AH101 Career and Life Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

BUS2153 Business Ethics

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

BUS2523 Customer Relations Management

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

BUS2543 Information Technology and Trends

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This is an introductory course to information systems in business. This course explains the difference between computer literacy and information literacy. Students will gain valuable insight on emerging trends, technologies, and applications. Students will look at the risks associated with information technologies, as well as the value of e-commerce.

BUS2553 Project Management

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course is designed to provide insight into depth of Project Management. Students will become more aware of the roles of project managers and team members. They will also learn how to define the scope of a project. Students will be challenged in Resource Planning and Project Controls.

BUS2563 Operations Management

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

BUS2573 Entrepreneurship

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

BUS2583 Professional Sales

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

BUS2593 Professional Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course is an advanced study of business administration and management, and human resources. Students will be introduced to small business enterprises and management. Emphasis will be placed on personal and professional strategies for growth and development. Management strategies for high-performance skills will also be discussed.

BUS2313 Business Law

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Business Law teaches students about contracts, criminal law, sales laws, and property laws. The legal environment of business will also be discussed.

MKT2423 Introduction to Marketing

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

ACC2213 Accounting Principles

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Accounting Principles is designed to give the student a full understanding of the accounting cycle and how to record financial data.

MGT2123 Leadership Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

MGT1373 Human Resources

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

The study of Human Resources will familiarize students with the legal and regulatory environment that pertains to the business world. Hiring, training and development, performance appraisals and compensation will all be discussed.

MGT2213 Principles of Management

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Principles of Management teach the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

ENG2343 Business Communications

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Business Communications teaches the principles of professional communications. Students will learn to use communication technologies for personal branding. The course also emphasizes effective speaking and listening skills.

BUS2213 Principles of Business

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

BUS1353 Business Math

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

GEN1113 Critical Thinking and Problem Solving

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

BUS3000 Capstone

Lecture Hrs: 0 Lab Hrs: 90 Credit Hrs: 3

In this course, students will complete a project that culminates their experience in the Associate of Occupational Science Business and Industry Management program. Students will work in conjunction with their instructor to determine their project topic and requirements.

DENTAL ASSISTANT - DIPLOMA (Hybrid)

Objective

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

Classroom Procedures

Each course stands alone as a unit of study unless prerequisite is required as noted by the asterisk (*) in the below outline. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses.

Career and Life Development (AH100 or AH106) is required for all students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm or online.

Externship

The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements. **Standard dental office hours do not take place during evenings or weekends therefore, externships may only be completed during daytime office operational hours.**

Diploma

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

Course No.	Course Title	Clock Hours	Credit Hours
AH 100 or 106	Career and Life Development	50/10	3
HPHI1153	Medical Law & Ethics	15/5	1
HBIO1316	Anatomy & Physiology	15/5	1
HBIO1387	Nutrition	15/5	1
HAH225	Sterilization Procedures/OSHA	15/5	1
HAH115	Medical Emergencies and CPR	15/5	1
HDA1134	Introduction to Pharmacology	20/0	1
HDA1115	Dental Terminology	20/0	1
HDA1111	Practice Management/ Patient Relations	15/5	1
HDA1113	Introduction to Dental Assisting	15/5	1
HDA1114	Pre-Clinical	15/5	1
HDA1213	Preventative	15/5	1
HDA1215	Periodontics	15/5	1
HDA1118	Intro to Dental Radiography	15/5	1
HDA1119	Dental Laboratory	10/10	1
HDA1231	Fixed Prosthodontics I	10/10	1
HDA1233	Fixed Prosthodontics II*	10/10	1
HDA1225	Operative	10/10	1
HDA1227	Dental Implants	15/5	1
HDA1221	Pedodontics	15/5	1
HDA1223	Orthodontics	15/5	1
HDA1126	Endodontics	15/5	1
HDA1181	Dental Sciences	15/5	1
HDA1129	Oral Pathology/Oral Surgery	15/5	1
HDA1135	Dental Radiography	10/10	1
DAEXT311	Externship	180	4

* Course requires a prerequisite prior to taking course.

DENTAL ASSISTANT - DIPLOMA (Hybrid)

AH101 or AH106 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

HPH1153 Medical Law and Ethics

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on HIPPA, legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services.

HBIO1316 Anatomy & Physiology

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course is a study in human anatomy and physiology. This course will focus on an in-depth study of the human muscular system and skeletal system. Particular emphasis will be on the head and neck.

HBIO1387 Nutrition

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

The student will learn tools for nutritional assessment and will be provided with the skills to educate patients on current trends and diets that work especially those that are endorsed by the medical community.

HAH225 Sterilization Procedures/OSHA

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

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

HAH115 Medical Emergencies and CPR

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

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

HDA1134 Introduction to Pharmacology

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

This course is an introduction to pharmacology which includes terminology, drug category, use, side effects, contraindications, and interactions. Focus will on dental specific medications and injection techniques, including knowledge of topical anesthetic placement and anesthetic syringe assembly.

HDA1115 Dental Terminology

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

Students will learn the parts and functions of bodies being treated in dentistry. Emphasis is placed on abbreviations, prefixes, root words, suffixes and their meanings.

HDA1111 Practice Management/Patient Relations

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course provides an overview of the business aspect of the dental practice and the role of the business office auxiliary. This course focuses on several key behavioral concepts and techniques for effective patient management and interpersonal office skills. Students will learn to function as a successful professional in health care delivery and will develop knowledge of the psychology of individuals and groups.

HDA1113 Introduction to Dental Assisting

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course covers an introduction to the basic knowledge of dentition and the principles of morphology. Student will also place their focus on identifying the landmarks and anatomy of the head and neck.

HDA1114 Pre-Clinical

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course emphasizes the names and uses of a wide range of dental instruments and equipment. The student will be taught the ergonomics of dental assisting and concepts of four-handed dentistry.

HDA1213 Preventative

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course covers the skills and concepts for preventing periodontal disease, oral hygiene instruction, nutritional counseling, and plaque control and fluoride therapy.

HDA1215 Periodontics

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course covers different types of periodontal disease, treatment, prevention and instruments and materials used in this specialty.

HDA1118 Introduction to Dental Radiography

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course covers the basic concepts in radiation and principles of radiography, focusing on patient and operator safety. Students will learn the principles of x-ray production, x-ray film processing techniques, methods of evaluation in identifying exposure errors, and occupational radiation safety.

HDA1119 Dental Laboratory

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course covers the use of dental materials and gypsum products.

HDA1231 Fixed Prosthodontics I

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course will introduce the student to assisting with the preparation of fixed crowns and bridges. The student will be taught the fixed prosthodontic procedures, suctioning, tray set-up, retracting, dental charting, impression taking, provisional making, and post-operative instructions specific to fixed prosthodontics.

HDA1233 Fixed Prosthodontics II

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course will give each student addition chairside procedural experience at assisting with the preparation of fixed crowns and bridges and provisional manufacturing, focusing on anterior and posterior anatomy.

Prerequisite: HDA1231

HDA1225 Operative

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course includes instruction in assisting with the removal of dental caries, and placement of filling materials. The student will be taught the composite restorations, suctioning, retracting, tray setup, dental charting, and post-operative instructions specific to composite restorations procedures.

HDA1227 Dental Implants

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course includes instruction in assisting with the placement of dental implants, abutments, and implant supported restorations. The student will be taught implant surgery procedures, post-operative instructions specific to implant procedures and the various supported restorations used by the dental professionals.

HDA1221 Pedodontics

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course covers the prevention, diagnosis, and treatment of children's dental health problems.

HDA1223 Orthodontics

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will focus on the growth and development of the jaws and face, the positioning of teeth, influences on development, and prevention and correction of malocclusions.

HDA1126 Endodontics

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

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

HDA1181 Dental Sciences

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will focus on Embryology, histology of the life cycle of the tooth, tooth structure and components of the periodontium. Students will also be taught Microbiology, groups of microorganisms, and the disease of major concern to the dental assistant.

HDA1129 Oral Pathology/Oral Surgery

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

In the duration of this course, the student will focus on the aseptic techniques, suctioning, retracting, dental charting, proper instrument handling, tray setup and post-operative instructions for procedures involving a variety of oral surgeries.

HDA1135 Dental Radiography

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is lab intensive; the student will continue to expand practical skill based knowledge and will practice proof of competency on manikins. This course will focus on placement exposure of the radiograph using the bisecting and paralleling method. Panoramic radiographs will be discussed with inclusion of position placement and film errors.

Prerequisite: HDA1118

HDAEXT311 Externship

Clock Hrs: 180 Credit Hrs: 4

In this course the student will spend 180 hours in a dental facility.

EARLY CHILDHOOD EDUCATION – Diploma (DE)

Objective

Working with young children is one of the most rewarding, yet challenging, career choices one can make. A significant challenge within the Early Childhood Education profession is the preparation and training of those who care for and teach young children. Young children benefit from having a nurturing caregiver, developmentally appropriate materials and activities, positive peer interactions and a safe learning environment in which they take an active role in the learning process. The Early Childhood Education (ECE) program is committed to preparing students to enter the field of early care and education with the skills needed to help children succeed. Graduates of the ECE program will be skilled in historical, philosophical, political and theoretical best practices to ensure they have the tools to support children's emotional, physical, language, and cognitive development in practice. Community Care College has partnered with the CDA Council to help support the professional development of our early care and education professionals toward achieving The Child Development Associate (CDA) Credential™. Our ECE courses will count toward the 120 professional education hours required to apply for the CDA.

Classroom Procedures

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

Diploma

Total Classroom Hrs:	525
Total Program Hours:	525
Total Weeks:	40
Total Semester Hours of Credit:	31
Clock Hours:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH101	Career and Life Development	45/0	3
ECE110	ECE Classroom Management	45/0	3
ECE103	Child Growth and Development	45/0	3
ECE102	Documentation and Observation	45/0	3
ECE114	Program Management	45/0	3
ECE109	Social Emotional Development and Guidance	45/0	3
ECE116	Physical and Intellectual Development	45/0	3
ECE118	Planning ECE Learning Environments	45/0	3
ECE115	Family, Community, and Early Education	45/0	3
ECE200	Capstone	0/120	4

EARLY CHILDHOOD EDUCATION - DIPLOMA (DE)

AH101 Career and Life Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hours: 3

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

ECE110 ECE Classroom Management

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will focus on effective classroom management including organization, efficiency, classroom layout, transitions, schedules and routines.

ECE103 Child Growth and Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course focuses on the study of growth and development beginning with conception and continuing through age eight.

ECE102 – Documentation and Observation

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will prepare students to use diagnostic tools to evaluate the success of their early learning environment. Students will learn various types of observation and documentation methods typically used in the classroom.

ECE114 – Program Management

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will prepare students to manage an effective, high-quality child care service in Center Based care or Family Home Care. Licensing regulations and compliance documents will be studied in depth including but not limited to local childcare licensing code, family registration paperwork, immunization guidelines, personnel paperwork, fire code, and nutrition guidelines.

ECE109 Social Emotional Development and Guidance

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course focuses on how to support children in developing a positive sense of self and encourage healthy social and emotional growth and development.

ECE116 – Physical and Intellectual Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will focus on the development of gross motor skills and fine motor skills through art, math, STEM sciences, dramatic play, and literacy.

ECE118 – Planning ECE Learning Environments

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course focuses on designing, maintaining, and evaluating effective learning environments. The course will prepare students to select appropriate curriculum, with an emphasis on Developmentally Appropriate Practice. Students will be introduced to program rating scales and statewide initiatives to improve early learning.

ECE115 Family, Community, and Early Education

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will prepare students to develop positive partnerships among families, early childhood programs, and communities.

ECE200 Capstone

Lecture Hrs: 0 Lab Hrs: 120 Credit Hrs: 4

In this course, students will complete a project that culminates their experience in the Early Childhood Education program. Students will work in conjunction with their instructor to determine their project topic and requirements.

HEALTH CARE ADMINISTRATION – DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE HEALTH CARE ADMINISTRATION (DE)

Objective

The purpose of the Health Care Administration program is to provide online instruction in basic healthcare administration competencies using a progressive Learning Management System. The objective of the program is to prepare students academically and professionally for entry-level employment positions in a healthcare office. Such as assisted living residences, nursing homes, hospitals, dental facilities, or occupational health practices, to name just a few. Students will become proficient in the use of computer software applications necessary to succeed in a management environment including electronic medical records. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level administration position.

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

Students will become proficient in the use of computer software applications necessary to succeed in a management environment including electronic medical records. This program equips the graduate with the skills and knowledge necessary to meet the requirements of an entry-level administration position. The Associate of Occupational Science degree is designed to provide a foundation that will enable degree holders to seek and apply for management roles in their healthcare specialties. The Associate of Occupational Science Degree (AOS) is designed for students, desiring to develop applicable job-related skills, who plan to go straight into the work force. This degree requires fewer general education credits than an Associate of Science Degree. The transferability of AOS credits is possible, but not guaranteed.

Classroom Procedures

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

Diploma

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

Degree

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

Course No.	Course Title	Clock Hours	Credit Hours
AH101	Career and Life Development	45/0	3
AH1323	Medical Terminology	45/0	3
BIO1311	Anatomy & Physiology	45/0	3
MBC1130	Medical Insurance	45/0	3
HCA1124	Intro to Diagnostic Coding	45/0	3
HCA1126	Intro to Procedure Coding	45/0	3
HCA1130	Medical Legal Compliance	45/0	3
HCA1132	Medical Records Administration	45/0	3
HCA1119	Medical Office Administration	45/0	3
MBC1242	Medical Front Office and Billing	45/0	3
HCA1134	Health Care Management	45/0	3
Degree Requirements			
BUS2213	Principles of Business	45/0	3
MGT2123	Leadership Development	45/0	3
MKT2423	Introduction to Marketing	45/0	3
MGT1373	Human Resources	45/0	3
BUS2313	Business Law	45/0	3
ACC2213	Accounting Principles	45/0	3

General Education Courses

ENG2343	Business Communications	45/0	3
BUS1353	Business Math	45/0	3
MGT2213	Principles of Management	45/0	3
GEN1113	Critical Thinking and Problem Solving	45/0	3

HEALTH CARE ADMINISTRATION – DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE HEALTH CARE ADMINISTRATION (DE)

AH101 Career and Life Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

AH1323 Medical Terminology

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This is designed to help the student understand the knowledge of the different terms used in medical facilities as they relate to medical conditions, medical procedures, medical coding and billing.

BIO1311 Anatomy & Physiology

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will focus on the various components, structure and molecular form of a normal and abnormal cell. Other topics include male and female reproductive systems, impaired movement that results from nervous, spinal, muscle or neuromuscular disorders, epilepsy, and traumatic injury.

MBC1130 Medical Insurance

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

HCA1124 Intro to Diagnostic Coding

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course is an introduction to ICD-10 coding. Instruction is given to students to clearly illustrate key areas from the basics of coding. Students are taught to understand the basic steps and rules to follow for the coding of diagnoses as well as identify the basic characteristics, conventions, symbols, and principles of diagnostic coding.

HCA1126 Intro to Procedure Coding

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This is a beginning level course in CPT, a clinical coding system used to code and bill procedures and services provided by outpatient facilities, physicians and other health care professionals. The structure, format, and usage of CPT, as well as its guidelines and common problems, are covered.

HCA1130 Medical Legal Compliance

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course is an introduction to the concepts of medical law and ethics for healthcare administrators. Topics include criminal and civil acts, negligence, and ethical concepts as they relate to the medical profession. Patient education such as living wills, Patient Bill of Rights, and community services are also covered.

HCA1132 Medical Records Administration

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

In this course, students will learn how to create and maintain medical records and the importance of preserving patient confidentiality. Topics covered include paper charts, release of information, and electronic medical records (EMR).

HCA1119 Medical Office Administration

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course prepares students to perform general front office procedures in a medical context. Topics include opening and closing procedures, patient appointment scheduling, telephone etiquette, and performing financial procedures.

MBC1242 Medical Front Office and Billing

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will provide the student information on the skills that are used in the medical front office and medical billing. Information about Electronic Health Records and MediSoft software applications will be covered.

HCA1134 Health Care Management

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course introduces students to the office manager's functions in the medical context. Topics include Human Resources, finding the right employee, training, marketing a practice, and leadership. Students will also cover topics such as career development and resume building.

BUS2313 Business Law

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Business Law teaches students about contracts, criminal law, sales laws, property laws. The legal environment of business will also be discussed.

MKT2423 Introduction to Marketing

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

ACC2213 Accounting Principles

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Accounting Principles is designed to give the student a full understanding of the accounting cycle and how to record financial data.

MGT2123 Leadership Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

MGT1373 Human Resources**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

The study of Human Resources will familiarize students with the legal and regulatory environment that pertains to the business world. Hiring, training and development, performance appraisals and compensation will all be discussed.

MGT2213 Principles of Management**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

Principles of Management teach the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

ENG2343 Business Communications**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

Business Communications teaches the principles of professional communications. Students will learn to use communication technologies for personal branding. The course also emphasizes effective speaking and listening skills.

BUS2213 Principles of Business**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

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

BUS1353 Business Math**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

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

GEN1113 Critical Thinking and Problem Solving**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

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

MEDICAL ASSISTANT - DIPLOMA (Residential)

Objective

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

Classroom Procedures

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

Externship

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

Diploma

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

Course No.	Course Title	Clock Hours	Credit Hours
AH100	Career and Life Development	50/10	3
MA1121	Medical Terminology	20/0	1
MA1263	Health Careers	20/0	1
MA1255	Law and Ethics	20/0	1
MA1251	Infection Control/Laboratory Equipment and Safety	15/5	1
MA1215	Medical Office Procedures & EHR	15/5	1
MA1218	Medical History and Vital Signs	15/5	1
MA1115	Medical Emergencies and CPR	15/5	1
MA1240	The Nervous System	20/0	1
MA1242	The Endocrine System	20/0	1
MA1244	The Digestive System and Nutrition	20/0	1
MA1269	Communications for Healthcare Professionals	20/0	1
MA1248	Physical Exam Preparation	15/5	1
AH220	Introduction to Pharmacology	20/0	1
MA1246	Dosage Calculations	15/5	1
MA1250	The Circulatory System	20/0	1
MA1233	Diagnostic Imaging	15/5	1
MA1252	The Respiratory System	15/5	1
MA1222	Medication Administration	10/10	1
MA1265	Phlebotomy – Collecting	10/10	1
MA1122	Special Senses and The Integumentary System	20/0	1
MA1124	The Immune System	20/0	1
MA1266	Microbiology	10/10	1
MA1257	The Urinary System	15/5	1
MA1267	Phlebotomy – Processing	10/10	1
MA1262	The Musculoskeletal System	15/5	1
MA1220	Assisting with Minor Surgery	10/10	1
MA1225	Insurance	20/0	1
MA1229	Finance	20/0	1
MA1236	The Reproductive System	20/0	1
MAEXT411	Externship	180	4
MA1300	Certification Review	20/0	1

MEDICAL ASSISTANT - DIPLOMA (Residential)

AH100 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

MA1121 Medical Terminology

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

This course will provide the student with the knowledge of how medical terms are built. The student will learn how to dissect and define medical terms to engage in effective communication with other health care professionals.

MA1263 Health Careers

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

This course will introduce the professional standards that are required for a medical assistant and the different specialties and allied health professionals integral to the health-care delivery team, as well as Complementary and Alternative Medicine modalities (CAM). Attention is placed on the success strategies of critical thinking, problem solving, and self-evaluation. Emphasis will be given to developing an understanding of cultural competency related to health care issues.

MA1255 Law and Ethics

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

This course covers the principles and basic concepts of ethics and laws involved in providing medical services.

MA1251 Infection Control / Laboratory Equipment and Safety

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course introduces the cycle of infection with emphasis on understanding infection and hazard control procedures necessary for the safe practice of medicine. Blood borne Pathogens, Universal and Standard Precautions, OSHA and CDC reporting requirements will be studied. Laboratory equipment, correct laboratory techniques, laws regulating physician laboratories and quality assurance programs will be covered. An overview of the organization of the body, including systems, tissues and cells will be discussed.

MA1215 Medical Office Procedures & EHR

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will give the student knowledge and understanding of medical office administrative procedures and electronic health records.

MA1218 Medical History and Vital Signs

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will give the student knowledge of how to properly interview a patient, record a patient history, and properly document patient information, including EMR/EHR usage. This course will provide the student with the knowledge to accurately perform and assess vital signs, height, weight, BMI, and other measurements. The specialty of Geriatrics will also be discussed.

MA1115 Medical Emergencies and CPR

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will give the student knowledge and understanding of basic first aid and CPR training. The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. With successful completion of the CPR program, the student will receive a two-year certification in Basic Life Support (BLS) as a healthcare provider.

MA1240 The Nervous System

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

This course will give the student knowledge and understanding of the discipline of neurology.

MA1242 The Endocrine System

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

This course will give the student knowledge and understanding of the discipline of endocrinology.

MA1244 The Digestive System and Nutrition

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

This course will give the student the knowledge and understanding of the discipline of gastroenterology. Focus will include planning and eating a healthy diet based on the science of nutrition. Also included will be identification of patients at risk of poor nutritional status and appropriate diet modifications.

MA1269 Communication for Healthcare Professionals

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

This course will give the student knowledge and understanding of the stages of psychosocial development throughout the life span, with emphasis on the specialty of Pediatrics. The principles of interpersonal communication will be discussed, including the use of effective verbal, nonverbal and written communication techniques and the effect of anxiety and stress on communication in patients, families and co-workers.

MA1248 Physical Exam Prep

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will provide the student with knowledge of the care and upkeep of the clinical areas of a medical office. The principles of asepsis and infection control will be emphasized. Assisting the physician and attending to patient needs during the physical exam will also be discussed.

AH220 Introduction to Pharmacology

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

This course is an introduction to pharmacology which includes terminology, drug classifications, dosages, routes, uses, side effects, contraindications, and interactions. Utilization of drug handbooks and other drug references, including internet sites, will be emphasized. Compliance with federal, state, and local health laws and regulations will also be covered.

MA1246 Dosage Calculations

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will introduce students to the calculations used in the medical office for drug dosages. This course will give the students the knowledge and understanding of the different methods of administering medications and safety precautions.

MA1250 The Circulatory System

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

This course will give the student knowledge and understanding of the discipline of cardiology.

MA1233 Diagnostic Imaging	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course is designed to familiarize the student with the many types of diagnostic tests, including pre-test preparation and patient education. Students will record an electrocardiogram during this course.			
MA1252 The Respiratory System	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will give the student knowledge and understanding of the discipline of pulmonology. Pulmonary function testing will also be discussed.			
MA1222 Medication Administration	Lecture Hrs: 10	Lab Hrs: 10	Credit Hrs: 1
This course will give the student knowledge and understanding of the different methods of administering medications. The various injection sites and techniques will be discussed and practiced.			
MA1265 Phlebotomy – Collecting	Lecture Hrs: 10	Lab Hrs: 10	Credit Hrs: 1
This course is designed to teach the student common methods used to collect a blood specimen for accurate testing while working in a medical office, laboratory, or hospital.			
MA1122 Special Senses and The Integumentary System	Lecture Hrs: 20	Lab Hrs: 0	Credit Hrs: 1
This course will give the student knowledge and understanding of the disciplines of ophthalmology, otolaryngology, and dermatology.			
MA1124 The Immune System	Lecture Hrs: 20	Lab Hrs: 0	Credit Hrs: 1
This course will give the student knowledge and understanding of the disciplines of oncology and immunology.			
MA1266 Microbiology	Lecture Hrs: 10	Lab Hrs: 10	Credit Hrs: 1
This course will give the student knowledge and understanding of the role of microbiology in the medical field.			
MA1257 The Urinary System	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will give the student knowledge and understanding of the discipline of urology, with emphasis on collecting, processing and testing urine specimens.			
MA1267 Phlebotomy – Processing	Lecture Hrs: 10	Lab Hrs: 10	Credit Hrs: 1
This course is designed to teach the student common methods used to collect, process, and test blood specimen for accurate testing while working in a medical office, laboratory, or hospital.			
MA1262 The Musculoskeletal System	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will give the student the knowledge and understanding of the discipline of orthopedics. Casting will be discussed.			
MA1220 Assisting with Minor Surgery	Lecture Hrs: 10	Lab Hrs: 10	Credit Hrs: 1
This course will give the student knowledge and understanding of the role of the medical assistant in minor office surgery. Students will identify common surgical instruments, supplies used, and potential complications that occur during minor surgical procedures.			
MA1225 Insurance	Lecture Hrs: 20	Lab Hrs: 0	Credit Hrs: 1
This course is designed to help the medical assistant learn how to perform basic administrative medical assistant functions in the area of insurance processing including health care claims and medical coding. The Patient-Centered Medical Home (PCMH) tenets will be covered.			
MA1229 Finance	Lecture Hrs: 20	Lab Hrs: 0	Credit Hrs: 1
This course is designed to help the medical assistant learn how to perform common administrative and financial functions in a clinic including payroll, accounting, and collections. Also included will be supply maintenance, inventory, purchasing and re-stocking inventory. Common organizational models for a medical office will be discussed.			
MA1236 The Reproductive System	Lecture Hrs: 20	Lab Hrs: 0	Credit Hrs: 1
This course will give the students an introduction into the disciplines of gynecology and obstetrics, and the male reproductive system. Sexually transmitted diseases, infertility and contraception will be covered.			
MAEXT411 Externship	Clock Hrs: 180		Credit Hrs: 4
The externship is undertaken following the successful completion of all classroom and laboratory training. The externship consists of 180 clock hours served in a medical office, clinic, or urgent care facility performing duties and skills a professional medical assistant is expected to complete in the administrative and clinical roles. Students will develop professional behaviors while delivering good patient care. Externship sites may be selected by the student with prior approval from the Career Services Director and the Medical Assistant Department Head.			
MA1300 Certification Review	Lecture Hrs: 20	Lab Hrs: 0	Credit Hrs: 1
This course will provide the student with an extensive review in preparation for the CMA certification exam to be taken after the completion of their externship.			

MEDICAL ASSISTANT - DIPLOMA (Hybrid)

Objective

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

The Medical Assistant (Hybrid) program is not programmatically accredited by ABHES. Graduates of this program are eligible to sit for the Registered Medical Assistant (RMA) through the American Medical Technologists, but not the CMA.

Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Medical related courses will meet 5 hours per week on campus and the remaining hours will be completed online.

Career and Life Development (AH100 or AH106) is required for all students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm or online.

Externship

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

Diploma

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

Course No.	Course Title	Clock Hours	Credit Hours
AH100 or 106	Career and Life Development	50/10	3
HMA1253	Health Careers	15/5	1
HMA1255	Law and Ethics	15/5	1
HMA1230	Infection Control/Laboratory Equipment and Safety	15/5	1
HMA1113	Office Management	15/5	1
HMA1118	Medical History and Vital Signs	15/5	1
HMA1115	Medical Emergencies and CPR	15/5	1
HMA1240	The Nervous System	15/5	1
HMA1242	The Endocrine System	15/5	1
HMA1244	The Digestive System and Nutrition	15/5	1
HMA1117	Interactions	15/5	1
HMA1248	Physical Exam Preparation	15/5	1
HAH220	Introduction to Pharmacology	15/5	1
HMA1246	Dosage Calculations	15/5	1
HMA1250	The Circulatory System	15/5	1
HMA1233	Diagnostic Imaging	15/5	1
HMA1252	The Respiratory System	15/5	1
HMA1222	Medication Administration	15/5	1
HMA1254	Phlebotomy – Collecting	15/5	1
HMA1122	Special Senses and The Integumentary System	15/5	1
HMA1124	The Immune System	15/5	1
HMA1256	Microbiology	15/5	1
HMA1257	The Urinary System	15/5	1
HMA1121	Medical Terminology	15/5	1
HMA1262	The Musculoskeletal System	15/5	1
HMA1220	Assisting with Minor Surgery	15/5	1
HMA1225	Insurance	15/5	1
HMA1227	Finance	15/5	1
HMA1236	The Reproductive System	15/5	1

HMA1259	Specialties	15/5	1
HMA1300	Certification Review	15/5	1
HMAEXT411	Externship	180	4

MEDICAL ASSISTANT - DIPLOMA (Hybrid)

AH100 or 106 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

HMA1253 Health Careers

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

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

HMA1255 Law and Ethics

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course covers the principles and basic concepts of ethics and laws involved in providing medical services.

HMA1230 Infection Control / Laboratory Equipment and Safety

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course introduces the cycle of infection with emphasis on understanding infection and hazard control procedures necessary for the safe practice of healthcare. Blood borne Pathogens, Universal and Standard Precautions, OSHA and CDC reporting requirements will be emphasized. Laboratory equipment, correct laboratory techniques, laws regulating physician laboratories and quality assurance programs will be covered. An overview of the organization of the body, including systems, tissues and cells will be covered. assist the student in learning how to process and test blood specimens.

HMA1113 Office Management

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will give the student knowledge and understanding of administrative procedures and systems.

HMA1118 Medical History and Vital Signs

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

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

HMA1115 Medical Emergencies and CPR

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

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

HMA1240 The Nervous System

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will give the student knowledge and understanding of the discipline of neurology.

HMA1242 The Endocrine System

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will give the student knowledge and understanding of the discipline of endocrinology.

HMA1244 The Digestive System and Nutrition

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will give the student the knowledge and understanding of the discipline of gastroenterology. Focus will include planning and eating a health promoting diet based on the science of nutrition. Also included will be identification of patients at risk of poor nutritional status and special diet modifications.

HMA1117 Interactions

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will give the student knowledge and understanding of administrative procedures and systems.

HMA1248 Physical Exam Preparation

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will give the student knowledge of the management of the clinical area of a medical office. The principles of asepsis and infection control in managing inventory and supplies will be emphasized. Assisting the physician and attending to patient needs during the exam will be covered.

HAH220 Introduction to Pharmacology

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

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

HMA1246 Dosage Calculations

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will introduce students to the calculations used in the medical office for dosages. This course will give the students a knowledge and understanding of the different methods of administering medications and safety precautions.

HMA1250 The Circulatory System

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will give the student knowledge and understanding of the discipline of cardiology.

HMA1233 Diagnostic Imaging

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course is designed to familiarize the student with the many types of diagnostic tests, including patient preparation and education. Obtaining an electrocardiogram will be covered.

HMA1252 The Respiratory System	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will give the student knowledge and understanding of the discipline of pulmonology. Pulmonary function testing will be covered.			
HMA1222 Medication Administration	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will give the students a knowledge and understanding of the different methods of administering medications. The various injection sites and techniques will be taught.			
HMA1254 Phlebotomy – Collecting	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course is designed to assist the student in learning the many types of phlebotomy procedures involved in collecting blood specimens.			
HMA1122 Special Senses and The Integumentary System	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will give the student knowledge and understanding of the disciplines of ophthalmology, otolaryngology, and dermatology.			
HMA1124 The Immune System	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will give the student knowledge and understanding of the disciplines of oncology and immunology.			
HMA1256 Microbiology	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will give the student knowledge and understanding of the role of microbiology in the clinical laboratory.			
HMA1257 The Urinary System	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will give the student the knowledge and understanding of the discipline of urology, with emphasis on collecting, processing and testing urine specimens			
HMA1121 Medical Terminology	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will provide the student with the knowledge base of how medical words are formed. The student will learn how to use medical terminology appropriately for effective communication in the Medical clinic. We will actively use words in the lab setting to assist learning the daily use of the words in our field.			
HMA1262 The Musculoskeletal System	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will give the student the knowledge and understanding of the discipline of orthopedics. Casting and cast removal will be covered.			
HMA1220 Assisting with Minor Surgery	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will give the student knowledge and understanding of the role of the medical assistant in minor office surgery. Learning to recognize instruments, supplies and potential complications will be emphasized.			
HMA1225 Insurance	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course is designed to help the medical assistant learn how to perform basic administrative medical assisting functions in the area of insurance processing to include health care claims and medical coding. Patient-Centered Medical Home (PCMH) tenets will be covered.			
HMA1227 Finance	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course is designed to help the medical assistant learn how to perform basic administrative medical assisting functions in the area of finances to include billing, collections, accounting and taxes. Basic organizational designs of the medical office will be covered.			
HMA1236 The Reproductive System	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will give the students an introduction into the disciplines of gynecology and obstetrics, and the male reproductive system. Sexually transmitted diseases, infertility and contraception will be covered.			
HMA1259 Specialties	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will give the student a better understanding of the medical assistant's role in the specialties of Geriatrics and Pediatrics, emphasizing psychological development and behavioral responses of patients across the lifespan. Common abnormal psychiatric conditions will be covered and emphasis will be given to developing an understanding of cultural competency related to health care issues.			
HMA1300 Certification Review	Lecture Hrs: 15	Lab Hrs: 5	Credit Hrs: 1
This course will provide the student with an extensive review in preparation for the RMA certification exam.			
HMAEXT411 Externship		Clock Hrs: 180	Credit Hrs: 4
The externship is undertaken following the successful completion of all classroom training, and consists 180 clock hours. Students will practice the skills necessary to perform the duties of a medical assistant in the administrative and clinical role. Students will also develop professional behaviors while delivering patient care. Externship sites may be chosen by the student with prior approval from the department of career services or may be performed with an established site of the College.			

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

Objective

The purpose of the Medical Billing and Coding program is to put graduates to work in entry-level positions in healthcare administration. Medical billers submit claims to insurance companies and agencies like Medicare for reimbursement. Medical coders accurately categorize the products and services provided to patients in order to collect data and apply for reimbursement. The program prepares students to sit for certification through AAPC as Certified Professional Coders. Students also become proficient in the use of electronic medical records software. The Associate of Occupational Science degree option is designed for students who seek management roles in their healthcare specialties. The Associate of Occupational Science Degree (AOS) is designed for students, desiring to develop applicable job-related skills, who plan to go straight into the work force. This degree requires fewer general education credits than an Associate of Science Degree. The transferability of AOS credits is possible, but not guaranteed.

Classroom Procedures

Each course stands alone as a unit of study unless prerequisite is required as noted by the asterisk (*) in the below outline. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses. Career and Life Development (AH101) is required for students and is taken online.

Diploma

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

Degree

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

Course No.	Course Title	Clock Hours	Credit Hours
AH101	Career and Life Development	45/0	3
AH1323	Medical Terminology	45/0	3
BIO1311	Anatomy & Physiology	45/0	3
MBC1130	Medical Insurance	45/0	3
MBC1233	Diagnostic Coding I	45/0	3
MBC1235	Diagnostic Coding II *	45/0	3
MBC1137	CPT – Ancillary Guidelines and Application	45/0	3
MBC1139	CPT – Surgery Guidelines and Application *	45/0	3
MBC1231	CPT – E/M Guidelines and Application	45/0	3
MBC1242	Medical Front Office and Billing	45/0	3
MBC1144	Professional Practical Experience	45/0	3
Degree Requirements			
BUS2213	Principles of Business	45/0	3
MGT2123	Leadership Development	45/0	3
MKT2423	Introduction to Marketing	45/0	3
MGT1373	Human Resources	45/0	3
BUS2313	Business Law	45/0	3
ACC2213	Accounting Principles	45/0	3
General Education Courses			
ENG2343	Business Communications	45/0	3
BUS1353	Business Math	45/0	3
MGT2213	Principles of Management	45/0	3
GEN1113	Critical Thinking and Problem Solving	45/0	3

* Course requires a prerequisite prior to taking course.

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

AH101 Career and Life Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

AH1323 Medical Terminology

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This is designed to help the student understand the knowledge of the different terms used in medical facilities as they relate to medical conditions, medical procedures, medical coding and billing.

BIO1311 Anatomy & Physiology

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will focus on the various components, structure and molecular form of a normal and abnormal cell. Other topics include male and female reproductive systems, impaired movement that results from nervous, spinal, muscle or neuromuscular disorders, epilepsy, and traumatic injury.

MBC1130 Medical Insurance

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

MBC1233 Diagnostic Coding I

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Students in this course will train to translate the ICD-10 diagnostic statement from medical practitioners into a numeric format for accurate and consistent reporting. Students will focus on the basic coding guidelines and conventions to assure complete and accurate coding.

MBC1235 Diagnostic Coding II

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will provide the student with a focus on the ICD-10 diagnostic coding for each of the body systems through applications while adhering to the basic coding guidelines.

Prerequisite: MBC1233

MBC1137 CPT – Ancillary Guidelines and Application

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course is designed to give students exposure to procedural coding by translating the procedures rendered by the medical practitioner into a numeric code (CPT) to report to third-party payers. The focus of this course will be evaluation and management, radiology, pathology, medicine, and the appendices in the CPT book.

MBC1139 CPT – Surgery Guidelines and Application

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course is designed to give students exposure to procedural coding by translating the procedures rendered by the medical practitioner into a numeric code (CPT) to report to third-party payers. The focus of this course will be the surgical section of the CPT book.

Prerequisite: MBC1137

MBC1231 CPT – E/M Guidelines and Applications

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course focuses on the foundations of evaluation and management documentation guidelines for physicians. Students will have the opportunity to understand the complexities of documenting any evaluation and management service correctly. Clinical examples are also provided to round out coding skills, as students learn to dissect the evaluation and management visit and all its elements.

MBC1242 Medical Front Office and Billing

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will provide the student information on the skills that are used in the medical front office and medical billing. Information about Electronic Health Records and MediSoft software applications will be covered.

MBC1144 Professional Practical Experiences

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course will provide the student with knowledge on the process of adjudication, balancing medical office accounts, the importance of collection in the medical office, major types of health plans and types of information collected from patients.

BUS2313 Business Law

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Business Law teaches students about contracts, criminal law, sales laws, property laws. The legal environment of business will also be discussed.

MKT2423 Introduction to Marketing

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

ACC2213 Accounting Principles

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Accounting Principles is designed to give the student a full understanding of the accounting cycle and how to record financial data.

MGT2123 Leadership Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

MGT1373 Human Resources**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

The study of Human Resources will familiarize students with the legal and regulatory environment that pertains to the business world. Hiring, training and development, performance appraisals and compensation will all be discussed.

MGT2213 Principles of Management**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

Principles of Management teach the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

ENG2343 Business Communications**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

Business Communications teaches the principles of professional communications. Students will learn to use communication technologies for personal branding. The course also emphasizes effective speaking and listening skills.

BUS2213 Principles of Business**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

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

BUS1353 Business Math**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

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

GEN1113 Critical Thinking and Problem Solving**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

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

PARALEGAL STUDIES – DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE PARALEGAL STUDIES (DE)

Objective

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

The Associate of Occupational Science degree option is designed for students who seek management roles in the paralegal field. The Associate of Occupational Science Degree (AOS) is designed for students, desiring to develop applicable job-related skills, who plan to go straight into the work force. This degree requires fewer general education credits than an Associate of Science Degree. The transferability of AOS credits is possible, but not guaranteed.

Classroom Procedures

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

Diploma

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

Degree

Total Classroom Hrs:	900
Total Program Hrs:	900
Total Weeks:	80
Total Semester Hours of Credit:	60
Clock Hrs:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH101	Career and Life Development	45/0	3
PS101	Introduction to Paralegal Studies	45/0	3
PS106	Microsoft Word	45/0	3
PS108	Legal Research	45/0	3
PS110	Legal Writing	45/0	3
PS111	Criminal Law	45/0	3
PS114	Family Law	45/0	3
PS115	Contracts	45/0	3
PS119	Wills, Trusts and Estates	45/0	3
PS124	Civil Litigation: Intake and Filing	45/0	3
PS126	Civil Litigation: Discovery to Post-Trial	45/0	3
PS128	Law Office Management	45/0	3
Degree Requirements			
BUS2213	Principles of Business	45/0	3
MGT1373	Human Resources	45/0	3
ACC2213	Accounting Principles	45/0	3
ENG2343	Business Communications	45/0	3
MGT2213	Principles of Management	45/0	3
GEN1113	Critical Thinking and Problem Solving	45/0	3
MGT2123	Leadership Development	45/0	3
BUS2313	Business Law	45/0	3

PARALEGAL STUDIES - DIPLOMA (DE)

ASSOCIATE OF OCCUPATIONAL SCIENCE PARALEGAL STUDIES (DE)

AH101 Career and Life Development

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

PS101 Introduction to Paralegal Studies

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course provides students with an overview of the paralegal profession including the basic skills necessary to be successful as a paralegal. It introduces the student to both employment and regulatory issues and also covers ethics in the legal profession.

PS116 Microsoft Word

Lecture Hrs: 45 Lab: 0 Credit Hrs: 3

This course introduces students to Windows and Microsoft Word. Students learn through project assignments. Topics include creating, formatting, and editing Word documents; creating citations; creating and formatting tables; and creating and using document templates.

PS108 Legal Research

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course introduces the structure of U.S. legal systems including both federal and state governments as well as the role of administrative agencies. Students will learn to research sources of written law including statutes, cases, and agency regulations. They will report their findings in basic memorandum format.

PS110 Legal Writing

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course covers common grammatical errors as well as principles of effective written communication specific to the legal field. Both objective and persuasive writing is covered. Students will learn to prepare letters, interoffice memoranda, memoranda of law, and other legal documents.

PS111 Criminal Law

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course introduces the student to the foundations of criminal law and explores the criminal justice system. Constitutional framework, law enforcement practices, and the process of criminal cases are discussed.

PS114 Family Law

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Practical aspects such as investigation, preparation of legal documents, and court procedures are emphasized. Students will be introduced to topics such as divorce, separation, pre-nuptial agreements, alimony, adoption, child custody and support, and property settlement.

PS115 Contracts

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course provides an overview of contract law, including fundamental theoretical concepts, contractual elements, standard provisions, and drafting of simple contracts.

PS119 Wills, Trusts, and Estates

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course introduces the student to the fundamental principles of handling wills, trusts, and estate planning including healthcare documents. It covers the duties of administration that can be handled by a paralegal with an emphasis on document preparation and proceedings.

PS124 Civil Litigation Intake and Filing

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course introduces common causes of action in civil litigation. The paralegal's role in client intake is also covered. Students will learn to create the documents necessary to file and answer civil lawsuits.

PS126 Civil Litigation Discovery to Post-Trial

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course covers the preparation of legal documents relating to civil litigation including discovery, judgments, and appeals. Students are also introduced to trial preparation and procedure.

PS128 Law Office Management

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course covers legal practice management procedures including billing, client trust accounts, and financial administration. Students will also be introduced to common litigation management and law office management software.

BUS2213 Principles of Business

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

MGT1373 Human Resources

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

The study of Human Resources will familiarize students with the legal and regulatory environment that pertains to the business world. Hiring, training and development, performance appraisals and compensation will all be discussed.

ACC2213 Accounting Principles

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Accounting Principles is designed to give the student a full understanding of the accounting cycle and how to record financial data.

ENG2343 Business Communications

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Business Communications teaches the principles of professional communications. Students will learn to use communication technologies for personal branding. The course also emphasizes effective speaking and listening skills.

MGT2213 Principles of Management**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

Principles of Management teach the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

GEN1113 Critical Thinking and Problem Solving**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

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

MGT2123 Leadership Development**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

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

BUS2313 Business Law**Lecture Hrs: 45****Lab Hrs: 0****Credit Hrs: 3**

Business Law teaches students about contracts, criminal law, sales laws, and property laws. The legal environment of business will also be discussed.

ASSOCIATE OF OCCUPATIONAL SCIENCE SURGICAL TECHNOLOGY (Hybrid)

Objective

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

Classroom Procedures

A student may enter the program only at scheduled start dates. Career and Life Development (AH100) is required for all students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm.

Surgical related courses meet 20 hours per week Monday through Thursday from 8:00am to 1:00pm. Students must earn a minimum of 70% in each ST course to continue in the program. In addition, an overall average GPA of 2.0 or higher is required to begin Medical Terminology, and successfully complete this program.

Degree Requirement courses and General Education are taken online.

Course Requirements

Any student holding a diploma from an accredited institution consisting of at least 42 semester credit hours or its equivalent and hold a current NBSTSA certification for surgical technologists, will not be required to take the surgical technology core courses listed on the next page.

Externship

The externship is undertaken following the successful completion of all classroom training, and consists of completing at least 120 surgical cases and 345 clock hours. Students are required to complete 30 cases in General Surgery with 20 of those cases filled while in the First Scrub Role. Students are required to complete 90 cases in various surgical specialties with 60 of those cases filled while in the First Scrub Role and evenly distributed between a minimum of four surgical specialties. Students will practice the skills necessary to perform the duties of a surgical technologist in the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation. The externship is unpaid and the clinical training sites will be determined by the surgical technology department. Students are highly recommended to participate in CST prep every Friday. Students are required to attend at least 33 hours per week while fulfilling externship requirements, not including holidays.

Degree

Total Classroom Hrs:	1005
Total Externship Hrs:	345
Total Program Hrs:	1350
Total Weeks:	71 Including Externship
Total Semester Hours of Credit:	60
Clock Hrs:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree

ASSOCIATE OF OCCUPATIONAL SCIENCE SURGICAL TECHNOLOGY (Hybrid)

Course No.	Course Title	Clock Hours	Credit Hours
AH100	Career and Life Development	50/10	3
Degree Requirements			
ENG2343	Business Communications	45/0	3
BUS1353	Business Math	45/0	3
MGT2213	Principles of Management	45/0	3
GEN1113	Critical Thinking and Problem Solving	45/0	3
HCA1134	Health Care Management	45/0	3
Surgical Technology Core			
ST1313	Medical Terminology	60/0	3
ST1323	Introduction to Surgical Technology	40/20	3
ST1333	Introduction to Anatomy and Physiology	50/10	3
ST1383	Introduction to Operating Room	40/20	3
ST1353	Human Anatomy and Physiology	50/10	3
ST1413	OR Technology and Medical Emergencies	30/30	3
ST1423	Surgical Technology Basics	30/30	3
ST2353	Surgical Specialties I	30/30	3
ST2363	Surgical Specialties II*	30/30	3
ST2413	Surgical Specialties III*	30/30	3
ST2423	Surgical Specialties IV*	30/30	3
ST2433	CST Exam/Extern Prep	40/20	3
STEXT233	Externship	115	2
STEXT243	Externship	115	2
STEXT253	Externship	115	2

* Course requires a prerequisite prior to taking course.

ASSOCIATES IN OCCUPATIONAL SCIENCE SURGICAL TECHNOLOGY

AH100 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

ENG2343 Business Communications

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Business Communications teaches the principles of professional communications. Students will learn to use communication technologies for personal branding. The course also emphasizes effective speaking and listening skills.

BUS1353 Business Math

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

MGT2213 Principles of Management

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

Principles of Management teach the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

GEN1113 Critical Thinking and Problem Solving

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

HCA1134 Health Care Management

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

This course introduces students to the office manager's functions in the medical context. Topics include Human Resources, finding the right employee, training, marketing a practice, and leadership. Students will also cover topics such as career development and resume building.

ST1313 Medical Terminology

Lecture Hrs: 60 Lab Hrs: 0 Credit Hrs: 3

This course identifies and explains the medical vocabulary and the terms that relate to the anatomy physiology, pathological conditions, and treatment of selected systems. Students learn to apply proper terminology and spelling for major pathological conditions. Study of the formation of medical terms from their Greek and Latin roots is designed both to build vocabulary and to teach the use of medical dictionary is also studied. It compares and contrasts the different body systems. Students define and describe the function of each system of the body. Upon completion of this course, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

ST1323 Introduction to Surgical Technology and the Surgical Patient

Lecture Hrs: 40 Lab Hrs: 20 Credit Hrs: 3

This course will provide the student with an understanding of the background of surgical technology and personal attributes necessary to performing the role of the surgical technologist. An introduction to the hospital environment, communication, teamwork and associated professional organizations are also discussed. The student will learn the importance of professional liability, medical practice acts, informed consent, HIPAA and negligence.

ST1333 Introduction to Anatomy & Physiology

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

This course is a study in the fundamentals human anatomy and physiology. The student will learn the structural framework of the human body and how the main organ systems function. This course includes a lab component.

ST1383 Introduction to the Operating Room

Lecture Hrs: 40 Lab Hrs: 20 Credit Hrs: 3

This course provides the student an understanding of the risks associated with surgery for both the surgical patient as well as the health care provider and the precautions that must be used in providing care. Students will learn surgical case planning and intraoperative routines, energy sources used in the operating room including how they assist in the diagnosis and assessment procedures performed, providing clues and information about the nature of the patient's illness and possible causes of disease. The student will be introduced to all aspects of perioperative case management to include patient transportation, skin preparation, the surgical scrub and sterile setup, passing instruments, handling of medication, specimen handling and the process of aseptic technique during surgical procedures.

ST1353 Human Anatomy & Physiology

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

This course is a study in the fundamentals human anatomy and physiology. The student will focus on an in-depth study of the individual ancillary body systems, how they work, and all structural components related to surgical procedures. This course includes a lab component.

ST1413 OR Technology and Medical Emergencies

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course will provide the student with the process of infection and microbes as it relates to the surgical patient. This course also covers the sterilization process necessary for proper patient care. Classification of patient care items, sterilization principles and processes. The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. Emergencies such as respiratory arrest, cardiac arrest, and foreign-body airway obstruction will be addressed. With successful completion of this CPR program the student will receive a two-year certification in Basic Life Support (BLS) for the Healthcare Provider. Disaster preparedness and environmental hazards will also be covered. In addition, the student will learn the advantages and constraints of endoscopic and minimally invasive surgery and includes an overview of robotic system's role in the surgical environment.

ST1423 Surgical Technology Basics**Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3**

This course familiarizes the student with the various drugs used in surgery and the mode of administration. The student should also attain an understanding of basic anesthesia equipment, drugs, and methods. Units of measurement, dosage calculations, drug labels and parts of the syringe are also covered. The student will learn to identify various surgical methods of hemostasis, structure and properties of suture, closure types, safety precautions, and various types of wound drainage systems, application of the surgical dressing, the healing process and possible wound complications. This course will also provide the student with the knowledge to identify the parts of a surgical instrument, classification of basic surgical instruments, care and handling, and passing techniques necessary to function in the surgical technologist role. Students will also develop a basic understanding of surgical equipment and supplies.

ST2353 Surgical Specialties I**Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3**

Student will be introduced to the operative routine for general surgical procedures. Also provided basic equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy. Introduction to operative routine for Obstetrics/Gynecology (OB/GYN) and Genitourinary (GU) procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy. In this course the student will be assessed by taking various mock competency assessments. Areas of weakness will be identified, addressed and preparation for externship will occur.

ST2363 Surgical Specialties II***Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3**

Introduction to operative routine for Ophthalmic, Otorhinolaryngology (ENT), and Oral/maxillofacial surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology, and relevant anatomy. In this course the student will be assessed by taking various mock competency assessments. Areas of weakness will be identified, addressed and preparation for externship will occur.

Prerequisite: ST2353**ST2413 Surgical Specialties III*****Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3**

Introduction to operative routine for Thoracic/Pulmonary, Cardiovascular (CV), and Peripheral Vascular (PV), surgical procedures includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology, and relevant anatomy. In this course the student will be assessed by taking various mock competency assessments. Areas of weakness will be identified, addressed and preparation for externship will occur.

Prerequisite: ST2363**ST2423 Surgical Specialties IIII*****Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3**

Introduction to operative routine for Plastic and reconstructive surgery, orthopedic surgery and neurosurgery procedures. This includes the study of special instruments and equipment necessary to provide optimum intraoperative care. Also provided is a basic understanding of the diagnosis, surgical intervention, postoperative patient care considerations, prognosis, common complications, operative pathology and relevant anatomy.

Prerequisite: ST2413**ST2433 CST Exam/Extern Prep****Lecture Hrs: 40 Lab Hrs: 20 Credit Hrs: 3**

This course provides the student an understanding of the routines and practices of Surgical Technology externship. Student will complete cumulative review of the ST program content, CST practice exams, and a review of test taking skills. Students will be provided CST prep lecture, and begin developing a study routine to carry with them into externship. Student will also learn and develop more hands on skills by completing extern preparedness exercises in the lab.

STEXT233 Externship**Clock Hrs: 115 Credit Hrs: 2**

The externship is undertaken following the successful completion of all classroom training. Students will practice the skills necessary to perform the duties of a surgical technologist is the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation.

STEXT243 Externship**Clock Hrs: 115 Credit Hrs: 2**

The externship is undertaken following the successful completion of all classroom training. Students will practice the skills necessary to perform the duties of a surgical technologist is the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation.

STEXT253 Externship**Clock Hrs: 115 Credit Hrs: 2**

The externship is undertaken following the successful completion of all classroom training. Students will practice the skills necessary to perform the duties of a surgical technologist is the scrub role, develop professional behaviors while in the operating room environment, and learn to adequately document their experiences in their clinical rotation.

VETERINARY ASSISTANT - DIPLOMA (Hybrid)

Objective

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

Classroom Procedures

Career and Life Development (AH100 or AH106) is required for all hybrid students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm or online. All other courses will meet two days per week for 5 hours each for a total of 10 hours per week on campus and the remaining hours will be completed online. Each course stands alone as a unit of study unless prerequisite is required as noted by the asterisk (*) in the below outline.

Externship

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

Diploma

Total Classroom Hrs:	520
Total Externship Hrs:	180
Total Program Hrs:	700
Total Weeks:	35 Including Externship
Total Semester Hours of Credit:	30
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH100 or 106	Career and Life Development	50/10	3
HVA1112	Veterinary Terminology	20/0	1
HVA1114	Behavior, Restraint, and Handling*	10/10	1
HVA1116	Dentistry*	15/5	1
HVA1118	Animal Nutrition*	15/5	1
HVA1121	Anatomy & Physiology I*	15/5	1
HVA1122	Anatomy & Physiology II *	15/5	1
HVA1124	Client Relations and Patient Assessment*	10/10	1
HVA1127	Grief Counseling/Euthanasia *	15/5	1
HVA1128	Emergency Care/Management of Injuries*	10/10	1
HVA1131	Veterinary Dosages and Calculations*	5/15	1
HVA1132	Parasitology*	10/10	1
HVA1133	Veterinary Pharmacology*	10/10	1
HVA1134	Urinalysis and Hematology*	10/10	1
HVA1137	Cytology and Virology*	15/5	1
HVA1140	Zoonoses*	15/5	1
HVA1143	Occupational Hazards/Bacteriology*	10/10	1
HVA1145	Radiography and Ultrasonography*	15/5	1
HVA1146	Principles of Anesthesia and Analgesia*	15/5	1
HVA1149	Surgical Preparation/Instrument Care*	10/10	1
HVA1151	Ruminant and Pig Nursing*	15/5	1
HVA1153	Equine Nursing*	15/5	1
HVA1155	Canine and Feline Nursing*	10/10	1
HVA1156	Exotic Animal Medicine*	15/5	1
VAEXT211	Externship	180	4

* Course requires a prerequisite prior to taking course.

VETERINARY ASSISTANT - DIPLOMA (Hybrid)

AH100 or 106 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

HVA1112 Veterinary Terminology

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

This course will provide the student with the knowledge base of how medical words are formed. The student will learn how to use medical terminology appropriately for effective communication in the veterinary hospital.

HVA1114 Behavior, Restraint, and Handling

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course will provide the student with an understanding of behaviors of multiple animal species as they relate to veterinary medicine. The student will learn how to field the common client questions about problem behaviors. The student will learn how to use behavior patterns to handle and restrain the animal patient. Emphasis of restraint will be on the safety and injury prevention of the patient, client, and veterinary staff. Both large and small animal restraint and handling will be discussed.

Prerequisite – HVA1112

HVA1116 Dentistry

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will introduce the student to the field of veterinary dentistry. The student will learn about dental health assessment, dental prophylaxis, equipment care, and use of dental instruments. There will also be discussion related to species specific dentition and its relationship to the patient's diet and dental health care concerns.

Prerequisite – HVA1112

HVA1118 Animal Nutrition

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will provide the student an understanding of the diverse nutritional demands of the animal patient. Various species of animals will be discussed and the differences in their nutritional requirements will be identified. The student will also learn about the feeding methods, how to interpret label claims, and prescription diets available when medically indicated for ill animal patients.

Prerequisite – HVA1112

HVA1121 Anatomy & Physiology I

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will introduce the student to directional terminology, basic structure of cells, tissues, and organ systems found in the animal patient. The skeletal and muscular structures of various animal species will also be introduced. Basic necropsy techniques will be discussed.

Prerequisite – HVA1112

HVA1122 Anatomy & Physiology II

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will cover internal organs systems found in the various animal species. The student will gain an understanding as to how the organ systems function within the animal patient. Abnormalities within organ systems will be addressed as they relate to common disease processes seen in the animal patient.

Prerequisite: HVA1112 and HVA1121

HVA1124 Client Relations and Patient Assessment

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course will provide the student with an understanding of medical record keeping, hospital software systems, and client /patient healthcare. This course will also emphasize the importance of obtaining an accurate history through physical exam and client interview. The student will learn how to communicate effectively with client in order to obtain the necessary medical history for proper treatment of the animal patient.

Prerequisite – HVA1112

HVA1127 Grief Counseling/Euthanasia

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will provide the student with the skills needed to assist clients with geriatric care, grief counseling, and pet loss. The student will receive instruction on how to support the client, patient and Veterinarian during this procedure. Students will be introduced to techniques to help manage stressors in the profession. The students will be introduced to the various methods of euthanasia and remains handling available in our community.

Prerequisite: – HVA1112 and HVA1124

HVA1128 Emergency Care/Management of Injuries

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will introduce the student to emergency animal medicine. The student will learn the process of wound healing and wound management along with appropriate bandaging techniques. Emergency triage skills, patient assessments, interventions, and treatments will be addressed with an emphasis on first aid and CPR.

Prerequisite – HVA1112

HVA1131 Veterinary Dosages and Calculations

Lecture Hrs: 5 Lab Hrs: 15 Credit Hrs: 1

This course will provide an introduction to fluid rate calculations and weight based dosages. Students will be introduced to the different dosages required based upon medication formulation.

Prerequisite – HVA1112

HVA1132 Parasitology

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course will provide the student with an introduction to various endoparasites and ectoparasites found within the animal patient. The common signs of infestation and indications for testing will also be discussed. The student will learn various collection techniques and testing methods used in the identification of these parasites.

Prerequisite – HVA1112

HVA1133 Veterinary Pharmacology

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course will introduce the student to the pharmacological aspects of veterinary medicine. Students will be introduced to medical abbreviations. Students will be instructed on how to translate these abbreviations for client understanding of prescription labels. Classification and record keeping of controlled drugs will be discussed. Routes of administration, labeling of dispensed drugs, client education and inventory control will also be discussed and demonstrated.

Prerequisite – HVA1112

HVA1134 Urinalysis and Hematology

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course will provide the student with the knowledge and skills necessary for assisting with urine and blood collection on the various species of animals. Testing methods used in an animal hospital for both urine and blood will also be demonstrated.

Prerequisite – HVA1112

HVA1137 Cytology and Virology

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will teach the student how cells are collected and studied for the purpose of clinical diagnosis. The student will also gain an understanding of viruses and the various vaccinations available in veterinary medicine to protect against these viruses.

Prerequisite – HVA1112

HVA1140 Zoonoses

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will teach the student about common zoonotic diseases and their effects on public health. The student will learn the signs and symptoms as well as the treatment and prevention of zoonotic disease. The focus will be on occupational exposure potentials for the veterinary hospital staff.

Prerequisite – HVA1112

HVA1143 Occupational Hazards/Bacteriology

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course will provide the student with an understanding of occupational health and safety issues as they relate to the veterinary field. The student will be introduced to various OSHA regulations along with workplace hazards and their effect on cellular DNA and the mechanisms that promote the development of cancer. The student will be introduced to the identification, classification, and characterization of various bacterial species and how they relate to veterinary medicine. The process of collection, transportation, and submission of bacterial samples will be introduced.

Prerequisite – HVA1112

HVA1145 Radiography and Ultrasonography

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will teach the student the basic principles of radiography and ultrasonography and the indications for using these diagnostic tools. Patient positioning and radiographic techniques for the production of quality diagnostic images will be taught. Radiation safety techniques and protective equipment for the assistant will be discussed. Student will learn the basic understanding of how to interpret radiographs to be able to modify technique.

Prerequisite – HVA1112

HVA1146 Principles of Anesthesia and Analgesia

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will introduce the different types of medications used to induce and maintain anesthesia. The parts and functions of the anesthetic machine will be introduced and discussed. Anesthetic monitoring and emergencies as it relates to the patient will be discussed. Pain management for the post-operative, injured, or sick animal patient will also be addressed.

Prerequisite – HVA1112

HVA1149 Surgical Preparation/Instrument Care

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course will introduce the student to common surgical procedures, preparation and post-operative care of the animal patient. The student will be introduced to the most frequently used instruments during various surgical procedures. The student will learn the skills necessary to demonstrate aseptic technique and maintaining sterile fields. The preparation of various surgical packs with autoclaving techniques will be demonstrated.

Prerequisite – HVA1112

HVA1151 Ruminant and Pig Nursing

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will provide the student with an introduction to the medical and nutritional requirements of ruminants. The student will learn the skills needed to work in the food animal industry as they relate to patient wellness, nursing and medication administration. Basic porcine husbandry will be introduced. Handling and restraint techniques for both species will be discussed.

Prerequisite – HVA1112

HVA1153 Equine Nursing

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course will introduce the student to equine medicine. The student will learn about the equine patient and various nursing skills needed to assist with medical treatments and patient monitoring. Restraint and handling will be discussed as well as preventative health care of the equine patient.

Prerequisite – HVA1112

HVA1155 Canine and Feline Nursing

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course introduces the student to medical nursing of dogs and cats. Common medical procedures will be mentioned. Preventative care for both species will be discussed in detail along with the importance of client education related to this topic.

Prerequisite – HVA1112

HVA1156 Exotic Animal Medicine

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

In this course the student will learn about exotic animals and the special care requirements of each species. The student will learn about the restraint, medical needs, husbandry, common diseases, and nutrition of birds, reptiles, and pocket pets. Client education will also be addressed as it relates to the ownership of exotic pets.

Prerequisite – HVA1112

VAEXT211 Externship

Clock Hrs: 180 Credit Hrs: 4

In this course the student will spend 180 hours in a veterinary office.



BARBER - DIPLOMA (Resident)

Program Description

The Barber program is designed to teach students how to serve clients at a barber facility and will include hands on experience as well as scientific professional knowledge. Information regarding safe work practices and infection control, licensing laws, salesmanship, shop management, barbering history, haircutting and styling, shaving facial hair, chemical processes, hair and scalp treatments, hair coloring, sterilization, sanitation and hygiene will be discussed. Diploma programs are designed to prepare skilled graduates to work in the Barber industry. The program prepares the student for the Oklahoma State Board of Cosmetology and Barbering Exam which consists of 100 multiple choice questions and a practical exam on a live model and on a manikin. Students will not work on clients until they have completed 150 hours.

Classroom Procedures

All BR courses will meet 30 hours per week, Monday through Friday, 8:00am to 2:00pm or 20 hours per week, Monday through Thursday, 5:30pm to 10:30pm.

Program Outcomes

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

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

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

Diploma

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

BARBER - DIPLOMA (Resident)

Course No.	Course Title	Clock Hours	Credit Hours
AH105	Career and Life Development	50/10	2
BR102	History of Barbering	15/15	1
BR104	Bacteriology	15/15	1
BR106	Chemistry	15/15	1
BR108	Safe Work Practices and Infection Control	15/15	1
BR110	Anatomy and Physiology	15/15	1
BR112	Electricity and Facials	15/15	1
BR120	Properties and Disorders of the Skin	15/15	1
BR122	Properties and Disorders of the Hair and Scalp	15/15	1
BR116	Facial Hair Design and Licensing Laws	15/15	1
BR118	Intro to Cutting and Color	15/15	1
BR124	Barbershop and Retail Management	5/25	1
BR204	Professional Image and the Barber	5/25	1
BR206	Instruments for Straight Razor Shaving	5/25	1
BR208	Uniform Cutting and a Long Layered Cut	5/25	1
BR217	Scalp and Hair Treatments	5/25	1
BR214	Facial Massage	5/25	1
BR216	Facial Treatments	5/25	1
BR219	Straight Razor Shaving and Facial Designs	5/25	1
BR222	Principles of Men's Haircutting and Styling	5/25	1
BR224	Fundamentals of Men's Haircutting	5/25	1
BR226	Safety Precautions for Haircutting and Styling	5/25	1
BR228	Men's Hairstyling	5/25	1
BR230	Men's Hairpieces	5/25	1
BR232	Hair Replacement Systems and Procedures	5/25	1
BR234	Basic Women's Haircutting	5/25	1
BR236	Graduated Cutting and Blunt Cutting	5/25	1
BR276	Basic Women's Haircutting Review	5/25	1
BR240	Women's Hair Styling	5/25	1
BR242	Chemical Texture Services	5/25	1
BR244	Permanent Waving	5/25	1
BR246	Chemical Hair Relaxing	5/25	1
BR248	Hair color Application	5/25	1
BR250	Special Effect Hair Coloring	5/25	1
BR252	Facial Hair Coloring	5/25	1
BR254	Corrective Color	5/25	1
BR256	Self-Employment and Business Ownership	5/25	1
BR258	Microbiology Review	5/25	1
BR260	Infection Control Review	5/25	1
BR262	Anatomy Review	5/25	1
BR264	Physiology Review	5/25	1
BR266	Chemistry Review	5/25	1
BR268	Electricity and Light Therapy Review	5/25	1
BR270	Properties and Disorders of the Skin and Scalp Review	5/25	1
BR272	Properties and Disorders of the Hair Review	5/25	1
BR274	Treatment of the Hair Skin and Scalp review	5/25	1
BR300	Barbering Job Search	5/25	1
BR302	State Board Review	10/50	2

BARBER - DIPLOMA (Resident)

AH105 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 2

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

BR102 History of Barbering

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course will provide an overview of the history of barbering. Functions and importance of state barber boards will also be studied. This course will also, include the understanding of all the instruments used in the practice of barbering.

BR104 Bacteriology

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

Elementary chemistry relating to sanitation, sterilization and bacteriology will be discussed.

BR106 Chemistry

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course discusses the different forms of matter: elements, compounds, and mixtures. Attention will be given to the differences between organic and inorganic chemistry.

BR108 Safe Work Practices and Infection Control

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course provides an overview of bacteria and proper sanitation and disinfection techniques used in the barbershop. Infection control responsibilities of barber professionals will be discussed. This course also provides the student with the understanding of all the instruments used in the practice of barbering.

BR110 Anatomy and Physiology

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course provides the student with the knowledge of the anatomy and physiology as it pertains to barbers. Students will have a thorough understanding of the anatomy of the face, scalp, neck as well as the muscular system. There will be discussion over the arteries of the head, face, and neck.

BR112 Electricity and Facials

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

Student will be introduced to the basics of electricity and its applications in barbering including equipment safety, and types and benefits of light therapy. In this course students will be provided instruction on procedures for performing facials and facial waxing procedures. The student will explore various massage movements and their effects on the client.

BR120 Properties and Disorders of the Skin

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course will study aging and factors influencing the aging process, identification of disorders and contagious diseases, and assessing clients to make appropriate referrals.

BR122 Properties and Disorders of the Hair and Scalp

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course will study the identification of disorders and contagious diseases of the scalp and hair.

BR116 Facial Hair Design and Licensing Laws

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course will provide the fundamentals of straight razor shaving and an introduction to facial hair design. This course will provide the student with a review of the Rules and Regulations as they apply to the barber, as well as prepare the student for their practical and written exams to become a licensed professional.

BR118 Intro to Cutting and Color

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course will provide the student with thorough instruction in the proper way to cut, blend, and taper the hair using clippers. This course also provides an introduction to color theory and its relationship to hair color. Students will also be introduced to the basic categories of color, and discuss what motivates people to color their hair.

BR124 Barbershop and Retail Management

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

In this course students will study the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership. Also addressed are factors one must consider when opening a barbershop and the types of ownerships available. Excellence in barber service as well as effective forms of marketing and retail will be addressed.

BR204 Professional Image and the Barber

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

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

BR206 Instruments for Straight Razor Shaving

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will provide theory and practice for straight razor shaving. Safety and sanitation measures will be discussed and practiced. This course will also, provide the understanding of all the instruments use in the practice of barbering.

BR208 Uniform Cutting and a Long Layered Cut

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

In this course students will gain proficiency in uniform and long layered cutting. This course will also provide the understanding of all the instruments used in the practice of barbering.

BR217 Scalp and Hair Treatments	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will provide students with an understanding of proper shampooing procedures. In this course, students will also learn how to identify and treat common scalp conditions. Scalp massage techniques and hair loss treatments will also be discussed.			
BR214 Facial Massage	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will provide the student with an understanding and the benefits of men's facial massage.			
BR216 Facial Treatments	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will provide the student with an understanding of and how to perform men's facial treatments.			
BR219 Straight Razor Shaving and Facial Design	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will provide an introduction to facial hair design. In this course, students will practice straight razor shaving and various razor techniques. Safety and sanitation will also be covered.			
BR222 Principles of Men's Haircutting and Styling	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will provide the student with an understanding the art of haircutting and how it involves individualized and precise designing, cutting, and shaping of the hair.			
BR224 Fundamentals of Men's Haircutting	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will provide the student with thorough instruction in the proper way to cut, blend, and taper the hair using clippers.			
BR226 Safety Precautions for Haircutting and Styling	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will provide the student with thorough instruction about using safety precautions while cutting and styling hair.			
BR228 Men's Hairstyling	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
Students will have an understanding of how different products work in the hair and how to use a style hair by using a blow dryer properly.			
BR230 Men's Hairpieces	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
There will be discussion on men's hairpieces such as demonstration how to measure a client for a hairpiece. Student will have an understanding the marketing techniques to increase hairpiece sales.			
BR232 Hair Replacement Systems and Procedures	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
There will be discussion about different alternative hair replacement methods students will also learn how to do a template of a men's hairpiece.			
BR234 Basic Women's Haircutting	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will assist you in transferring the knowledge and application of what you have learned about men's haircutting into women's haircutting.			
BR236 Graduated Cutting and Blunt Cutting	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
In this course students will gain proficiency in blunt and graduated hair cutting.			
BR276 Basic Women's Haircutting Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
In this course students will review and be proficient in blunt, graduated, uniform and long layered haircutting techniques.			
BR240 Women's Hair Styling	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will provide the student with an understanding of different types of hairstyles and an understanding how important client consultation is prior to styling the hair.			
BR242 Chemical Texture Services	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course provides a review of chemical and smoothing services, the chemical used in these relaxing processes, and analysis of the hair for proper product selection. In this course students will also study the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.			
BR244 Permanent Waving	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will provide the student with more knowledge of permanent waving, and how it creates chemical changes that permanently alter the natural pattern of the existing hair growth. Also, we will address the factors one must consider when opening a barbershop and the types of ownerships available. Excellence in barbershop service as well as effective forms of marketing will be addressed.			
BR246 Chemical Hair Relaxing	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will provide the student with more knowledge of relaxers and how it creates a chemical change that permanently alters the natural pattern of the existing hair growth.			
BR248 Hair Color Application	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
In this course students will study and demonstrate basic application techniques for temporary colors, semi-permanent colors, permanent colors, and lighteners.			
BR250 Special Effect Hair coloring	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
In this course students will study and demonstrate pattern application techniques for temporary colors, semi-permanent colors, permanent colors, and lighteners.			
BR252 Facial Hair Coloring	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will provide the student with the knowledge of knowing how to identify products used to color facial hair and discuss safety precautions to use when coloring facial hair.			
BR254 Corrective Color	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
In this course students will learn how to successfully carry out a client consultation for color correction and apply the principles of color Lecture when performing a corrective color service.			

BR256 Self Employment and Business Ownership	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
Students will have an understanding of the types of business ownership. Students will be able to identify the types of records that barbershop owner must maintain.			
BR258 Microbiology Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
Elementary chemistry relating to sanitation, sterilization and bacteriology will be discussed.			
BR260 Infection Control Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
In this course there will be a review over bacteria and proper sanitation and disinfection techniques used in the barbershop. Infection control responsibilities of barber professionals will be discussed.			
BR262 Anatomy Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
The student will be reviewing the anatomy as it pertains to barbers. Students will have a thorough understanding of the anatomy of the face, scalp, neck as well as the muscular system. There will be discussion over the arteries of the head, face, and neck. Safety will be reviewed and addressed and practiced.			
BR264 Physiology Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
The student will be reviewing the physiology as it pertains to barbers. Students will have a thorough understanding of the physiology of the face, scalp, neck as well as the muscular system. There will be discussion over the arteries of the head, face, and neck. Students will review the aging and factors influencing the aging process, identification of disorders and contagious diseases on the scalp, and assessing clients to make appropriate referrals.			
BR266 Chemistry Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will review and discusses the different forms of matter: elements, compounds, and mixtures. Attention will be given to the differences between organic and inorganic chemistry. Safety will be reviewed and addressed and practiced.			
BR268 Electricity and Light Therapy Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
Student will also be introduced to the basics of electricity and its applications in barbering including equipment safety, and types and benefits of light therapy.			
BR270 Properties and Disorders of the Skin and Scalp Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course provides a review of disorders and properties of the skin and scalp.			
BR272 Properties and Disorders of the Hair Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course provides a review of how scalp massages can benefit the client and their hair in the barbering profession.			
BR274 Treatment of the Hair Skin and Scalp Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
In this course students will review treatments for the hair, skin, and scalp.			
BR300 Barbering Job Search	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will provide the student with a review of implementation basics for success both professionally and personally with a focus on attitude, responsibility, communication, decision making and problem solving, and preparing for the workforce.			
BR302 State Board Review	Lecture Hrs: 10	Lab Hrs: 50	Credit Hrs: 2
This course will provide the student with knowledge that is needed to prepare for state board examinations. The student will know how to write a resume, and have the knowledge to search for employment in the barbering field.			

BARBERING TO COSMETOLOGY CROSSOVER - DIPLOMA (Resident)

Description

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

Classroom Procedures

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

Career Path

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

Diploma

Total Hrs:	300
Total Semester Hours of Credit:	10
Total Weeks:	10(full time) or 15(part-time)
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
Academic Year:	Academic Year: Full-time – 300 hours/21 weeks (Non term) OR Part-time 300 hours/30 weeks (Non term)

Course No.	Course Title	Clock Hours	Credit Hours
BCO106	Structure of Hair, Skin and Nails	30/0	1
BCO144	Diseases, Disorders, and Infection Control	30/0	1
BCO262	Wet Hair Styling	10/20	1
BCO122	Manicures/Pedicures	20/10	1
BCO150	Braiding and Styling	10/20	1
BCO152	Wigs and Hair Extensions	10/20	1
BCO154	Day, Evening and Stage Makeup	10/20	1
BCO276	Artificial Nail Enhancements	10/20	1
BCO278	Facials Spa Services	10/20	1
BCO272	State Board Review I	0/30	1

The Barbering to Cosmetology Crossover program is approved by the Oklahoma Board of Private Vocational Schools and the Oklahoma State Board of Cosmetology and Barbering only.

BARBERING TO COSMETOLOGY CROSSOVER - DIPLOMA (Resident)

BCO106 Structure of Hair, Skin and Nails

Lecture Hrs: 30

Lab Hrs: 0

Credit Hrs: 1

This course provides instruction on the structure of the hair root and hair shaft, and the structure and composition of skin and nails. Students will gain an understanding of the function and growth of hair, skin and nails. The student will learn how to analyze a client's scalp and hair texture. How various hair textures and growth patterns affect chemical processing techniques will be discussed as well as hair loss treatments.

BCO144 Diseases, Disorders, and Infection Control

Lecture Hrs: 30

Lab Hrs: 0

Credit Hrs: 1

This course provides an overview of bacteria and proper sanitation and disinfection techniques used in the salon and of diseases and disorders affecting skin and nails as pertinent to cosmetology. Topics include aging and factors influencing the aging process, identification of disorders and contagious diseases, and assessing clients to make appropriate referrals. Infection control responsibilities of salon professionals will be discussed.

BCO262 Wet Hair Styling

Lecture Hrs: 10

Lab Hrs: 20

Credit Hrs: 1

This course introduces students to hair design utilizing proper roller placement, pin curl techniques, and finger wave designs.

BCO122 Manicures/Pedicures

Lecture Hrs: 20

Lab Hrs: 10

Credit Hrs: 1

In this course the student will be introduced to the skills necessary to perform manicures and pedicures. Proper sanitation and disinfection techniques used in the salon will also be discussed and demonstrated.

BCO150 Braiding and Styling

Lecture Hrs: 10

Lab Hrs: 20

Credit Hrs: 1

In this course students will discuss and demonstrate various braiding techniques including visible, invisible, rope and single braids. Styling options and tools used for braiding and natural hair service will also be discussed.

BCO152 Wigs and Hair Extensions

Lecture Hrs: 10

Lab Hrs: 20

Credit Hrs: 1

This course will introduce students to artificial hair enhancements. Topics for this course will include wig measurement, types of hair pieces, human and synthetic hair, care for artificial hair and styling will all be discussed and demonstrated.

BCO154 Day, Evening and Stage Makeup

Lecture Hrs: 10

Lab Hrs: 20

Credit Hrs: 1

This course provides an introduction to the basics of facial makeup and the laws and theory of color. Students will learn about various types of cosmetics and their uses. Makeup application will be discussed and demonstrated for day and evening wear along with accentuated makeup for the stage.

BCO276 Artificial Nail Enhancements

Lecture Hrs: 10

Lab Hrs: 20

Credit Hrs: 1

This course covers the theory and application of acrylic and gel nail enhancements. Students will be able to perform various types of artificial nail applications.

BCO278 Facials and Spa Services

Lecture Hrs: 10

Lab Hrs: 20

Credit Hrs: 1

This course covers the theory and application of spa services including facials, waxing, lash application, and body treatments.

BCO272 State Board Review I

Lecture Hrs: 0

Lab Hrs: 30

Credit Hrs: 1

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

Prerequisite: Completion of Phase I



COSMETOLOGY - DIPLOMA (Resident)

Description

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

Classroom Procedures

All BCO courses will meet 30 hours per week, Monday through Friday, 9:00am to 3:00pm or 20 hours per week, Monday through Thursday, 5:30pm to 10:30pm.

Career Path

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

Diploma

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

COSMETOLOGY - DIPLOMA (Resident)

Course No.	Course Title	Clock Hours	Credit Hours
AH105	Career and Life Development	50/10	2
BCO106	Structure of Hair, Skin and Nails	30/0	1
BCO145	Shampooing and Blow Outs	15/15	1
BCO144	Diseases, Disorders, and Infection Control	30/0	1
BCO262	Wet Hair Styling	10/20	1
BCO264	Thermal Styling	10/20	1
BCO122	Manicures/Pedicures	20/10	1
BCO266	Permanent Waving	10/20	1
BCO268	Chemical Texturing	10/20	1
BCO162	Haircutting Concepts and Application	10/20	1
BCO164	Color Concepts and Application	10/20	1
BCO240	Formulation	10/20	1
BCO143	Guest Service and Product Knowledge	15/15	1
BCO140	Chemistry	30/0	1
BCO274	Salon Success Strategies	0/30	1
BCO142	Electricity	15/15	1
BCO102	Anatomy	15/15	1
BCO150	Braiding and Styling	10/20	1
BCO152	Wigs and Hair Extensions	10/20	1
BCO154	Day, Evening and Stage Makeup	10/20	1
BCO156	Fantasy and Gore Makeup	10/20	1
BCO278	Facials and Spa Services	10/20	1
BCO276	Artificial Nail Enhancements	10/20	1
BCO118	Salon Management	15/15	1
BCO246	Special FX Application	10/20	1
BCO250	Color Correction	10/20	1
BCO256	Uniform Cutting	10/20	1
BCO258	Razor and Clipper Cutting	10/20	1
BCO260	Cutting Integration	10/20	1
BCO272	State Board Review I	0/30	1
BCO280	Oklahoma Rules and Statutes	0/30	1
BCO320	Anatomy and Physiology Review	0/30	1
BCO322	Chemistry Review	0/30	1
BCO324	Electricity Review	0/30	1
BCO326	Infection Control and Diseases Review	0/30	1
BCO328	Properties of the Hair, Skin, and Scalp Review	0/30	1
BCO330	Chemical Texturing Review	0/30	1
BCO332	Facials, Hair Removal, Makeup Review	0/30	1
BCO334	Hair Design Review	0/30	1
BCO336	Haircutting Review	0/30	1
BCO337	Men's Haircutting Review	0/30	1
BCO338	Hair Coloring Review	0/30	1
BCO342	Natural Nail Care Review	0/30	1
BCO346	Salon Business Review	0/30	1
BCO352	Job Success Strategies	0/30	1
BCO354	Preparing for Licensure	0/30	1
BCO401	Salon Floor Experience I	0/30	1
BCO402	Salon Floor Experience II	0/30	1
BCO403	Salon Floor Experience III	0/30	1



COSMETOLOGY - DIPLOMA (Resident)

AH105 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 2

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

BCO143 Guest Service and Product Knowledge

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course will assist the student in identifying services offered in modern salons and spas and the product and ingredients used to perform these services. Organic and inorganic ingredients and their uses will be discussed.

BCO140 Chemistry

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course discusses the different forms of matter: elements, compounds and mixtures. Attention will be given to the differences between organic and inorganic chemistry.

BCO106 Structure of Hair, Skin and Nails

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course provides instruction on the structure of the hair root and hair shaft, and the structure and composition of skin and nails. Students will gain an understanding of the function and growth of hair, skin and nails. The student will learn how to analyze a client's scalp and hair texture. How various hair textures and growth patterns affect chemical processing techniques will be discussed as well as hair loss treatments.

BCO145 Shampooing and Blow Outs

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

In this course students are introduced to the art of scalp massage, relaxing shampoo services and proper blow out styling techniques to provide future salon guests with their desired styled and extraordinary salon experience. Scalp care, shampoo selection and hair treatments will be discussed.

BCO144 Diseases, Disorders, and Infection Control

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course provides an overview of bacteria and proper sanitation and disinfection techniques used in the salon and of diseases and disorders affecting skin and nails as pertinent to cosmetology. Topics include aging and factors influencing the aging process, identification of disorders and contagious diseases, and assessing clients to make appropriate referrals. Infection control responsibilities of salon professionals will be discussed.

BCO262 Wet Hair Styling

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

This course introduces students to hair design utilizing proper roller placement, pin curl techniques, and finger wave designs.

BCO264 Thermal Styling

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

This course will provide the student with the techniques used for thermal hairstyling. The various types of thermal irons and other thermal styling tools will be discussed. Students will demonstrate the techniques used for thermal irons, blow dry styling, and marcel ironing and pressing.

BCO122 Manicures/Pedicures

Lecture Hrs: 20 Lab Hrs: 10 Credit Hrs: 1

In this course the student will be introduced to the skills necessary to perform manicures and pedicures. Proper sanitation and disinfection techniques used in the salon will also be discussed and demonstrated.

BCO266 Permanent Waving

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

This course introduces the student to the basic techniques used for the permanent waving. The tools used for the permanent waving of hair will be identified and discussed. Students will demonstrate the techniques of sectioning, base control, and base direction when wrapping hair for chemical processing.

BCO268 Chemical Texturing

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

This course provides an overview of chemical and smoothing services. The chemical used in these relaxing processes will be discussed and demonstrated. Focus will be on analysis of the hair for proper product selection and procedures when providing chemical texturing services.

BCO240 Formulation

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

This course focuses on theory and practical application of color products. Students will be able to perform a successful consultation and formulate accordingly to ensure proper color mixtures.

BCO162 Haircutting Concepts and Application

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

In this course, students will learn the basic concepts and applications of haircutting including guidelines, angles, and elevations of cutting.

BCO164 Color Concepts and Application

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

In this course, students will learn the basic concepts of color. Various color application patterns will be taught for applying temporary, semi, demi and permanent color and lightener.

BCO246 Special FX Application

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

This course introduces students to proper creation and application of various color formulas, as well as advanced special effects coloring applications.

BCO250 Color Correction

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

In this course students will learn how to successfully carry out a client consultation for color correction and apply the principles of color theory when performing a corrective color service.

BCO280 Oklahoma Rules and Statutes

Lecture Hrs: 0 Lab Hrs: 30 Credit Hrs: 1

In this course, students will review the Oklahoma State Board of Cosmetology and Barbering Rules and Statutes that govern our industry.

BCO337 Men's Haircutting Review In this course, students will review the concepts of men's haircutting and styling.	Lecture Hrs: 0	Lab Hrs: 30	Credit Hrs: 1
BCO256 Uniform Cutting This course focuses on techniques used for layered haircutting.	Lecture Hrs: 10	Lab Hrs: 20	Credit Hrs: 1
BCO258 Razor and Clipper Cutting This course will provide information related to the five characteristics that determine the behavior of hair and the functions and characteristics of haircutting tools. Instruction will focus on the theory and techniques used for in razor and clipper cuts.	Lecture Hrs: 10	Lab Hrs: 20	Credit Hrs: 1
BCO260 Cutting Integration This is an advanced haircutting course in which students will learn how to integrate previously acquired skills and techniques.	Lecture Hrs: 10	Lab Hrs: 20	Credit Hrs: 1
BCO274 Salon Success Strategies This course will introduce students to the salon environment. During these courses, students will learn how to build a clientele as well as learn the functions of a working salon. Students will begin their portfolio as well as discuss personal branding.	Lecture Hrs: 0	Lab Hrs: 30	Credit Hrs: 1
BCO142 Electricity This course will introduce students to the basics of electricity and its applications in cosmetology including equipment safety, and types and benefits of light therapy.	Lecture Hrs: 30	Lab Hrs: 0	Credit Hrs: 1
BCO102 Anatomy Students will be introduced to the importance of anatomy and physiology in the cosmetology profession. This course provides an integrated study of the human structure and functions. Topics include cellular structure and reproduction, various tissues found in the body, and the different systems of the body.	Lecture Hrs: 30	Lab Hrs: 0	Credit Hrs: 1
BCO150 Braiding and Styling In this course students will discuss and demonstrate various braiding techniques including visible, invisible, rope and single braids. Styling options and tools used for braiding and natural hair service will also be discussed.	Lecture Hrs: 10	Lab Hrs: 20	Credit Hrs: 1
BCO152 Wigs and Hair Extensions This course will introduce students to artificial hair enhancements. Topics for this course will include wig measurement, types of hair pieces, human and synthetic hair, care for artificial hair and styling will all be discussed and demonstrated.	Lecture Hrs: 10	Lab Hrs: 20	Credit Hrs: 1
BCO154 Day, Evening and Stage Makeup This course provides an introduction to the basics of facial makeup and the laws and theory of color. Students will learn about various types of cosmetics and their uses. Makeup application will be discussed and demonstrated for day and evening wear along with accentuated makeup for the stage.	Lecture Hrs: 10	Lab Hrs: 20	Credit Hrs: 1
BCO156 Fantasy and Gore Makeup In this course students will use their creativity to explore fantasy and gore makeup. Topics include creation of fantasy characters, bruises, cuts, scars and bloody wounds. Demonstrations and application of makeup bruise wheel, latex and scar wax will be included.	Lecture Hrs: 10	Lab Hrs: 20	Credit Hrs: 1
BCO276 Artificial Nail Enhancements This course covers the theory and application of acrylic and gel nail enhancements. Students will be able to perform various types of artificial nail applications.	Lecture Hrs: 10	Lab Hrs: 20	Credit Hrs: 1
BCO278 Facials and Spa Services This course covers the theory and application of spa services including facials, waxing, and body treatments.	Lecture Hrs: 10	Lab Hrs: 20	Credit Hrs: 1
BCO118 Salon Management In this course students will study the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership. Also addressed are factors one must consider when opening a salon and the types of ownerships available. Excellence in salon service as well as effective forms of marketing will be addressed.	Lecture Hrs: 30	Lab Hrs: 0	Credit Hrs: 1
BCO272 State Board Review I This course will provide the student with a review of the Rules and Regulations as they apply to the salon, as well as prepare the student for their practical and written exams to become a licensed professional.	Lecture Hrs: 0	Lab Hrs: 30	Credit Hrs: 1
BCO320 Anatomy and Physiology Review In this course students will review Anatomy and Physiology. Students will know the importance of anatomy and physiology in the cosmetology profession, review the 10 main body systems, and identify the types of tissues found in the body.	Lecture Hrs: 0	Lab Hrs: 30	Credit Hrs: 1
BCO322 Chemistry Review This course provides a review of Chemistry. Students will know the different forms of matter and the differences between organic and inorganic chemistry.	Lecture Hrs: 0	Lab Hrs: 30	Credit Hrs: 1
BCO324 Electricity Review This course provides a review of the nature of electricity, electrical equipment safety, and electrotherapy in cosmetology.	Lecture Hrs: 0	Lab Hrs: 30	Credit Hrs: 1
BCO326 Infection Control and Diseases This course will provide the student with a review of Infection control and diseases. Students will review the state laws and regulations, the classifications of bacteria, and the proper cleaning of salon tools and equipment.	Lecture Hrs: 0	Lab Hrs: 30	Credit Hrs: 1
BCO328 Properties of the Hair, Skin, and Scalp Review	Lecture Hrs: 0	Lab Hrs: 30	Credit Hrs: 1

This course provides a review of the properties of the hair, skin, and scalp.

BCO330 Chemical Texturing Review

Lecture Hrs: 0

Lab Hrs: 30

Credit Hrs: 1

This course provides a review of chemical and smoothing services, the chemical used in these relaxing processes, and analysis of the hair for proper product selection.

BCO332 Facials, Hair Removal, Makeup Review

Lecture Hrs: 0

Lab Hrs: 30

Credit Hrs: 1

This course provides a review of procedures for performing facials, waxing procedures and makeup application theories.

BCO334 Hair Design Review

Lecture Hrs: 0

Lab Hrs: 30

Credit Hrs: 1

This course provides a review of the elements and principles of hair design. Students will know safe and proper techniques for using the various tools of hair design.

BCO336 Haircutting Review

Lecture Hrs: 0

Lab Hrs: 30

Credit Hrs: 1

This course provides the student with a review to cutting theory with intense instruction on the angles and elevations used to perform graduated and layered haircuts, proper body mechanics, hand position and safety when cutting hair, as well as the guidelines for sanitation and disinfection.

BCO338 Hair Coloring Review

Lecture Hrs: 0

Lab Hrs: 30

Credit Hrs: 1

This course provides a review of color theory and its relationship to hair color. Students will know the basic categories of color, and theory of hair color.

BCO342 Natural Nail Care Review

Lecture Hrs: 0

Lab Hrs: 30

Credit Hrs: 1

This review course covers the safety and sanitation procedures to properly perform manicures and pedicures.

BCO346 Salon Business Review

Lecture Hrs: 0

Lab Hrs: 30

Credit Hrs: 1

This course will provide the student with a review of management principles, marketing strategies, customer service and types of salon ownership.

BCO352 Job Success Strategies

Lecture Hrs: 0

Lab Hrs: 30

Credit Hrs: 1

This course will prepare students for their career in cosmetology. Job search strategies, interviewing skills, and continuing education will all be discussed. In this course students will complete their cosmetology portfolio as well as review state board test skills.

BCO354 Preparing for Licensure

Lecture Hrs: 0

Lab Hrs: 30

Credit Hrs: 1

This course reviews the written and practical aspects of the Oklahoma State Board of Cosmetology and Barbering Examinations. Students will review OSBCB Rules and Statutes as they pertain to the requirements of the cosmetology industry in Oklahoma.

BCO401 Salon Floor experience I

Lecture Hrs: 0

Lab Hrs: 30

Credit Hrs: 1

In this course students will explore specialty areas of the cosmetology and spa industry. Students will select specialty areas based on interest and specialty area requirements. Areas of specialty include makeup, esthetics, nails, and advanced hair skills.

BCO402 Salon Floor experience II

Lecture Hrs: 0

Lab Hrs: 30

Credit Hrs: 1

In this course students will continue to explore specialty areas of the cosmetology and spa industry. Students will select specialty areas based on interest and specialty area requirements. Areas of specialty include makeup, esthetics, nails, and advanced hair skills.

BCO403 Salon Floor experience III

Lecture Hrs: 0

Lab Hrs: 30

Credit Hrs: 1

In this course students will continue to explore specialty areas of the cosmetology and spa industry. Students will select specialty areas based on interest and specialty area requirements. Areas of specialty include makeup, esthetics, nails, and advanced hair skills.

COSMETOLOGY TO BARBERING CROSSOVER – DIPLOMA (Resident)

Program Description

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

Classroom Procedures

All BR courses will meet 30 hours per week, Monday through Friday, 8:00am to 2:00pm or 20 hours per week, Monday through Thursday, 5:30pm to 10:30pm.

Program Outcomes

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

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

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

Diploma

Total Hrs:	300
Total Semester Hours of Credit:	10
Total Weeks:	10 (Full Time) or 15 (Part Time)
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	Academic Year: Day – 300 hours/10 weeks (Non term) or Evening 300 hours/15 weeks (Non term)

Course No.	Course Title	Clock Hours	Credit Hours
BR102	History of Barbering	15/15	1
BR116	Facial Hair Design and Licensing Laws	15/15	1
BR206	Instruments for Straight Razor Shaving	5/25	1
BR219	Straight Razor Shaving and Facial Designs	5/25	1
BR222	Principles of Men's Haircutting and Styling	5/25	1
BR224	Fundamentals of Men's Haircutting	5/25	1
BR230	Men's Hairpieces	5/25	1
BR228	Men's Hairstyling	5/25	1
BR302	State Board Review	10/50	2

The Cosmetology to Barbering Crossover program is approved by the Oklahoma Board of Private Vocational Schools and the Oklahoma State Board of Cosmetology and Barbering only.



COSMETOLOGY TO BARBERING CROSSOVER – DIPLOMA (Resident)

BR102 History of Barbering

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course will provide an overview of the history of barbering. Functions and importance of state barber boards will also be studied. This course will also, include the understanding of all the instruments used in the practice of barbering.

BR116 Facial Hair Design and Licensing Laws

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course will provide the fundamentals of straight razor shaving and an introduction to facial hair design. This course will provide the student with a review of the Rules and Regulations as they apply to the barber, as well as prepare the student for their practical and written exams to become a licensed professional.

BR206 Instruments for Straight Razor Shaving

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will provide theory and practice for straight razor shaving. Safety and sanitation measures will be discussed and practiced. This course will also, provide the understanding of all the instruments use in the practice of barbering.

BR219 Straight Razor Shaving and Facial Design

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will provide an introduction to facial hair design. In this course, students will practice straight razor shaving and various razor techniques. Safety and sanitation will also be covered.

BR222 Principles of Men's Haircutting and Styling

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will provide the student with an understanding the art of haircutting and how it involves individualized and precise designing, cutting, and shaping of the hair.

BR224 Fundamentals of Men's Haircutting

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will provide the student with thorough instruction in the proper way to cut, blend, and taper the hair using clippers.

BR228 Men's Hairstyling

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

Students will have an understanding of how different products work in the hair and how to use a style hair by using a blow dryer properly.

BR230 Men's Hairpieces

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

There will be discussion on men's hairpieces such as demonstration how to measure a client for a hairpiece. Student will have an understanding the marketing techniques to increase hairpiece sales.

BR302 State Board Review

Lecture Hrs: 10 Lab Hrs: 50 Credit Hrs: 2

This course will provide the student with knowledge that is needed to prepare for state board examinations. The student will know how to write a resume, and have the knowledge to search for employment in the barbering field.



ESTHETICIAN - DIPLOMA (Resident)

Description

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

Classroom Procedures

Each course stands alone as a unit of study. Classes meet full time (30 hours per week) and part time (20 hours per week).

Career Path

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

Diploma

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

Course No.	Course Title	Clock Hours	Credit Hours
AH105	Career and Life Development	50/10	2
EST102	Biology for Estheticians	5/25	1
EST104	Skin Analysis and Facials	15/15	1
EST106	Advanced Facials	5/25	1
EST122	Skin Physiology	5/25	1
EST110	Hair Removal	15/15	1
EST112	Chemistry and Ingredients	5/25	1
EST114	Makeup and Eyelash Extensions	5/25	1
EST116	Electrical Esthetics and Nutrition	5/25	1
EST118	Body Treatments	5/25	1
EST120	Advanced Makeup	5/25	1
EST201	Infection Control and Biology Review	5/25	1
EST203	Skin Physiology Review	5/25	1
EST206	Skin Analysis and Facial Procedures Review	5/25	1
EST205	Hair Removal and Makeup Review	5/25	1
EST210	Ingredients and Skin Care Review	5/25	1
EST212	Electrical and Advanced Esthetics Review	5/25	1
EST214	Esthetic Opportunities Review	5/25	1
EST216	State Board Rules and Regulations	5/25	1

*These clock hours encompass all requirements of the following Oklahoma State Board of Cosmetology and Barbering requirements:
Bacteriology, Sterilization, Sanitation and Safety – 80, Sciences – 180, Facials – 200, Non-Permanent Hair Removal – 40,
Salon Development – 60, Cosmetology Law – 40*



ESTHETICIAN - DIPLOMA (Resident)

AH105 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 2

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

EST102 Biology for Estheticians

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

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

EST104 Skin Analysis and Facials

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

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

EST106 Advanced Facials

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will focus on results-oriented exfoliation procedures such as microdermabrasion and chemical peels. Students will understand the difference in chemical and mechanical exfoliation as well as the difference in enzyme, alpha hydroxy acid, and beta hydroxy acid chemical peels. Student will learn to manipulate and manage the microdermabrasion machine, as well as all contraindications for these services.

EST122 Skin Physiology

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

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

EST110 Hair Removal

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course will provide instruction on the hair growth cycle, methods of hair removal, and sanitation procedures for hair removal. Advanced techniques like photo-epilation, threading, and sugaring will also be discussed. The student will demonstrate waxing over most of the body.

EST112 Chemistry and Ingredients

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

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

EST114 Makeup and Eyelash Extensions

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

In this course the student will learn the psychological and procedural aspects of makeup application. The overall services including the different tools and implements necessary for performing a professional makeup application will be addressed. The students will identify the proper function of the various tools and demonstrate the techniques used for basic makeup application. Students will also learn classic eyelash extension materials and various application techniques.

EST116 Electrical Esthetics and Nutrition

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will provide the student with a basic understanding of electricity and how it relates to the esthetic profession. The four types of electrotherapy and the types of light therapy as they apply to esthetics are discussed. The student will learn and demonstrate electrical equipment safety for themselves and the clients while in the salon setting. Students will be proficient in the use of the galvanic and high frequency machines. In addition, this course will cover nutrition and how it relates to healthy skin. Students will learn the importance of macronutrients, micronutrients, minerals, and vitamins to the skin along with which vitamins can be applied directly to the skin. In this course students will also cover basic business and marketing skills as they apply to an Esthetician.

EST118 Body Treatments

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

In this course students will learn the full body application of products. Once completing the course students should be proficient in body scrubs, body wraps and body masks. Students will learn Brazilian waxing. They will also be taught all the parts of the treatment room and the proper techniques in arranging the room.

EST120 Advanced Makeup

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course is designed to further the students understanding of makeup applications. Special effects, camouflage, contouring and special occasion makeup is all covered and practiced. Students will also learn airbrush makeup in this course.

EST201 Infection Control and Biology Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course provides a review of anatomy and physiology as it pertains to esthetics. Students will have a thorough understanding of the anatomy of the face, scalp, neck, and arms. As well as cellular functions, organs, bones and muscles. Students will also review infection control and sanitary procedures.			
EST203 Skin Physiology Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
Students will review the skin layers, functions and necessary disorders and diseases. Proper treatment and contraindications will also be covered in this course.			
EST206 Skin Analysis and Facial Procedures Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course provides a review of skills necessary to identify skin types, common conditions of the skin, how to perform the Fitzpatrick evaluation and what to recommend for certain types of skin. Students will know the difference between a skin type and a skin condition and the causes for each.			
EST205 Hair Removal and Makeup Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course provides a review of basic hair removal concepts and procedures. Basic makeup application and the color wheel will also be covered.			
EST210 Ingredients and Skin Care	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
In this course students will review basic skin care products and their ingredients as they apply to professional and home use. Students will know common cosmetic ingredients and their functions, as well as the FDAs role in regulation of cosmetic ingredients for consumer safety. The student will be able to choose a product line for a wide range of skin types and conditions.			
EST212 Electrical and Advanced Esthetics Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course provides a review of the four types of electrotherapy, the five types of light therapy, and electrical equipment safety. Students will also review ingredients and procedures used in advanced esthetics, be able to recognize advanced ingredients such as Retin-A and AHAs, and know the skills necessary to provide advanced services such as peels and deep pore cleansing.			
EST214 Esthetic Opportunities Review	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course provides the student with a review of the esthetics profession, qualities needed to be successful in a service profession, and various types of ownership, record keeping, and the importance of proper advertising and marketing.			
EST216 State Board Rules and Regulations	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course provides an exhaustive review of the rules and regulations of the Oklahoma State Board of Cosmetology and Barbering as they apply to estheticians. The student will be familiarized with the Oklahoma State Board of Cosmetology and Barbering Unofficial Rule Book. Students will also be given instructions on how and where to find additional information related to rules and regulations.			



FASHION DESIGN- DIPLOMA (DE)

Objective

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

Classroom Procedures

A student may enter the program at the scheduled start dates and continue through the sequence until completion of all courses. Students will complete all courses in Phase I prior to moving on to Phase II.

Career Path

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

Diploma

Total Classroom Hrs:	1050
Total Program Hrs:	1050
Total Weeks:	52
Total Semester Hours of Credit:	35
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/36 weeks (Term Typed C)

Course No.	Course Title	Clock Hours	Credit Hours
AH104	Career and Life Development	50/10	2
FD101	Design Foundations	60/0	2
FD103	Beginning Clothing Construction	30/30	2
FD105	Textiles	60/0	2
FD107	Patternmaking	30/30	2
FD109	History of Fashion	60/0	2
FD111	Fashion Sketching	30/30	2
FD113	Apparel Production	60/0	2
FD200	Intermediate Clothing Construction *	10/50	2
FD202	Introduction to Fashion Business	60/0	2
FD205	Computer-Aided Patternmaking *	10/50	2
FD207	Fashion Industry Overview	60/0	2
FD209	Computer-Aided Fashion Design	10/50	2
FD210	Patternmaking II *	30/30	2
FD212	Advanced Clothing Construction *	0/60	2
FD301	Design Collection *	0/90	3
FD300	Capstone *	0/60	2

* Course requires a prerequisite prior to taking course.

FASHION DESIGN- DIPLOMA (DE)

AH104 Career and Life Development

Lecture Hrs: 50

Lab Hrs: 10

Credit Hrs: 2

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

FD101 Design Foundations

Lecture Hrs: 60

Lab Hrs: 0

Credit Hrs: 2

This course provides a thorough look at the fundamentals and principles of design with an emphasis on artistic expression through a complete understanding of the design process. Design as it relates to all arts is discussed. Emphasis is placed on utilization of good design principles in creative expression.

FD103 Beginning Clothing Construction

Lecture Hrs: 30

Lab Hrs: 30

Credit Hrs: 2

This course introduces the student to basic principles and techniques of apparel assembly. Theoretical concepts will be applied practically in progressively advancing sewing projects. The student will be provided with the knowledge and skills necessary to create basic and simple designs.

FD105 Textiles

Lecture Hrs: 60

Lab Hrs: 0

Credit Hrs: 2

This course provides an expansive look at the design, structure and application of textiles. Students are introduced to a broad scope of topics such as fiber structure and innovation, construction of fabrics, quality issues and regulation of textiles.

FD107 Patternmaking

Lecture Hrs: 30

Lab Hrs: 30

Credit Hrs: 2

This course provides theory and practice in developing flat pattern design for custom garment construction. Major components of the garment are addressed: bodice, collar, skirt and sleeve. Multi-level manipulations and design variations are addressed to show the integration of basic skills in limitless design possibilities.

FD109 History of Fashion

Lecture Hrs: 60

Lab Hrs: 0

Credit Hrs: 2

This course provides a historical overview of dress from the ancient world to the trends of today. It takes into account the social, geographical, environmental, cultural and artistic perspectives that influence the design and production of clothing.

FD111 Fashion Sketching

Lecture Hrs: 30

Lab Hrs: 30

Credit Hrs: 2

This course introduces the student to fashion sketching with a focus on drawing the fashion figure, fabric shapes, and garment details. Sketching accessories and descriptive rendering techniques will be presented to further advance the skills of the student.

FD113 Apparel Production

Lecture Hrs: 60

Lab Hrs: 0

Credit Hrs: 2

This course provides a thorough overview of the pre-production processes of apparel product development: planning, forecasting, fabricating, developing silhouettes and specifications, pricing, and sourcing. It establishes the necessary coordination of these processes to result in successful production of a line of clothing. Students will learn the concept of technical packages.

FD200 Intermediate Clothing Construction

Lecture Hrs: 10

Lab Hrs: 50

Credit Hrs: 2

A continuation of Beginning Clothing Construction (FD 103), this course provides the student with advanced knowledge and skills for increased levels of proficiency in clothing construction, including, handling specialty fabrics, creation of complex designs, and an introduction of knit qualities and construction techniques.

Prerequisites: FD101, FD103, FD105, FD107

FD202 Introduction to Fashion Business

Lecture Hrs: 60

Lab Hrs: 0

Credit Hrs: 2

This course is designed to provide students with the skills and knowledge needed to develop research and analyze how the fashion business works. This course includes on-campus and industry field trips to a variety of fashion related business sources.

FD205 Computer-Aided Patternmaking

Lecture Hrs: 10

Lab Hrs: 50

Credit Hrs: 2

A continuation of Patternmaking (FD 107), this course introduces advanced theory and practice in developing flat pattern designs. The student will be introduced to computer-aided design software for Patternmaking.

Prerequisites: FD101, FD103, FD107, FD209

FD207 Fashion Industry Overview

Lecture Hrs: 60

Lab Hrs: 0

Credit Hrs: 2

This course offers a comprehensive overview of the fashion industry. Special attention is given to research, production, and marketing. The student will be introduced to the skills necessary to effectively function in the fashion industry.

FD209 Computer-Aided Fashion Design

Lecture Hrs: 10

Lab Hrs: 50

Credit Hrs: 2

This course provides an introduction to computer-aided fashion design software programs. Areas of instruction include creation of flat sketches, colorizing designs, story board assembly, textile design, and creation of cost and specification sheets.

FD210 Patternmaking II

Lecture Hrs: 30

Lab Hrs: 30

Credit Hrs: 2

This course is a continuation of Patternmaking I with an emphasis on drafting advanced patterns and garment construction. The student will be provided with the skills necessary to create full scale patterns by using the flat pattern technique.

Prerequisites: FD101, FD103, FD107

FD212 Advanced Clothing Construction**Lecture Hrs: 0****Lab Hrs: 60****Credit Hrs: 2**

Students are introduced to advanced sewing skills and required to use those along with the techniques and sewing skills they acquired in beginning construction and intermediate construction to design and create projects to be shown in the final fashion show.

Prerequisites: *FD101, FD103, FD107, FD200*

FD301 Design Collection**Lecture Hrs: 0****Lab Hrs: 90****Credit Hrs: 3**

In this student directed course the student will prepare a collection of garments for use in a runway show. Students will apply knowledge and skills acquired throughout the program to sketch, design, draft patterns, select fabrics, and construct garments in the collection.

Prerequisites: *FD101, FD103, FD105, FD107, FD109, FD111, FD200, FD202, FD205, FD207, FD209, FD212*

FD300 Capstone**Lab Hrs: 60****Credit Hrs: 2**

In this course, students will complete a project that culminates their experience in the Fashion Design program. Students will work in conjunction with their instructor to determine their project topic and requirements.

Prerequisites: *FD101, FD103, FD105, FD107, FD109, FD111*

Fashion Design – Apparel Manufacturing Diploma (Residential)

Objective

The demand for skilled and productive seamstresses and apparel manufacturers is greater now more than any time in the history of fashion. It is the goal of this program to deliver a quality education in Apparel Manufacturing reflective of industry standards. To that end, the program is designed to provide students with the knowledge, skills and experience necessary for entry-level positions in the Apparel Manufacturing industry. Utilization of state of the art manufacturing equipment that is industry standard combined with first rate curriculum, and excellent instruction is intended to provide our graduates with the necessary competencies to successfully meet the rigors and demands of the highly complex and competitive industry.

Classroom Procedures

A student may enter the program at the scheduled start dates and continue through the sequence until completion of all courses. Students will complete all courses in Phase I prior to moving on to Phase II. FD and AM courses meet 30 hours per week.

Career Path

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

Diploma

Total Classroom Hrs:	1080
Total Externship Hrs:	0
Total Program Hrs:	1080
Total Weeks:	37
Total Semester Hours of Credit:	36
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH105	Career and Life Development	50/10	2
FD100	The Sewing Machine	15/15	1
FD102	Introduction to Sewing	15/15	1
FD104	Sewing Basics	15/15	1
FD106	Flat Pattern - Basics	15/15	1
FD216	Flat Pattern - Skirts and Pants	15/15	1
FD218	Flat Pattern - Advanced Concepts	15/15	1
FD108	Introduction to Textiles	30/0	1
FD214	Textiles – Fabrics and Fibers	30/0	1
FD110	Professional Practices	30/0	1
FD112	Introduction to Fashion Business	30/0	1
AM101	Industrial Machines	15/15	1
AM103	Alterations - Hems	15/15	1
AM105	Alterations - Jackets	15/15	1
AM107	Alterations - Other	15/15	1
AM109	Advanced Sewing Techniques – Dress Shirt	15/15	1
AM111	Advanced Sewing Techniques – Pants	15/15	1
AM113	Advanced Sewing Techniques – Skirt	15/15	1
AM115	Advanced Sewing Techniques – Bustier/Corset	15/15	1
AM117	Advanced Sewing Techniques – Upholstery	15/15	1
AM119	Advanced Sewing Techniques – Sewing with Knits	15/15	1
AM121	Serger Techniques	15/15	1
AM123	Pattern Alterations	15/15	1
AM125	Advanced Pattern Making - Contouring	15/15	1
AM127	Advanced Pattern Making – Torso	15/15	1
AM129	Advanced Pattern Making - Knits	15/15	1
AM131	Draping	15/15	1
AM133	Introduction to Embroidery	15/15	1
AM135	Apparel Production	15/15	1
AM201	Sewing Room Floor Practices – Quality Control	0/30	1
AM203	Sewing Room Floor Practices – Practices	0/30	1
AM205	Sewing Room Floor Experience	0/30	1
AM207	Sewing Room Floor Experience	0/30	1
AM209	Sewing Room Floor Experience	0/30	1
AM211	Sewing Room Floor Experience	0/30	1

Fashion Design – Apparel Manufacturing Diploma (Residential)

AH105 Career and Life Development	Lecture Hrs: 50	Lab Hrs: 10	Credit Hrs: 2
Career and Life Development teaches the foundational skills required for success as a student and professional. The three primary areas of focus are: High Performance Skills including time management, learning styles, and study skills; Mobile Technologies that are applied to personal branding and the workplace; and Financial Literacy focusing on managing debt, personal budgeting, and saving for the future. In addition, professionalism and career-building skills are discussed.			
FD100 The Sewing Machine	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
In this course the student will discover the various parts of a typical sewing machine and explore the functions of several machine attachments. Prerequisites - AH105			
FD102 Introduction to Sewing	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
The main objective of this course is learning to stitch fabric together with thread. Students learn to sew by hand and machine. They also study the basic principles of hemming, sewing and adhering add-ons to fabrics. The students will construct a simple project. Prerequisites - AH105			
FD104 Sewing Basics	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This course introduces the student to basic principles and techniques of apparel assembly. Theoretical concepts will be applied practically in progressively advancing sewing projects. The student will be provided with the knowledge and skills necessary to create basic and simple designs. Prerequisites - AH105, FD100, FD102			
FD106 Flat Pattern Basics	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This course provides Lecture and practice in developing flat pattern design using the Flat Pattern principles. Major components of the garment are addressed: bodice. Prerequisites - AH105, FD100, FD102, FD104			
FD216 Flat Pattern - Skirts and pants	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This course is a continuation of FD106 Flat Pattern I. Students will further their knowledge in Flat Pattern design by designing skirts and pants. Prerequisites - AH105, FD100, FD102, FD104, FD106			
FD218 Flat Pattern Advanced Concepts	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This course is a continuation of FD106 Flat Pattern I & FD216 Flat Pattern II. Students will further their knowledge in Flat Pattern design by designing collars, sleeves, and more advanced techniques. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216			
FD108 Introduction to Textiles	Lecture Hrs: 30	Lab Hrs: 0	Credit Hrs: 1
This course provides an expansive look at the design, structure and application of textiles. Students are introduced to a broad scope of topics such as fiber structure and innovation, construction of fabrics, quality issues and regulation of textiles. Prerequisites - AH105			
FD214 Textiles - Fabric and Fibers	Lecture Hrs: 30	Lab Hrs: 0	Credit Hrs: 1
This course is a continuation of Introduction to Textiles, exploration fiber and fabric characteristics. Prerequisites - AH105			
FD110 Professional Practices	Lecture Hrs: 30	Lab Hrs: 0	Credit Hrs: 1
This course provides an overview of the fashion design profession. Attention will be given to careers in the profession, business practices, education, and skills necessary for success in the fashion design industry. Prerequisites - AH105			
FD112 Introduction to Fashion Business	Lecture Hrs: 30	Lab Hrs: 0	Credit Hrs: 1
This course is designed to provide students with the skills and knowledge needed to develop research and analyze how the fashion business works. Includes on-campus and industry field trips to a variety of fashion related business sources. Prerequisites - AH105			
AM101 INDUSTRIAL MACHINES	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This hands-on class will introduce the student to every Industrial Machine in our shop. What each one does, how to thread and troubleshoot, and operate each one safely. Machines include: Lockstitch, Overlock, Coverstitch. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112			
AM103 Alterations – Hems	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This class will train the student the proper technique of hemming a variety of garments to fit the customer. Student will become more familiar with the industrial blind hemmer and coverstitch machine. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM105 Alterations – Jackets	Lecture Hrs: 15	Lab Hrs: 15	credit Hrs: 1
This class will train the student the proper technique of completing jacket alterations, including sleeve shortening, jacket body shortening and tapering in sides. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			

AM107 Alterations – Other	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This class will train the student the proper technique of completing a variety of clothing alterations including button replacement, zipper replacement, etc. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM109 Advanced Sewing Techniques - Dress Shirt	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
In this class we will complete a classic oxford dress shirt. Advanced techniques such as Collars, collar stands, cuffs, cuff plackets, and button holes will be taught. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM111 Advanced Sewing Techniques – Pants	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
In this class we will complete pair of pants. Advanced techniques such as fly zippers, waistbands, pant alterations will be covered. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM113 Advanced Sewing Techniques – Skirt	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
In this class we will complete a basic skirt. Advanced techniques such as yokes, buttonholes, linings and invisible zippers will be covered. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM115 Advanced Sewing Techniques – Bustier/Corset	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
In this class you will learn basic corsetry skills while building one single-layer corset covered in your choice of fabric. Skills include sizing, fitting, and altering a fit corset, boning placement, roll pinning, flat lining, grommet and busk insertion, and tipping bones. Although fitting and construction are the focus of this course, some drafting and pattern alteration will be covered. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM117 Advanced Sewing Techniques – Upholstery	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This class will train the student the proper technique of construction for interior items such as pillows and curtains. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM119 Advanced Sewing Techniques – Sewing with Knits	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
Students are Introduced to the technique of sewing with knit fabrics. Special attention will be on coverstitch and industrial overlock machine. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM121 Serger Techniques	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This class will Introduction duce the student to the different finishes and techniques a serger will perform. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM123 Pattern Alterations	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
Upon successful completion of this course, the student should be able to analyze and detect common fit problems in various types of garments and apply the knowledge of construction and pattern making to make changes and solve problems. The class will use a combination of lecture, demonstration and hands on experience to teach the skills necessary for pattern alteration to reach desired fit criteria. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM125 Advanced Pattern Making I – Contouring	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This course is a continuation of Pattern making I with an emphasis on drafting advanced patterns and garment construction. The student will be provided with the skills necessary to create full scale patterns by using the flat pattern technique. Emphasis will be on Contouring. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM127 Advanced Pattern Making – Torso	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This course is a continuation of Pattern making I with an emphasis on drafting advanced patterns and garment construction. The student will be provided with the skills necessary to create full scale patterns by using the flat pattern technique. Emphasis will be on torso patterns. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM129 Advanced Pattern Making – Knits	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This course is a continuation of Pattern making I with an emphasis on drafting advanced patterns and garment construction. The student will be provided with the skills necessary to create full scale patterns by using the flat pattern technique. Emphasis will be on knit patterns. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM131 Draping	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This course will introduce the students to Draping, the process of creating original designs directly in fabric instead of using paper patterns. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM133 Introduction to Embroidery	Lecture Hrs: 15	Lab Hrs: 15	Credit Hrs: 1
This course introduces the students to an industrial embroidery machine. Students will learn how to hoop items, prepare machine to embroider and digitize art. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			
AM135 Apparel Production	Lecture Hrs:15	Lab Hrs: 15	Credit Hrs: 1
This course provides a thorough overview of the pre-production processes of apparel product development: planning, forecasting, fabricating, developing silhouettes and specifications, pricing, and sourcing. It establishes the necessary coordination of these processes to result in successful production of a line of clothing. Students will learn the concept of technical packages. Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101			

AM201 Sewing Room Floor Practices – Quality Control**Lecture Hrs: 0****Lab Hrs: 30****Credit Hrs: 1**

In this course students will be introduced to the practice of quality control in a sewing facility.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101, AM103, AM105, AM107, AM109, AM111, AM113, AM115, AM117, AM119, AM121, AM123, AM125, AM127, AM129, AM131, AM133, AM135

AM203 Sewing Room Floor Practices – Practices**Lecture Hrs: 0****Lab Hrs: 30****Credit Hrs: 1**

In this course students will explore specialty areas of the apparel sewing industry. Students will practice the skills and techniques acquired in the previous courses.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101, AM103, AM105, AM107, AM109, AM111, AM113, AM115, AM117, AM119, AM121, AM123, AM125, AM127, AM129, AM131, AM133, AM135

AM205 Sewing Room Floor Experience**Lecture Hrs: 0****Lab Hrs: 30****Credit Hrs: 1**

In this course students will explore specialty areas of the apparel sewing industry. Students will practice the skills and techniques acquired in the previous courses.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101, AM103, AM105, AM107, AM109, AM111, AM113, AM115, AM117, AM119, AM121, AM123, AM125, AM127, AM129, AM131, AM133, AM135

AM207 Sewing Room Floor Experience**Lecture Hrs: 0****Lab Hrs: 30****Credit Hrs: 1**

In this course students will explore specialty areas of the apparel sewing industry. Students will practice the skills and techniques acquired in the previous courses.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101, AM103, AM105, AM107, AM109, AM111, AM113, AM115, AM117, AM119, AM121, AM123, AM125, AM127, AM129, AM131, AM133, AM135

AM209 Sewing Room Floor Experience**Lecture Hrs: 0****Lab Hrs: 30****Credit Hrs: 1**

In this course students will explore specialty areas of the apparel sewing industry. Students will practice the skills and techniques acquired in the previous courses.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101, AM103, AM105, AM107, AM109, AM111, AM113, AM115, AM117, AM119, AM121, AM123, AM125, AM127, AM129, AM131, AM133, AM135

AM211 Sewing Room Floor Experience**Lecture Hrs: 0****Lab Hrs: 30****Credit Hrs: 1**

In this course students will explore specialty areas of the apparel sewing industry. Students will practice the skills and techniques acquired in the previous courses.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AM101, AM103, AM105, AM107, AM109, AM111, AM113, AM115, AM117, AM119, AM121, AM123, AM125, AM127, AM129, AM131, AM133, AM135

Fashion Design – Apparel Design Diploma (Hybrid)

Objective

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

Classroom Procedures

A student may enter the program at the scheduled start dates and continue through the sequence until completion of all courses. Students will complete all courses in Phase I prior to moving on to Phase II. FD (Fashion Design) courses meet 30 hours per week, and AD (Apparel Design) courses will meet 3 hours per week on campus and the remaining hours will be completed online.

Career Path

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

Diploma

Total Classroom Hrs:	1080
Total Externship Hrs:	0
Total Program Hrs:	1080
Total Weeks:	37
Total Semester Hours of Credit:	36
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH105	Career and Life Development	50/10	2
FD100	The Sewing Machine	15/15	1
FD102	Intro to Sewing	15/15	1
FD104	Sewing Basics	15/15	1
FD106	Flat Pattern Basics	15/15	1
FD216	Flat Pattern -Skirts and Pants	15/15	1
FD218	Flat Pattern - Advanced Concepts	15/15	1
FD108	Intro to Textiles	30/0	1
FD214	Textiles - Fabric and Fibers	30/0	1
FD110	Professional Practices	30/0	1
FD112	Intro to Fashion Business	30/0	1
AD101	Introduction to Computer Aided Fashion Design	5/25	1
AD103	Design Foundations	30/0	1
AD105	Color in Fashion	30/0	1
AD107	Introduction to Fashion Styling	30/0	1
AD201	Computer Aided Fashion Design Techniques	5/25	1
AD129	Fashion Trend Forecasting & Analysis	30/0	1
AD111	Fabric Story Design	25/5	1
AD113	Manufacturing Practices	30/0	1
AD203	Computer Aided Fashion Design	5/25	1
AD115	Fashion Show Production	30/0	1
AD117	Sourcing in the Apparel Industry	30/0	1
AD119	Line Development	30/0	1
AD121	Fashion History	30/0	1
AD221	Fashion History – How History Influences Fashion	30/0	1
AD123	Fashion Industry Overview	30/0	1
AD207	Fashion Styling	30/0	1
AD125	Social Media and Marketing for Fashion	30/0	1
AD127	Sustainability in the Fashion Industry	30/0	1
AD205	Computer Aided Fashion Design – Fashion Fundamentals	5/25	1
AD211	Textile Design	15/15	1
AD109	Introduction To Fashion Illustration	15/15	1
AD209	Fashion Illustration - Garment Details	15/15	1
AD219	Fashion Illustration - Advanced Techniques	15/15	1
AD230	Portfolio Development	5/25	1

Fashion Design – Apparel Design Diploma (Hybrid)

AH105 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 2

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

FD100 The Sewing Machine

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

In this course the student will discover the various parts of a typical sewing machine and explore the functions of several machine attachments.
Prerequisites - AH105

FD102 Intro to Sewing

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

The main objective of this course is learning to stitch fabric together with thread. Students learn to sew by hand and machine. They also study the basic principles of hemming, sewing and adhering add-ons to fabrics. The students will construct a simple project.
Prerequisites - AH105

FD104 Sewing Basics

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course introduces the student to basic principles and techniques of apparel assembly. Theoretical concepts will be applied practically in progressively advancing sewing projects. The student will be provided with the knowledge and skills necessary to create basic and simple designs.
Prerequisites - AH105, FD100, FD102

FD106 Flat Pattern Basics

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course provides Lecture and practice in developing flat pattern design using the Flat Pattern principles. Major components of the garment are addressed: bodice.
Prerequisites - AH105, FD100, FD102, FD104

FD216 Flat Pattern – Skirts and Pants

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course is a continuation of FD106 Flat Pattern I. Students will further their knowledge in Flat Pattern design by designing skirts and pants.
Prerequisites - AH105, FD100, FD102, FD104, FD106

FD218 Flat Pattern Advanced Concepts

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course is a continuation of FD106 Flat Pattern I & FD216 Flat Pattern II. Students will further their knowledge in Flat Pattern design by designing collars, sleeves, and more advanced techniques.
Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216

FD108 Intro to Textiles

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course provides an expansive look at the design, structure and application of textiles. Students are introduced to a broad scope of topics such as fiber structure and innovation, construction of fabrics, quality issues and regulation of textiles.
Prerequisites - AH105

FD214 Textiles - Fabrics and Fibers

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course is a continuation of Intro to Textiles, exploration fiber and fabric characteristics.
Prerequisites - AH105

FD110 Professional Practices

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course provides an overview of the fashion design profession. Attention will be given to careers in the profession, business practices, education, and skills necessary for success in the fashion design industry.
Prerequisites - AH105

FD112 Intro to Fashion Business

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course is designed to provide students with the skills and knowledge needed to develop research and analyze how the fashion business works. Includes on-campus and industry field trips to a variety of fashion related business sources.
Prerequisites - AH105

AD101 Introduction to Computer Aided Fashion Design

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course provides an introduction to computer-aided fashion design using Adobe Illustrator. Student will learn the basic tools and techniques to create beginner projects.
Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112

AD103 Design Foundations

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course provides a thorough look at the fundamentals and principles of design with an emphasis on artistic expression through a complete understanding of the design process. Design as it relates to all arts is discussed. Emphasis is placed on utilization of good design principles in creative expression.
Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD101

AD105 Color in Fashion

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

This course presents traditional color theory and practical applications in fashion design in conjunction with fundamental design principles. Students will engage in an exploration of the human response to color, including personal and cultural perceptions.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD101

AD107 Introduction to Fashion Styling

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course provides the student with the knowledge needed to become a fashion stylist. Understanding fit, coordination in clothing and creating visually appealing looks.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112

AD201 Computer Aided Fashion Design

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course is a continuation of AD101. Areas of instruction include flat sketches, coloring designs, basic textile design, color management, and using Adobe libraries.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD101

AD129 Fashion Trend Forecasting & Analysis

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

In this course students will learn the mechanics of trend and its function in the business of fashion. This course addresses the identification, gathering, communication and presentation of trends as the responsibility and procedures of the fashion forecaster. Students will use consumer-insight techniques to understand and track trends and use them to inform their research, design and product development.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112

AD111 Fabric Story Design

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

In this course students will learn the process of creating a fabric story for an Apparel collection.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD101

AD113 Manufacturing Practices

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

In this course students learn what forms are included in a tech pack, how to interpret them and how to create one.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD101

AD203 Computer Aided Fashion Design Professional Practices

Lecture Hrs: 05 Lab Hrs: 25 Credit Hrs: 1

This course is a continuation of FD1.FD5. Students will learn advanced techniques in Adobe Illustrator and Photoshop.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD101, AD201

AD115 Fashion Show Production

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course provides hands-on experience in the functions and procedures of professional fashion show production. It analyzes the promotional and selling importance of fashion shows for manufacturers and retailers.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112,

AD117 Sourcing in the Apparel Industry

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

Presents an overview of the apparel manufacturing and product development focusing on the sourcing in the Apparel industry.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112

AD119 Line Development

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

In this course students will learn the process of developing a line of Apparel

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD101, AD201

AD121 Fashion History

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course provides a historical overview of dress from the ancient world to the trends of today. It takes into account the social, geographical, environmental, cultural and artistic perspectives that influence the design and production of clothing.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112

AD221 Fashion History - How History Influences fashion

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course is a continuation of Fashion History I and provides a historical overview of dress from the ancient world to the trends of today. It takes into account the social, geographical, environmental, cultural and artistic perspectives that influence the design and production of clothing.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD121

AD123 Fashion Industry Overview

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course offers a comprehensive overview of the fashion industry. Special attention is given to research, production, and marketing. The student will be introduced to the skills necessary to effectively function in the fashion industry.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD121, AD221

AD207 Fashion Styling

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course is a continuation of Introduction to Fashion Styling provides an in-depth study of the stylist's role in print and interactive media, with an emphasis on fashion and accessories. The actual work and responsibilities of the Assistant stylist and stylist, from shopping and preparing merchandise to working with models and layouts, are covered. The specifics of styling professionalism are taught. Program is highly interactive, with work assignments.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD111

AD125 Social Media and Marketing for Fashion

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

This course will provide an introduction to marketing concepts that have become a top priority for major brands around the world, due to mass smartphone and tablet adoption. Course work will focus on understanding the mobile consumer and rapidly evolving shopper behavior; new metrics that measure the impact of SoLoMo on same-store sales; mobile-at-retail case studies; and how it all fits into the traditional marketing.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112

AD127 Sustainability in the Fashion Industry

Lecture Hrs: 30 Lab Hrs: 0 Credit Hrs: 1

Students will learn the importance of how fashion and the environment are related.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112

AD205 Computer Aided Fashion Design - Fashion Fundamentals

Lecture Hrs: 05 Lab Hrs: 25 Credit Hrs: 1

This advanced digital course explores in depth the tools and techniques of fashion design.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD101, AD201, AD115

AD211 Textile Design

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course will encompass the hand printing techniques for textile design with an emphasis on silk screening for ready-to-wear fabrics. Techniques covered will include batik, hand painting, stenciling, block and placement printing.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112

AD109 Introduction to Fashion Illustration

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This entry-level drawing class studies the elements of the figure in fashion proportion and in fashion poses.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112

AD209 Fashion Illustration - Garment Details

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course is a continuation of FD21 and provides additional and extended study of the elements of the figure in fashion proportion and in fashion poses. This course introduces the student to fashion sketching with a focus on drawing the fashion figure, fabric shapes, and garment details. Sketching accessories and descriptive rendering techniques will be presented to further advance the skills of the student.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD109

AD219 Fashion Illustration - Advanced techniques

Lecture Hrs: 05 Lab Hrs: 25 Credit Hrs: 1

Students learn to develop basic drawing skills and color theory to portray fundamental fashion figures and garment details. This course introduces the student to fashion sketching with a focus on drawing the fashion figure, fabric shapes, and garment details. Sketching accessories and descriptive rendering techniques will be presented to further advance the skills of the student.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD109, AD209

AD230 Portfolio Development

Lecture Hrs: 05 Lab Hrs: 25 Credit Hrs: 1

Students will compile, select and create new material for their portfolio as well as evaluate their own competencies and strengths. In addition, students will create a resume and perform a mock interview to be reviewed by faculty and peers.

Prerequisites - AH105, FD100, FD102, FD104, FD106, FD216, FD218, FD108, FD214, FD110, FD112, AD101, AD103, AD105, AD107, AD201, AD129, AD111, AD113, AD203, AD115, AD117, AD119, AD121, AD221, AD123, AD207, AD125, AD127, AD205, AD211, AD109, AD209, AD219



INTERIOR DESIGN – DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE INTERIOR DESIGN (Hybrid)

Objective

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

This Associate of Occupational Science Degree (AOS) is designed for students, desiring to develop applicable job-related skills, who plan to go straight into the work force. This degree requires fewer general education credits than an Associate of Science Degree. The transferability of AOS credits is possible, but not guaranteed.

Classroom Procedures

A student may enter the program at the scheduled start dates and continue through the sequence until completion of all courses. Career and Life Development (AH106) is required for students and is taken online. Interior Design courses will meet two times per week for 5 hours each for a total of 10 hours on campus and the remaining hours will be completed online. The externship is undertaken following the successful completion of all classroom training and consists of 180 hours. Students may locate their own externship site for consideration or may use sites previously established with the College. This externship is unpaid and the hours of attendance are determined by the externship site. Students are required to attend at least 20 hours per week while fulfilling externship requirements.

General Education courses are taken online.

Career Path

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

Diploma

Total Classroom Hrs:	1080
Total Externship Hrs:	180
Total Program Hrs:	1260
Total Weeks:	63 (day or evening) evening including Externship
Total Semester Hours of Credit:	58
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/36 weeks (Term Type C)

Degree

Total Classroom Hrs:	1215
Total Externship Hrs:	180
Total Program Hrs:	1395
Total Weeks:	75 (day or evening) evening including Externship
Total Semester Hours of Credit:	67
Clock Hrs:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/36 weeks (Term Type C)

Course No.	Course Title	Clock Hours	Credit Hours
AH106	Career and Life Development	50/10	3
HID1113	Introduction to Interior Design	30/30	3
HID1213	Drafting for Interior Designers	30/30	3
HID1313	Color Theory and Use	30/30	3
HID1413	Computer-Aided Design I	30/30	3
HID1513	Lighting for Interior Design	40/20	3
HID1613	Materials and Specifications	40/20	3
HID2213	History of Interior Design	30/30	3
HID1713	Space Planning	30/30	3
HID1813	Textiles	30/30	3
HID1913	Computer-Aided Design II *	30/30	3
HID2223	Design Studio I: Residential *	60/0	3
HID2233	Design Studio II: Special Populations *	60/0	3
HID2243	Sketching*	30/30	3

HID2253	Design Studio III: Small-Spaces *	30/30	3
HID2263	Professional Practices *	60/0	3
HID2273	Design Studio IV: Commercial *	60/0	3
HID2283	Furniture Design *	50/10	3
IDEXT411	Externship *	180	4

General Education Courses

ENG2343	Business Communications	45/0	3
BUS1353	Business Math	45/0	3
MGT2213	Principles of Management	45/0	3

* Course requires a prerequisite prior to taking course.

INTERIOR DESIGN – DIPLOMA ASSOCIATE OF OCCUPATIONAL SCIENCE INTERIOR DESIGN (Hybrid)

AH106 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

HID1113 Introduction to Interior Design

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course provides a comprehensive overview of the field of interior design. Students will be introduced to the foundational elements of interior design and their application in creating safe, functional, comfortable, and aesthetically pleasing spaces.

HID1213 Drafting for Interior Designers

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course is intended to provide students with the skills necessary to draft in a beautiful manner using the right tools. Instruction will focus on creating beautifully rendered designs as a means to effectively communicate design ideas, enhance CAD drawings by adding personal and artistic touches, and bolster design sales.

HID1313 Color Theory and Use

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course presents traditional color theory and practical applications in residential and commercial spaces in conjunction with fundamental design principles. Students will engage in an exploration of the human response to color, including personal and cultural perceptions.

HID1413 Computer-Aided Design I

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course provides a thorough introduction to AutoCAD and its application for interior designers. Students will learn operational skills to effectively create basic CAD drawings. This course allows progression through more advanced skills to graphically produce designs effectively.

HID1513 Lighting for Interior Design

Lecture Hrs: 40 Lab Hrs: 20 Credit Hrs: 3

This course examines the fundamentals of quality lighting design within the context of the design process and applications in interior design. Students will learn the principles of lighting, electrical sources, effects on color, and different types of luminaires. Additionally, students will be introduced to human factors and environmental considerations pertaining to lighting design.

HID1613 Materials and Specifications

Lecture Hrs: 40 Lab Hrs: 20 Credit Hrs: 3

Elemental in good design is the selection, care, and code compliance associated with materials for interiors. This course provides the student with a comprehensive overview of interior materials including characteristics, specifications, and installation processes in project management.

HID2213 History of Interior Design

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course provides a comprehensive global survey of design in architecture, interiors, furniture, and accessories from the ancient times to the present. Although this course will focus primarily on Western civilizations, Eastern design history will be explored as well.

HID1713 Space Planning

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

Students explore the technical and aesthetic aspects of textiles and their use in interior design. The nature of man-made and natural fibers and their production, application, and performance will be studied. Emphasis is placed on product knowledge, specifications, technology, safety, and terminology.

HID1813 Textiles

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

Students will learn to efficiently and effectively block out interior spatial areas for both public and private spaces, define circulation patterns, and develop plans for furniture, partitions, and equipment within an existing building shell. Students will also gain knowledge of ergonomics, and familiarity with building codes.

HID1913 Computer-Aided Design II

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

A continuation of Communicating Design, this course introduces the student to more advanced CAD skills. Upon completion of this course, students will have been exposed to the necessary skills and techniques for effectively producing designs reflective of their design ideas and concepts.

Prerequisites: HID1413

HID2223 Design Studio I: Residential

Lecture Hrs: 60 Lab Hrs: 0 Credit Hrs: 3

This studio course utilizes the design process in the analysis and planning of residential environments with special consideration given to the interaction of the individual in the space using computer-aided and hand drafting techniques and rendering for visualization of design solutions. Special consideration is given to sustainable design with emphasis on green materials and practices.

Prerequisites: HID1113, HID1213, HID1313, HID1413, HID1513, HID1613, HID1718, HID1813, HID1913

HID2233 Design Studio II: Special Populations

Lecture Hrs: 60 Lab Hrs: 0 Credit Hrs: 3

This studio course continues the study of interior design through research and analysis of problems and solutions for interior environments with emphasis on special groups such as children, the elderly, the disabled, and special markets. Students will use computer-aided and hand drafting techniques and rendering for visualization of design solutions.

Prerequisites: HID1113, HID1213, HID1313, HID1413, HID1513, HID1613, HID1718, HID1813, HID1913, HID2223

HID2243 Sketching

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

When working face-to-face with clients, impromptu sketching skills are imperative to effectively communicate design ideas in response to client needs. This course facilitates the development of impromptu sketching skills of design students.

Prerequisites: HID1113, HID1213, HID1313, HID1413, HID1513, HID1613, HID1718, HID1813, HID1913

HID2253 Design Studio III: Small Spaces**Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3**

This studio course involves analysis and planning of small spaces such as office, hospitality and retail environments with emphasis on materials, lighting, codes and accessibility using computer-aided and hand drafting techniques and rendering for visualization of design solutions.

Prerequisites: *HID1113, HID1213, HID1313, HID1413, HID1513, HID1613, HID1718, HID1813, HID1913*

HID2263 Professional Practices**Lecture Hrs: 60 Lab Hrs: 0 Credit Hrs: 3**

This course provides an overview of the interior design profession. Attention will be given to careers in the profession, business practices, education, and skills necessary for success in the interior design industry.

Prerequisites: *HID1113, HID1213, HID1313, HID1413, HID1513, HID1613, HID1718, HID1813, HID1913*

HID2273 Design Studio IV: Commercial**Lecture Hrs: 60 Lab Hrs: 0 Credit Hrs: 3**

This studio course explores the utilization of construction documents to convey design intent for small scale commercial projects using computer-aided and hand drafting techniques and rendering for visualization of design solutions.

Prerequisites: *HID1113, HID1213, HID1313, HID1413, HID1513, HID1613, HID1718, HID1813, HID1913*

HID2283 Furniture Design**Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3**

This course focuses on the process of designing furniture prototypes from the initial articulation of design objectives to the technical exploration of their manufacture. Topics such as construction, upholstery and manufacturing through discussions and assignments lead to the design of two original furniture prototypes.

Prerequisites: *HID1113, HID1213, HID1313, HID1413, HID1513, HID1613, HID1718, HID1813, HID1913*

IDEXT234 Externship**Clock Hrs: 180 Credit Hrs: 4**

In this course the student will spend 180 hours in the field of interior design. Students can begin accumulating hours for externship after passing the required skills sets as outlined by the course curriculum.

Prerequisites: *HID101, HID103, HID105, HID107, HID111, HID113, HID115, HID117, HID203, HID207, HID211, HID215, HID217*

General Education Courses

ENG2343 Business Communications**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Business Communications teaches the principles of professional communications. Students will learn to use communication technologies for personal branding. The course also emphasizes effective speaking and listening skills.

BUS1353 Business Math**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

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

MGT2213 Principles of Management**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Principles of Management teach the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

INTERIOR DESIGN – DIPLOMA (Resident)

Objective

Interior Designers possess the knowledge to address the functionality, safety, and quality of interior spaces through research and aesthetic vision. It is the goal of this program to deliver a quality education in interior design reflective of industry standards. To that end, the program is designed to provide students with the knowledge, skills and experience necessary for entry-level positions in the interior design industry. Utilization of a high-tech/high-touch approach to interior design education combined with first rate curriculum, an excellent instruction is intended to provide our graduates with the necessary competencies to successfully meet the rigors and demands of the industry. The Associate of Occupational Science Degree (AOS) is designed for students, desiring to develop applicable job-related skills, who plan to go straight into the work force. This degree requires fewer general education credits than an Associate of Science Degree. The transferability of AOS credits is possible, but not guaranteed.

Classroom Procedures

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

Career Path

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

Diploma

Total Classroom Hrs:	1080
Total Externship Hrs:	180
Total Program Hrs:	1260
Total Weeks:	63 (day or evening) evening including Externship
Total Semester Hours of Credit:	58
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/36 weeks (Term Type C)

Course No.	Course Title	Clock Hours	Credit Hours
AH100	Career and Life Development	50/10	3
ID1113	Introduction to Interior Design	30/30	3
ID1213	Drafting for Interior Designers	30/30	3
ID1313	Color Theory and Use	30/30	3
ID1413	Computer-Aided Design I	30/30	3
ID1513	Lighting for Interior Design	40/20	3
ID1613	Materials and Specifications	40/20	3
ID2213	History of Interior Design	30/30	3
ID1713	Space Planning	30/30	3
ID1813	Textiles	30/30	3
ID1913	Computer-Aided Design II *	30/30	3
ID2223	Design Studio I: Residential *	60/0	3
ID2233	Design Studio II: Special Populations *	60/0	3
ID2243	Sketching*	30/30	3
ID2253	Design Studio III: Small-Spaces *	30/30	3
ID2263	Professional Practices *	60/0	3
ID2273	Design Studio IV: Commercial *	60/0	3
ID2283	Furniture Design *	50/10	3
IDEXT234	Externship	180	4

* Course requires a prerequisite prior to taking course.

INTERIOR DESIGN – DIPLOMA (Resident)

AH100 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

ID1113 Introduction to Interior Design

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course provides a comprehensive overview of the field of interior design. Students will be introduced to the foundational elements of interior design and their application in creating safe, functional, comfortable, and aesthetically pleasing spaces.

ID1213 Drafting for Interior Designers

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course is intended to provide students with the skills necessary to draft in a beautiful manner using the right tools. Instruction will focus on creating beautifully rendered designs as a means to effectively communicate design ideas, enhance CAD drawings by adding personal and artistic touches, and bolster design sales.

ID1313 Color Theory and Use

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course presents traditional color theory and practical applications in residential and commercial spaces in conjunction with fundamental design principles. Students will engage in an exploration of the human response to color, including personal and cultural perceptions.

ID1413 Computer-Aided Design I

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course provides a thorough introduction to AutoCAD and its application for interior designers. Students will learn operational skills to effectively create basic CAD drawings. This course allows progression through more advanced skills to graphically produce designs effectively.

ID1513 Lighting for Interior Design

Lecture Hrs: 40 Lab Hrs: 20 Credit Hrs: 3

This course examines the fundamentals of quality lighting design within the context of the design process and applications in interior design. Students will learn the principles of lighting, electrical sources, effects on color, and different types of luminaires. Additionally, students will be introduced to human factors and environmental considerations pertaining to lighting design.

ID1613 Materials and Specifications

Lecture Hrs: 40 Lab Hrs: 20 Credit Hrs: 3

Elemental in good design is the selection, care, and code compliance associated with materials for interiors. This course provides the student with a comprehensive overview of interior materials including characteristics, specifications, and installation processes in project management.

ID2213 History of Interior Design

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course provides a comprehensive global survey of design in architecture, interiors, furniture, and accessories from the ancient times to the present. Although this course will focus primarily on Western civilizations, Eastern design history will be explored as well.

ID1713 Space Planning

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

Students explore the technical and aesthetic aspects of textiles and their use in interior design. The nature of man-made and natural fibers and their production, application, and performance will be studied. Emphasis is placed on product knowledge, specifications, technology, safety, and terminology.

ID1813 Textiles

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

Students will learn to efficiently and effectively block out interior spatial areas for both public and private spaces, define circulation patterns, and develop plans for furniture, partitions, and equipment within an existing building shell. Students will also gain knowledge of ergonomics, and familiarity with building codes.

ID1913 Computer-Aided Design II

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

A continuation of Communicating Design, this course introduces the student to more advanced CAD skills. Upon completion of this course, students will have been exposed to the necessary skills and techniques for effectively producing designs reflective of their design ideas and concepts.

Prerequisites: ID1413

ID2223 Design Studio I: Residential

Lecture Hrs: 60 Lab Hrs: 0 Credit Hrs: 3

This studio course utilizes the design process in the analysis and planning of residential environments with special consideration given to the interaction of the individual in the space using computer-aided and hand drafting techniques and rendering for visualization of design solutions. Special consideration is given to sustainable design with emphasis on green materials and practices.

Prerequisites: ID1113, ID1213, ID1313, ID1413, ID1513, ID1613, ID1718, ID1813, ID1913

ID2233 Design Studio II: Special Populations

Lecture Hrs: 60 Lab Hrs: 0 Credit Hrs: 3

This studio course continues the study of interior design through research and analysis of problems and solutions for interior environments with emphasis on special groups such as children, the elderly, the disabled, and special markets. Students will use computer-aided and hand drafting techniques and rendering for visualization of design solutions.

Prerequisites: ID1113, ID1213, ID1313, ID1413, ID1513, ID1613, ID1718, ID1813, ID1913, ID2223

ID2243 Sketching

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

When working face-to-face with clients, impromptu sketching skills are imperative to effectively communicate design ideas in response to client needs. This course facilitates the development of impromptu sketching skills of design students.

Prerequisites: ID1113, ID1213, ID1313, ID1413, ID1513, ID1613, ID1718, ID1813, ID1913

ID2253 Design Studio III: Small Spaces**Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3**

This studio course involves analysis and planning of small spaces such as office, hospitality and retail environments with emphasis on materials, lighting, codes and accessibility using computer-aided and hand drafting techniques and rendering for visualization of design solutions.

Prerequisites: ID1113, ID1213, ID1313, ID1413, ID1513, ID1613, ID1718, ID1813, ID1913

ID2263 Professional Practices**Lecture Hrs: 60 Lab Hrs: 0 Credit Hrs: 3**

This course provides an overview of the interior design profession. Attention will be given to careers in the profession, business practices, education, and skills necessary for success in the interior design industry.

Prerequisites: ID1113, ID1213, ID1313, ID1413, ID1513, ID1613, ID1718, ID1813, ID1913

ID2273 Design Studio IV: Commercial**Lecture Hrs: 60 Lab Hrs: 0 Credit Hrs: 3**

This studio course explores the utilization of construction documents to convey design intent for small scale commercial projects using computer-aided and hand drafting techniques and rendering for visualization of design solutions.

Prerequisites: ID1113, ID1213, ID1313, ID1413, ID1513, ID1613, ID1718, ID1813, ID1913

ID2283 Furniture Design**Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3**

This course focuses on the process of designing furniture prototypes from the initial articulation of design objectives to the technical exploration of their manufacture. Topics such as construction, upholstery and manufacturing through discussions and assignments lead to the design of two original furniture prototypes.

Prerequisites: ID1113, ID1213, ID1313, ID1413, ID1513, ID1613, ID1718, ID1813, ID1913

IDEXT234 Externship**Clock Hrs: 180 Credit Hrs: 4**

In this course the student will spend 180 hours in the field of interior design. Students can begin accumulating hours for externship after passing the required skills sets as outlined by the course curriculum.



INTERIOR DESIGN - DIPLOMA (DE)

Objective

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

Classroom Procedures

A student may enter the program at the scheduled start dates and continue through the sequence until completion of all courses. Students will complete all courses in Phase I prior to moving on to Phase II.

Career Path

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

Diploma

Total Classroom Hrs:	1200
Total Program Hrs:	1200
Total Weeks:	58
Total Semester Hours of Credit:	58
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/36 weeks (Term Type C)

Course No.	Course Title	Clock Hours	Credit Hours
AH106	Career and Life Development	50/10	3
ID1113	Introduction to Interior Design	30/30	3
ID1213	Drafting for Interior Designers	30/30	3
ID1313	Color Theory and Use	30/30	3
ID1413	Computer-Aided Design I	30/30	3
ID1513	Lighting for Interior Design	40/20	3
ID1613	Materials and Specifications	40/20	3
ID2213	History of Interior Design *	30/30	3
ID1713	Space Planning	30/30	3
ID1813	Textiles	30/30	3
ID1913	Computer-Aided Design II *	30/30	3
ID2223	Design Studio I: Residential *	60/0	3
ID2233	Design Studio II: Special Populations *	60/0	3
ID2243	Sketching *	30/30	3
ID2253	Design Studio III: Small-Spaces *	30/30	3
ID2263	Professional Practices *	60/0	3
ID2273	Design Studio IV: Commercial *	60/0	3
ID2283	Furniture Design *	50/10	3
ID300	Capstone *	0/120	4

* Course requires a prerequisite prior to taking course.

INTERIOR DESIGN - DIPLOMA (DE)

AH106 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

ID1113 Introduction to Interior Design Hrs: 3

Lecture Hrs: 30 Lab Hrs: 30 Credit

This course provides a comprehensive overview of the field of interior design. Students will be introduced to the foundational elements of interior design and their application in creating safe, functional, comfortable, and aesthetically pleasing spaces.

ID1213 Drafting for Interior Designers Hrs: 3

Lecture Hrs: 30 Lab Hrs: 30 Credit

This course is intended to provide students with the skills necessary to draft in a beautiful manner using the right tools. Instruction will focus on creating beautifully rendered designs as a means to effectively communicate design ideas, enhance CAD drawings by adding personal and artistic touches, and bolster design sales.

ID1313 Color Theory and Use

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course presents traditional color theory and practical applications in residential and commercial spaces in conjunction with fundamental design principles. Students will engage in an exploration of the human response to color, including personal and cultural perceptions.

ID1413 Computer-Aided Design I

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course provides a thorough introduction to AutoCAD and its application for interior designers. Students will learn operational skills to effectively create basic CAD drawings. This course allows progression through more advanced skills to graphically produce designs effectively.

ID1513 Lighting for Interior Design

Lecture Hrs: 40 Lab Hrs: 20 Credit Hrs: 3

This course examines the fundamentals of quality lighting design within the context of the design process and applications in interior design. Students will learn the principles of lighting, electrical sources, effects on color, and different types of luminaires. Additionally, students will be introduced to human factors and environmental considerations pertaining to lighting design.

ID1613 Materials and Specifications

Lecture Hrs: 40 Lab Hrs: 20 Credit Hrs: 3

Elemental in good design is the selection, care, and code compliance associated with materials for interiors. This course provides the student with a comprehensive overview of interior materials including characteristics, specifications, and installation processes in project management.

ID2213 History of Interior Design

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This course provides a comprehensive global survey of design in architecture, interiors, furniture, and accessories from the ancient times to the present. Although this course will focus primarily on Western civilizations, Eastern design history will be explored as well.

Prerequisites: ID101, ID103, ID105, ID107, ID109, ID111, ID113, ID115, ID117

ID1713 Space Planning

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

Students explore the technical and aesthetic aspects of textiles and their use in interior design. The nature of man-made and natural fibers and their production, application, and performance will be studied. Emphasis is placed on product knowledge, specifications, technology, safety, and terminology.

ID1813 Textiles

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

Students will learn to efficiently and effectively block out interior spatial areas for both public and private spaces, define circulation patterns, and develop plans for furniture, partitions, and equipment within an existing building shell. Students will also gain knowledge of ergonomics, and familiarity with building codes.

ID1913 Computer-Aided Design II

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

A continuation of Communicating Design, this course introduces the student to more advanced CAD skills. Upon completion of this course, students will have been exposed to the necessary skills and techniques for effectively producing designs reflective of their design ideas and concepts.

Prerequisites: ID107

ID2223 Design Studio I: Residential

Lecture Hrs: 60 Lab Hrs: 0 Credit Hrs: 3

This studio course utilizes the design process in the analysis and planning of residential environments with special consideration given to the interaction of the individual in the space using computer-aided and hand drafting techniques and rendering for visualization of design solutions. Special consideration is given to sustainable design with emphasis on green materials and practices.

Prerequisites: ID101, ID103, ID105, ID107, ID109, ID111, ID113, ID115, ID117

ID2233 Design Studio II: Special Populations

Lecture Hrs: 60 Lab Hrs: 0 Credit Hrs: 3

This studio course continues the study of interior design through research and analysis of problems and solutions for interior environments with emphasis on special groups such as children, the elderly, the disabled, and special markets. Students will use computer-aided and hand drafting techniques and rendering for visualization of design solutions.

Prerequisites: ID101, ID103, ID105, ID107, ID109, ID111, ID113, ID115, ID117

ID2243 Sketching

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

When working face-to-face with clients, impromptu sketching skills are imperative to effectively communicate design ideas in response to client needs. This course facilitates the development of impromptu sketching skills of design students.

Prerequisites: ID101, ID103, ID105, ID107, ID109, ID111, ID113, ID115, ID117

ID2253 Design Studio III: Small Spaces

Lecture Hrs: 30 Lab Hrs: 30 Credit Hrs: 3

This studio course involves analysis and planning of small spaces such as office, hospitality and retail environments with emphasis on materials, lighting, codes and accessibility using computer-aided and hand drafting techniques and rendering for visualization of design solutions.

Prerequisites: ID101, ID103, ID105, ID107, ID109, ID111, ID113, ID115, ID117

ID2263 Professional Practices

Lecture Hrs: 60 Lab Hrs: 0 Credit Hrs: 3

This course provides an overview of the interior design profession. Attention will be given to careers in the profession, business practices, education, and skills necessary for success in the interior design industry.

Prerequisites: ID101, ID103, ID105, ID107, ID109, ID111, ID113, ID115, ID117

**ID2273 Design Studio IV: Commercial
Hrs: 3**

Lecture Hrs: 60 Lab Hrs: 0 Credit

This studio course explores the utilization of construction documents to convey design intent for small scale commercial projects using computer-aided and hand drafting techniques and rendering for visualization of design solutions.

Prerequisites: ID101, ID103, ID105, ID107, ID109, ID111, ID113, ID115, ID117

ID2283 Furniture Design

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

This course focuses on the process of designing furniture prototypes from the initial articulation of design objectives to the technical exploration of their manufacture. Topics such as construction, upholstery and manufacturing through discussions and assignments lead to the design of two original furniture prototypes.

Prerequisites: ID101, ID103, ID105, ID107, ID109, ID111, ID113, ID115, ID117

ID300 Capstone

Lecture Hrs: 0 Lab Hrs: 120 Credit Hrs: 4

In this course, students will complete a project that culminates their experience in the Interior Design program. Students will work in conjunction with their instructor to determine their project topic and requirements.

Prerequisites: ID101, ID103, ID105, ID107, ID111, ID113, ID115, ID117, ID203, ID207, ID211, ID215, ID217



MAKEUP ARTISTRY/FACIALIST - DIPLOMA (Resident)

Description

The Makeup Artistry/Facialist diploma program is designed to prepare students for entry-level positions in the industry. In the Makeup Artistry program, students learn full makeup application procedures including daytime and evening makeup application, wedding and prom makeup, latex, rubber, prosthetics, character makeup, as well as movie and TV applications. Students also learn basic hairstyling, artistic as it would apply to a makeup artist and will be knowledgeable in makeup ingredients. An emphasis is also placed on professionalism, resume writing, and building a portfolio.

Classroom Procedures

Each course stands alone as a unit of study. A student may enter the program at the beginning of a course and continue through the sequence until completion of all courses must be completed before MAK106. Classes meet full time (30 hours per week) and part time (20 hours per week).

Career Path

Once finished with the Makeup Artistry/Facialist program and passing the Oklahoma State Board of Cosmetology and Barbering Esthetician/Facialist License exam, students can work in a salon or spa as a makeup artist, become a freelance makeup artist, work with modeling or runway companies, or work with movie and/or theatrical companies. Graduates will also be eligible to sit for the Oklahoma State Board of Cosmetology and Barbering Hair Braiding Technician certification exam. In addition, students will learn the skills necessary to earn their eyelash extension certification.

Diploma

Total Hrs:	900
Total Semester Hours of Credit:	30
Total Weeks:	31(full time) or 45(part-time)
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
Academic Year:	Full-time - 24 credits/32 weeks (Term Type B) or Part-time 24 credits/36 weeks (Term Type C)

Course No.	Course Title	Clock Hours	Credit Hours
AH105	Career and Life Development	50/10	2
MAK111	Artificial Hair	0/30	1
MAK106	Long Hair Styles *	5/25	1
MAK105	Business and Marketing for a Makeup Artist	25/5	1
MAK102	Biology	20/10	1
MAK121	Skin Physiology	10/20	1
MAK108	Chemistry and Ingredients	10/20	1
MAK112	Fundamentals of Makeup	15/15	1
MAK104	Skin Analysis and Facials	10/20	1
MAK203	Camouflage and Corrective Makeup	10/20	1
MAK114	Special Event Makeup	10/20	1
MAK116	Makeup for Television	10/20	1
MAK118	Avant-Garde and High Fashion Makeup	5/25	1
MAK120	Photography for a Makeup Artist	10/20	1
MAK124	Airbrushing	10/20	1
MAK126	Prosthetics	10/20	1
MAK212	Prosthetics-Fitting and Application *	5/25	1
MAK128	Special FX	5/25	1
MAK211	Character Makeup I	5/25	1
MAK213	Character Makeup II *	5/25	1
MAK231	Advanced Beauty Techniques	5/25	1
MAK206	Theater Makeup and Styling	10/20	1
MAK132	History of Hair and Makeup	5/25	1
MAK115	Esthetics and Nutrition	20/10	1
MAK235	Makeup Illusions	5/25	1
MAK216	Extreme Transformation Makeup	5/25	1
MAK227	State Board Rules and Regulations	25/5	1
MAK300	State Board Review 1	5/25	1
MAK302	State Board 2	5/25	1

*These clock hours encompass all requirements of the following Oklahoma State Board of Cosmetology and Barbering requirements:
Bacteriology, sterilization and sanitation – 60, Make-up application – 200, Hair arranging – 200, Salon Development – 90,
Cosmetology rules, regulations, and law - 50*

* Course requires a prerequisite prior to taking course.

MAKEUP ARTISTRY/FACIALIST - DIPLOMA (Resident)

AH105 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 2

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

MAK111 Artificial Hair

Lecture Hrs: 0 Lab Hrs: 30 Credit Hrs: 1

This course will include basics of styling, various types of braiding, braiding with hair additions, and hair extensions. (Braiding Tech)
In addition, students will learn the skills necessary to earn their eyelash extension certification.

MAK106 Long Hair Styles

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

In this course students will learn various techniques for styling long hair including up-dos, braiding, pinning, bridal, and period styles. Students will learn techniques suitable for editorial work, special events, photo shoots, and runway.

MAK105 Business and Marketing for a Makeup Artist

Lecture Hrs: 25 Lab Hrs: 5 Credit Hrs: 1

In this course, students will learn how to shape and enhance their professional image. Students will also learn the importance of their portfolio, personal image, online presence with social media, and marketing for a makeup artist. Using networking techniques to build your business, identifying career options and employment opportunities will be discussed. In addition, students will learn how to build your own website, create online and physical portfolio, creating custom business cards, and may volunteer outreach events to network with.

MAK102 Biology

Lecture Hrs: 20 Lab Hrs: 10 Credit Hrs: 1

This course provides an in-depth curriculum covering anatomy, physiology and histology as it applies to skin care. The student will be introduced to the functions of the cells, tissue, and organs, bones, muscular and neural systems of the body. Students should be able to name the major bones, muscles, blood systems and nerves. The study of tissue, specifically epithelial tissue, or the skin will also be discussed.

MAK121 Skin Physiology

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

In this course students learn the layers of the skin and what is housed in each layer. Students will also understand common skin diseases and disorders. Instruction will be given on the different grades of acne and the various forms of skin cancers and identification of primary and secondary lesions of the skin. Contraindications as they relate to contagious disease will also be addressed. Scope of practice once licensed will be discussed.

MAK108 Chemistry and Ingredients

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

This course will provide the student with an understanding of basic skin care and makeup products and their ingredients. The FDA's role in regulation of cosmetic ingredients for consumer use will be discussed. The student will be introduced to the chemistry involved in creating skin care products which will teach the students how to choose a product line for a wide range of skin types and conditions. Students will also learn techniques for upselling and retailing products to their clients. Students will formulate and produce their own lipstick.

MAK112 Fundamentals of Makeup

Lecture Hrs: 15 Lab Hrs: 15 Credit Hrs: 1

This course is an introductory course designed to give the student an overview of basic facial anatomy and physiology of the skin. Students will learn the tools used in makeup application and color theory for appropriate makeup selection and application.

MAK104 Skin Analysis and Facials

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

In this course students will learn to perform skin analysis, as well as understand and recognize contraindications. Analysis methods including the Fitzpatrick and Glogau methods will be discussed. The student will learn various types of facials including spa facials.

MAK203 Camouflage and Corrective Makeup

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

In this course, students will build off of their basic contouring knowledge and perform detailed contouring. Students will also learn how to apply makeup to correct disfigurement and scarring along with tattoo cover up. Procedures and practice of applying makeup for mature, acnaic, and male skin will also be covered.

MAK114 Special Event Makeup

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

In this course, students will learn all the do's and don'ts for every occasion. Day, afternoon, and evening bride, and all makeup looks for prom and formal occasions. Lash extensions will be performed to add to the list of services **for every day or special event makeup**.

MAK116 Makeup for Television

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

Makeup can look altered under the bright lights of TV and photo shoots. In this course, students learn correct procedures to apply makeup for photo shoots and for TV appearance. High definition TV makeup will also be covered. Instruction on the hair growth cycle, methods of hair removal, and sanitation procedures for hair removal will be demonstrated and discussed.

MAK118 Avant-Garde and High Fashion Makeup

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

Students get to think completely out of the box and create Avant-Garde and runway looks. This course will also include strip lash and lash tabbing application.

MAK120 Photography for a Makeup Artist

Lecture Hrs: 10 Lab Hrs: 20 Credit Hrs: 1

In this course, students will learn how to take portfolio quality pictures to build their business visually. The basics of back grounds, lighting, and angles will be covered. Students will also learn how to properly edit still pictures, and videos. Common cosmetic ingredients and their functions will be discussed along with the FDAs role in regulation of cosmetic ingredients for consumer safety. The student will be introduced to the chemistry involved in creating skin care products which will teach the student how to choose a product line for a wide range of skin types and conditions

MAK124 Airbrushing	Lecture Hrs: 10	Lab Hrs: 20	Credit Hrs: 1
The Airbrushing course includes basic knowledge of an airbrush machine and maintenance. After completing the course, students will be able to airbrush foundation, bronzer, blush, and eye shadow.			
MAK126 Prosthetics	Lecture Hrs: 10	Lab Hrs: 20	Credit Hrs: 1
This course gives the student an introduction to enhancement materials added to the face for movie, theatrical and character makeup. Students will learn about the composition of the products in making prosthetics. Students will make a life cast of the face, mold with clay to form the prosthetic they create, and work with latex, rubber, and silicone to create each piece.			
MAK212 Prosthetics-Fitting and Application	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course will teach the students how to properly fit and apply all prosthetics made in Prosthetics.			
Prerequisite: MAK126			
MAK128 Special FX	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
In this course students will learn how to apply advanced special effect techniques. Students will create various bruises, cuts, scrapes and wounds using a bruise wheel, gelatin, latex, and other materials.			
MAK211 Character Makeup I	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
Character makeup focuses on finding or creating a character and producing a replica on their model's face. Students will perform old age makeup, period makeup, and learn basic theater techniques.			
MAK213 Character Makeup II	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
Students will design their own fantasy, horror or Sci-Fi characters, and then watch them come alive as they work to create the look they have designed. Students will have the opportunity to work in conjunction with fashion design students to understand how costumes play a role in designing characters and makeup.			
Prerequisite: MAK211			
MAK231 Advanced Beauty Techniques	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
Students will be introduced to new fashion makeup trends and advanced detailing with makeup.			
MAK 206 Theater Makeup and Styling	Lecture Hrs: 10	Lab Hrs: 20	Credit Hrs: 1
In this course Students will complete the basics of theatrical hair and makeup to pursue a career in theater. Students will learn to fit, style, cut human and synthetic hair blended wigs. Complete old age makeup for theater and learn laying facial.			
MAK132 History of Hair and Makeup	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
Students will learn different hairstyles and makeup techniques from the roaring 20's to the future we can only imagine.			
MAK115 Esthetics and Nutrition	Lecture Hrs: 20	Lab Hrs: 10	Credit Hrs: 1
This course will provide the student with a basic understanding of electricity and how it relates to the profession. The four types of electrotherapy and the types of light therapy as they apply to skin care. The student will learn and demonstrate electrical equipment safety for themselves and the clients while in the salon setting. Students will be proficient in the use of the galvanic and high frequency machines. In addition, this course will cover nutrition and how it relates to healthy skin. Students will learn the importance of macronutrients, micronutrient, minerals and vitamins to the skin along with which vitamins can be applied directly to the skin.			
MAK235 Makeup Illusions	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
In this course, students will learn the theory of sculptural light and shading along with various brush techniques as it applies to shading and highlighting. Students will also learn to create illusions making their models blend into their background. 3-D makeup applications will be discussed and practiced.			
MAK216 Extreme Transformation Makeup	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
This course continues the study of the theory of sculptural light and shading. After completing this course, students will have the knowledge and skill to create a blank canvas on anyone and to transform them into looking like a celebrity using only contour and highlighting.			
MAK227 State Board Rules and Regulations	Lecture Hrs: 25	Lab Hrs: 5	Credit Hrs: 1
The Oklahoma State Board Rules and Regulations will be covered in this course, teaching students how to obtain their license and ensure they are practicing makeup artistry safely and within the regulations of the state board. This course also serves as the student's final prep and final test week.			
MAK300 State Board Review 1	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
In this course students will review written and the rules and statutes requirements for licensure.			
MAK302 State Board 2	Lecture Hrs: 5	Lab Hrs: 25	Credit Hrs: 1
In this course students will review practical and the rules and statutes requirements for licensure.			



MASSAGE THERAPY - DIPLOMA (Resident)

Objective

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

Classroom Procedures

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

Student Clinic

The Student Clinic is undertaken as practical experience to follow the skills taught in massage labs and training exercises and consists of 180 hours. Students will obtain their Student Clinic hours at Clary Sage College Massage Clinic. The Student Clinic is unpaid. Students can begin accumulating hours for the Student Clinic after passing the required skills sets as outlined by the course curriculum. **Students are required to attend at least 20 hours per week while fulfilling the Student Clinic course.**

Diploma

Total Classroom Hrs:	520
Total Student Clinic Hrs:	180
Total Program Hrs:	700
Total Weeks:	33 Including Student Clinic
Total Semester Hours of Credit:	30
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH100	Career and Life Development	50/10	3
MT111	Massage Therapy as a Profession	10/10	1
MT113	Law and Ethics/HIPAA	10/10	1
MT115	Medical Terminology & Body Systems	10/10	1
MT149	Skeletal System	10/10	1
MT116	Intro into Treatment Planning	10/10	1
MT141	Muscular System	10/10	1
MT123	Nervous System	10/10	1
MT122	Allied Modalities & Tools of the Trade	10/10	1
MT143	Sanitation, Safety, & Hygiene/CPR	10/10	1
MT147	Endocrine System	10/10	1
MT145	Integumentary & Respiratory Systems	10/10	1
MT133	Urinary and Reproductive Systems	10/10	1
MT137	Wellness Components	10/10	1
MT138	Digestive System and Special Populations	10/10	1
MT211	Asian Bodywork Therapy	10/10	1
MT212	Deep Tissue & Clinical Applications: Extremities	10/10	1
MT214	Deep Tissue & Clinical Applications: Torso	10/10	1
MT222	Clinical Applications & Sports Massage	10/10	1
MT216	Therapeutic Spa	10/10	1
MT226	Lymphatic and Cardiovascular Systems	10/10	1
MT227	Biomechanics and Kinesiology	10/10	1
MT218	Business and Marketing	15/5	1
MT300	Certification Review *	20/0	1
MTEXT200	Student Clinic	180	4

* Course requires a prerequisite prior to taking course.

MESSAGE THERAPY - DIPLOMA (Resident)

AH100 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

MT111 Massage Therapy as a Profession

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the vocation of therapeutic massage. It reviews the basic job description and duties of the massage therapist. It goes over a brief history of massage therapy, progress and setbacks over the ages, and overview of basic techniques and modalities. In addition, this course includes lab work in Swedish massage.

MT113 Law and Ethics/HIPAA

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to help the student define scope of practice, code of ethics, and standards of profession as a massage therapist, and to clarify state and federal patient care regulations, including HIPAA. In addition, this course includes lab work in Swedish massage.

MT115 Medical Terminology & Body Systems

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is based on the use of vocabulary utilized in massage therapy. The emphasis is to equip the student with a thorough working knowledge of medical language. The student will learn and receive an overall view of the basic anatomy of the body systems. In addition, this course includes lab work in Swedish massage.

MT116 Intro into Treatment Planning

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the clinical setting and the role that a massage therapist would play. The value of treatment planning, documentation and scope of practice will be defined. In addition, this course includes lab work in clinical massage, client consultation and discussing client homework.

MT149 Skeletal System

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy, physiology, bone cells and tissues, along with classification and pathologies of the skeletal system and joints. In addition, students will be introduced to range of motion techniques and how it can be incorporated into massage. This course includes lab work in Swedish massage and role play of related pathologies.

MT141 Muscular System

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy and pathology of the muscular system, its functions, histology, anatomy, chemistry, nomenclature, contractions, and fiber movement. In addition, this course includes lab work in clinical massage.

MT123 Nervous System

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy and pathologies of the nervous system of the human body, its functions, structures, and its role in pleasure and pain. In addition, this course includes lab work in Swedish massage, hot stone massage, and role play of related pathologies.

MT122 Allied Modalities & Tools of the Trade

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the various adjunctive forms of therapeutic massage. Students will have hands-on experience in the lab with some of the most common modalities utilized in clinical practice. These include but are not limited to studies in Craniosacral therapy, reflexology, cupping, and sound therapy. Students will also discuss the tools of the trade and how to identify which ones are most in demand. In addition, this course includes lab work in seated massage.

MT143 Sanitation, Safety, & Hygiene/CPR

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to correct procedures to ensure a safe massage environment for them and their clients, as well as how to follow clinical protocols for universal precautions. In addition, this course includes lab work in Swedish massage. Students will also complete CPR training and will receive a two-year certification in Basic Life Support (BLS) for the Healthcare Provider.

MT147 Endocrine System

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy and pathologies of the endocrine system, its functions, structures, and chemistry. In addition, this course includes lab work in Swedish massage.

MT145 Integumentary & Respiratory Systems

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy and pathologies of the integumentary and respiratory systems of the human body, its functions, structures, and chemistry. In addition, this course includes lab work in hot stone massage and role play of related pathologies.

MT133 Urinary & Reproductive Systems

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy and pathologies of the urinary and reproductive systems of the human body, its functions, structures, and chemistry. In addition, this course includes lab work in the basics of pregnancy massage and role play of related pathologies.

MT137 Wellness Components

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the components of wellness, client education, and client communication in order to encourage clients to maintain the benefits of their massages. In addition, this course includes lab work in Swedish massage.

MT138 Digestive System and Special Populations**Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1**

This course is designed to introduce the student to the anatomy and pathologies of the digestive system, its functions, structures, and chemistry. This course will also help the student adapt to the unique situations and special needs including physical, emotional, and health related challenges. In addition, this course includes lab work in the basics of pregnancy massage and role play of related pathologies.

MT211 Asian Bodywork Therapy**Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1**

This course is designed to introduce the student to Asian massage therapy. Identify the difference in eastern and western approaches to health and medicine. Describe the Five Element theory and Yin Yang perspective. In addition, this course is designed to introduce the student the basic practice and techniques of shiatsu massage.

MT212 Deep Tissue & Clinical Applications: Extremities**Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1**

This course is designed to introduce the student to the practice of clinical massage, also known as deep tissue and rehabilitative massage. Students will learn specific clinical techniques, protocols, and muscles of the appendicular skeleton. In addition, this course includes understanding the physiological effects of each technique and how to implement these techniques to create a treatment plan for a clinical massage session.

MT214 Deep Tissue & Clinical Applications: Torso**Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1**

This course is designed to introduce the student to the practice of clinical massage, also known as deep tissue and rehabilitative massage. Students will learn specific clinical techniques, protocols, and muscles of the axial skeleton. In addition, this course includes understanding the physiological effects of each technique and how to implement these techniques to create a treatment plan for a clinical massage session.

MT222 Clinical Applications & Sports Massage**Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1**

This course will introduce the student to the practice of using specific focused clinical techniques to address pain and to focus on injuries caused by sports, active lifestyles or trauma on athletes and other populations. Students will use their kinesiology and anatomy knowledge to determine specific tissues to be treated. In addition, the student will be introduced to the practice and techniques of event sports massage.

MT216 Therapeutic Spa**Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1**

This course is designed to introduce the student to the latest trends and techniques in therapeutic spa. Students will be introduced to hydrotherapy, types of spas, exfoliation, aromatherapy and how essential oils can be incorporated into massage and spa treatments. In addition, this course includes lab work using hydrotherapy and performing spa treatments.

MT226 Lymphatic and Cardiovascular Systems**Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1**

This course is designed to introduce the student to the anatomy and pathologies of the lymphatic and cardiovascular systems, their functions, structures, chemistry, and the benefit of massage on these systems. In addition, they will learn the cause and effect of blood pressure and heart rate. In addition, the student will be introduced to the techniques and practice of lymphatic drainage massage and role play of related pathologies.

MT227 Biomechanics and Kinesiology**Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1**

This course is designed to introduce the student to the interaction between the skeletal system, joints, muscles, and neural activity. Students will understand how proper body and table mechanics can enhance and protect their massage practice. In addition, this course includes lab work in Swedish massage and side-lying position and draping.

MT218 Business and Marketing**Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1**

This course is designed to help prepare the student for running and marketing a successful private practice and to promote themselves as massage professionals. Students will be introduced to the types of business entities, licenses, professional liability insurances, financial aspects of a business and accounting practices.

MT300 Certification Review**Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1**

This course is designed to prepare student for their program written exam as well as the national massage exams of NCTMB, NCTM, & MBLEX.

Prerequisites: MT111, MT113, MT115, MT217, MT121, MT123, MT127, MT129, MT131, MT133, MT137, MT211, MT213, MT215, MT221, MT223, MT227, MT229

MTEXT200 Student Clinic**Clock Hrs: 180 Credit Hrs: 4**

The Student Clinic is undertaken as practical experience to follow the skills taught in massage labs and training exercises and consists of 180 hours. Students will obtain their Student Clinic hours at locations deemed certified and acceptable by Clary Sage College. The Student Clinic is unpaid and the hours of attendance will be determined by the site. Students can begin accumulating hours for the Student Clinic after passing the required skills sets as outlined by the course curriculum.



MASSAGE THERAPY - DIPLOMA (Hybrid)

Objective

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

Classroom Procedures

Each course stands alone as a unit of study and is not dependent upon prerequisite training. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses.

Career and Life Development (AH100 or AH106) is required for all hybrid students and is taken Monday through Thursday from 8:00am to 1:00pm or 5:30pm to 10:30pm or online.

All other courses will meet two evenings per week for 5 hours each for a total of 10 hours on campus and the remaining hours will be completed online.

Students are required to attend at least 20 hours per week while fulfilling the Student Clinic course.

Student Clinic

The Student Clinic is undertaken as practical experience to follow the skills taught in massage labs and training exercises and consists of 180 hours. Students will obtain their Student Clinic hours at Clary Sage College Massage Clinic. The Student Clinic is unpaid. Students can begin accumulating hours for the Student Clinic after passing the required skills sets as outlined by the course curriculum. **Students are required to attend at least 20 hours per week while fulfilling the Student Clinic course.**

Diploma

Total Classroom Hrs:	520
Total Student Clinic Hrs:	180
Total Program Hrs:	700
Total Weeks:	33 Including Student Clinic
Total Semester Hours of Credit:	30
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type B)

Course No.	Course Title	Clock Hours	Credit Hours
AH110 or106	Career and Life Development	50/10	3
HMT111	Massage Therapy as a Profession	10/10	1
HMT113	Law and Ethics/HIPAA	10/10	1
HMT115	Medical Terminology & Body Systems	10/10	1
HMT149	Skeletal System	10/10	1
HMT116	Intro to Treatment Planning	10/10	1
HMT141	Muscular System	10/10	1
HMT123	Nervous System	10/10	1
HMT122	Allied Modalities & Tools of the Trade	10/10	1
HMT143	Sanitation, Safety, & Hygiene/CPR	10/10	1
HMT147	Endocrine System	10/10	1
HMT145	Integumentary & Respiratory Systems	10/10	1
HMT133	Urinary and Reproductive Systems	10/10	1
HMT137	Wellness Components	10/10	1
HMT138	Digestive System and Special Populations	10/10	1
HMT211	Asian Bodywork Therapy	10/10	1
HMT212	Deep Tissue & Clinical Applications: Extremities	10/10	1
HMT214	Deep Tissue & Clinical Applications: Torso	10/10	1
HMT222	Clinical Applications & Sports Massage	10/10	1
HMT216	Therapeutic Spa	10/10	1
HMT226	Lymphatic and Cardiovascular Systems	10/10	1
HMT227	Biomechanics and Kinesiology	10/10	1
HMT218	Business and Marketing	15/5	1
HMT300	Certification Review *	20/0	1
MTEXT200	Student Clinic	180	4

* Course requires a prerequisite prior to taking course.

MASSAGE THERAPY - DIPLOMA (Hybrid)

AH100 or 106 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

HMT111 Massage Therapy as a Profession

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the vocation of therapeutic massage. It reviews the basic job description and duties of the massage therapist. It goes over a brief history of massage therapy, progress and setbacks over the ages, and overview of basic techniques and modalities. In addition, this course includes lab work in Swedish massage.

HMT113 Law and Ethics/HIPAA

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to help the student define scope of practice, code of ethics, and standards of profession as a massage therapist, and to clarify state and federal patient care regulations, including HIPAA. In addition, this course includes lab work in Swedish massage.

HMT115 Medical Terminology & Body Systems

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is based on the use of vocabulary utilized in massage therapy. The emphasis is to equip the student with a thorough working knowledge of medical language. The student will learn and receive an overall view of the basic anatomy of the body systems. In addition, this course includes lab work in Swedish massage.

HMT116 Intro to Treatment Planning

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the clinical setting and the role that a massage therapist would play. The value of treatment planning, documentation and scope of practice will be defined. In addition, this course includes lab work in clinical massage, client consultation and discussing client homework.

HMT149 Skeletal System

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy, physiology, bone cells and tissues, along with classification and pathologies of the skeletal system and joints. In addition, students will be introduced to range of motion techniques and how it can be incorporated into massage. This course includes lab work in Swedish massage and role play of related pathologies.

HMT141 Muscular System

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy and pathology of the muscular system, its functions, histology, anatomy, chemistry, nomenclature, contractions, and fiber movement. In addition, this course includes lab work in clinical massage.

HMT123 Nervous System

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy and pathologies of the nervous system of the human body, its functions, structures, and its role in pleasure and pain. In addition, this course includes lab work in Swedish massage, hot stone massage, and role play of related pathologies.

HMT122 Allied Modalities & Tools of the Trade

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the various adjunctive forms of therapeutic massage. Students will have in-person demo experiences in the lab with some of the most common modalities utilized in clinical practice. These include but are not limited to studies in Craniosacral therapy, reflexology, cupping, and sound therapy. Students will also discuss the tools of the trade and how to identify which ones are most in demand. In addition, this course includes lab work in seated massage.

HMT143 Sanitation, Safety, & Hygiene/CPR

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to correct procedures to ensure a safe massage environment for them and their clients, as well as how to follow clinical protocols for universal precautions. In addition, this course includes lab work in Swedish massage. Students will also complete CPR training and will receive a two-year certification in Basic Life Support (BLS) for the Healthcare Provider.

HMT147 Endocrine System

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy and pathologies of the endocrine system, its functions, structures, and chemistry. In addition, this course includes lab work in Swedish massage.

HMT145 Integumentary & Respiratory Systems

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy and pathologies of the integumentary and respiratory systems of the human body, its functions, structures, and chemistry. In addition, this course includes lab work in hot stone massage and role play of related pathologies.

HMT133 Urinary & Reproductive Systems

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy and pathologies of the urinary and reproductive systems of the human body, its functions, structures, and chemistry. In addition, this course includes lab work in the basics of pregnancy massage and role play of related pathologies.

HMT137 Wellness Components

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the components of wellness, client education, and client communication in order to encourage clients to maintain the benefits of their massages. In addition, this course includes lab work in Swedish massage.

HMT138 Digestive System and Special Populations

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy and pathologies of the digestive system, its functions, structures, and chemistry. This course will also help the student adapt to the unique situations and special needs including physical, emotional, and health related challenges. In addition, this course includes lab work in the basics of pregnancy massage and role play of related pathologies.

HMT211 Asian Bodywork Therapy

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to Asian massage therapy. Identify the difference in eastern and western approaches to health and medicine. Describe the Five Element theory and Yin Yang perspective. In addition, this course is designed to introduce the student the basic practice and techniques of shiatsu massage.

HMT212 Deep Tissue & Neuromuscular Therapy: Extremities

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the practice of clinical massage, also known as deep tissue and rehabilitative massage. Students will learn specific clinical techniques, protocols, and muscles of the appendicular skeleton. In addition, this course includes understanding the physiological effects of each technique and how to implement these techniques to create a treatment plan for a clinical massage session.

HMT214 Deep Tissue & Clinical Applications: Torso

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the practice of clinical massage, also known as deep tissue and rehabilitative massage. Students will learn specific clinical techniques, protocols, and muscles of the axial skeleton. In addition, this course includes understanding the physiological effects of each technique and how to implement these techniques to create a treatment plan for a clinical massage session.

HMT222 Clinical Applications & Sports Massage

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course will introduce the student to the practice of using specific focused clinical techniques to address pain and to focus on injuries caused by sports, active lifestyles or trauma on athletes and other populations. Students will use their kinesiology and anatomy knowledge to determine specific tissues to be treated. In addition, the student will be introduced to the practice and techniques of event sports massage.

HMT216 Therapeutic Spa

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the latest trends and techniques in therapeutic spa. Students will be introduced to hydrotherapy, types of spas, exfoliation, aromatherapy and how essential oils can be incorporated into massage and spa treatments. In addition, this course includes lab work using hydrotherapy and performing spa treatments.

HMT226 Lymphatic and Cardiovascular Systems

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the anatomy and pathologies of the lymphatic and cardiovascular systems, their functions, structures, chemistry, and the benefit of massage on these systems. In addition, they will learn the cause and effect of blood pressure and heart rate. In addition, the student will be introduced to the techniques and practice of lymphatic drainage massage and role play of related pathologies.

HMT227 Biomechanics and Kinesiology

Lecture Hrs: 10 Lab Hrs: 10 Credit Hrs: 1

This course is designed to introduce the student to the interaction between the skeletal system, joints, muscles, and neural activity. Students will understand how proper body and table mechanics can enhance and protect their massage practice. In addition, this course includes lab work in Swedish massage and side-lying position and draping.

HMT218 Business and Marketing

Lecture Hrs: 15 Lab Hrs: 5 Credit Hrs: 1

This course is designed to help prepare the student for running and marketing a successful private practice and to promote themselves as massage professionals. Students will be introduced to the types of business entities, licenses, professional liability insurances, financial aspects of a business and accounting practices.

HMT300 Certification Review

Lecture Hrs: 20 Lab Hrs: 0 Credit Hrs: 1

This course is designed to prepare student for their program written exam as well as the national massage exams of NCTMB, NCTM, & MBLEx.

Prerequisites: HMT111, HMT113, HMT115, HMT217, HMT121, HMT123, HMT127, HMT129, HMT131, HMT133, HMT137, HMT211, HMT213, HMT215, HMT221, HMT223, HMT227, HMT218

MTEXT200 Student Clinic

Clock Hrs: 180 Credit Hrs: 4

The Student Clinic is undertaken as practical experience to follow the skills taught in massage labs and training exercises and consists of 180 hours. Students will obtain their Student Clinic hours at Clary Sage College Massage Clinic. The Student Clinic is unpaid. Students can begin accumulating hours for the Student Clinic after passing the required skills sets as outlined by the course curriculum. **Students are required to attend at least 20 hours per week while fulfilling the Student Clinic course.**

MASTER INSTRUCTOR - DIPLOMA (Resident)

Description

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

Classroom Procedures

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

Career Path

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

Diploma

Total Hrs:	1000
Total Semester Hours of Credit:	33
Total Weeks:	33 (full time day) or 64 (part time day – 15 hours per week) or 49 (part-time evening)
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma and qualifies student to take the Oklahoma State Board written and practical examinations
Academic Year:	Academic Year: Full-time – 1000 hours/34 weeks (Non term) or Part-time 1000 hours/50 weeks (Non term)

Course No.	Course Title	Clock Hours	Credit Hours
MIN102	Introduction to Education	5/25	1
MIN105	Building Relationships	5/25	1
MIN107	Program Development	5/25	1
MIN113	Effective Classroom Management	5/25	1
MIN117	Teaching in a Salon Clinic	5/25	1
MIN121	Teaching to Diverse Learning Styles	5/25	1
MIN123	Multiple Learning Methods	5/25	1
MIN125	Achieving Learner Results	5/25	1
MIN127	Professional Performance Evaluation	5/25	1
MIN131	Intro to Oklahoma State Board of Cosmetology and Barbering Rules and Statutes	5/25	1
MIN135	Theory Classroom Management – 135	0/30	1
MIN137	Theory Classroom Management – 137	0/30	1
MIN139	Theory Classroom Management – 139	0/30	1
MIN141	Theory Classroom Management – 141	0/30	1
MIN143	Theory Classroom Management – 143	0/30	1
MIN145	Theory Classroom Management – 145	0/30	1
MIN147	Theory Classroom Management – 147	0/30	1
MIN149	Clinic Salon Management – 149	0/30	1
MIN151	Clinic Salon Management – 151	0/30	1
MIN153	Clinic Salon Management – 153	0/30	1
MIN155	Clinic Salon Management – 155	0/30	1
MIN157	Clinic Salon Management – 157	0/30	1
MIN159	Clinic Salon Management – 159	0/30	1
MIN161	Clinic Salon Management – 161	0/30	1
MIN163	Clinic Salon Management – 163	0/30	1
MIN167	Clinic Salon Management – 167	0/30	1
MIN169	Clinic Salon Management – 169	0/30	1
MIN171	Clinic Salon Management – 171	0/30	1
MIN173	Clinic Salon Management – 173	0/30	1
MIN175	Clinic Salon Management – 175	0/30	1
MIN177	Clinic Salon Management – 177	0/30	1
MIN179	Clinic Salon Management – 179	0/30	1
MIN165	Clinic Salon Management – 165	0/40	1

The above clock hours encompass all requirements of the following Oklahoma State Board of Cosmetology and Barbering requirements: Orientation – 60, Introduction to Teaching and Curriculum – 120, Course Outlining and Development – 330, Cosmetology Law, School Management and Record Keeping – 90, Teaching – 150, Practice Teaching – 250

MASTER INSTRUCTOR - DIPLOMA (Resident)

MIN102 Introduction to Education

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course provides the student with an understanding of the qualities and characteristics desired to be an effective educator. Students will learn self-motivation and time management skills. Emphasis will be placed on developing a positive attitude and winning personality to ensure the student's success. Lesson planning and development will also be discussed. Students will teach both theory and practical lessons in their department of specialty under the direction of a master instructor.

MIN105 Building Relationships

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

In this course students will learn how as educators they will develop strong professional relationships with learners, faculty members, administrative personnel, the industry, family members of learners and the community or public. Students will be assisting in the practical and theory classroom.

MIN107 Program Development

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course assists the student in outlining the steps taken when developing educational curriculum. The student will learn how to write learning objectives and outcomes for a topic of instruction. Components of lesson plan development and the advantages to planning lessons will be identified. Students will gain an understanding of the importance of an advisory council when developing curriculum. Students will assist in the Phase 1 classroom.

MIN113 Effective Classroom Management

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course provides the student with the skills needed to manage learner behavior in a classroom setting. The student will learn various techniques used when dealing with learner misconduct. Appropriate academic advising and counseling in the educational setting will be discussed. Classroom arrangements and educational activities to promote a positive learning environment will also be addressed. Students will assist with practical applications in the salon clinic.

MIN117 Teaching in a Salon Clinic

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course introduces the student to the concept of team work within the school setting. Students will gain understanding of the important role played by the clinic as part of the learning institutions source of revenue. Students will learn how to assist learners with the development of a client base. The importance of a positive public image for success of the institution will be discussed. Students will teach both theory and practical lessons in the Phase 1 classroom under the guidance of a master instructor.

MIN121 Teaching to Diverse Learning Styles

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will introduce the student to the characteristics of adult learners. The student will gain an understanding of the two major elements of how people learn. The student will be able to define the four learning styles and the challenges of each. The 4MAT cycle of learning will also be discussed. Students will teach both theory and practical lessons in the nail technology department under the direction of a master instructor.

MIN123 Multiple Learning Methods

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will introduce the student to various teaching methods and techniques used to inspire the learner in the classroom setting. The student will learn the purpose and benefits of planning field trips and guest speakers as educational tools. The incorporation of group work, workbooks, visual aids, and storytelling into teaching strategies will also be addressed. Students will teach both theory and practical lessons in the Phase 1 classroom under the guidance of a master instructor.

MIN125 Achieving Learner Results

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

In this course the student will learn techniques that can be utilized with learners who have special needs and those with chronic behavior concerns. We will discuss the general barriers to learning as well as effective study habits. Students will assist in the salon clinic.

MIN127 Professional Performance Evaluation

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will assist the student in understanding the purpose of a professional performance evaluation. The general standards and qualities of assessment and evaluation will be discussed. The student will learn how to develop and implement a professional-development plan. The student will understand the importance of continuing education as a master educator. Students will assist with practical applications in the salon clinic.

MIN131 Intro to Oklahoma State Board of Cosmetology and Barbering Rules and Statutes

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will introduce the general provisions, structure, and rules of practice for the Oklahoma State Board of Cosmetology and Barbering. The student will learn the general provisions and licensure of cosmetology schools and other cosmetology establishments. Sanitation and safety standards will be discussed. Students will participate in practical practices to prepare them for the Oklahoma State Board of Cosmetology and Barbering examinations.

MIN135 Theory Classroom Management

Lecture Hrs: 0 Lab Hrs: 30 Credit Hrs: 1

This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN137 Theory Classroom Management

Lecture Hrs: 0 Lab Hrs: 30 Credit Hrs: 1

This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN139 Theory Classroom Management

Lecture Hrs: 0 Lab Hrs: 30 Credit Hrs: 1

This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MIN141 Theory Classroom Management

Lecture Hrs: 0 Lab Hrs: 30 Credit Hrs: 1

This course will provide the student with advanced practical training in the theory room under the direction of a licensed master instructor in various subjects and courses. The student will practice developing and presenting lesson plans.

MASTER INSTRUCTOR WITH EXPERIENCE - DIPLOMA (Resident)

Description

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

Classroom Procedures

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

Career Path

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

Diploma

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

Course No.	Course Title	Clock Hours	Credit Hours
MIN102	Introduction to Education	5/25	1
MIN105	Building Relationships	5/25	1
MIN107	Program Development	5/25	1
MIN113	Effective Classroom Management	5/25	1
MIN117	Teaching in a Salon Clinic	5/25	1
MIN121	Teaching to Diverse Learning Styles	5/25	1
MIN123	Multiple Learning Methods	5/25	1
MIN125	Achieving Learner Results	5/25	1
MIN127	Professional Performance Evaluation	5/25	1
MIN131	Intro to Oklahoma State Board of Cosmetology and Barbering Rules and statutes	5/25	1

The Master Instructor with Experience program is approved by the Oklahoma Board of Private Vocational Schools and the Oklahoma State Board of Cosmetology and Barbering only.



MASTER INSTRUCTOR WITH EXPERIENCE - DIPLOMA (Resident)

MIN102 Introduction to Education

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course provides the student with an understanding of the qualities and characteristics desired to be an effective educator. Students will learn self-motivation and time management skills. Emphasis will be placed on developing a positive attitude and winning personality to ensure the student's success. Lesson planning and development will also be discussed. Students will teach both theory and practical lessons in their department of specialty under the direction of a master instructor.

MIN105 Building Relationships

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

In this course students will learn how as educators they will develop strong professional relationships with learners, faculty members, administrative personnel, the industry, family members of learners and the community or public. Students will be assisting in the practical and theory classroom.

MIN107 Program Development

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course assists the student in outlining the steps taken when developing educational curriculum. The student will learn how to write learning objectives and outcomes for a topic of instruction. Components of lesson plan development and the advantages to planning lessons will be identified. Students will gain an understanding of the importance of an advisory council when developing curriculum. Students will assist in the Phase 1 classroom.

MIN113 Effective Classroom Management

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course provides the student with the skills needed to manage learner behavior in a classroom setting. The student will learn various techniques used when dealing with learner misconduct. Appropriate academic advising and counseling in the educational setting will be discussed. Classroom arrangements and educational activities to promote a positive learning environment will also be addressed. Students will assist with practical applications in the salon clinic.

MIN117 Teaching in a Salon Clinic

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course introduces the student to the concept of team work within the school setting. Students will gain understanding of the important role played by the clinic as part of the learning institutions source of revenue. Students will learn how to assist learners with the development of a client base. The importance of a positive public image for success of the institution will be discussed. Students will teach both theory and practical lessons in the Phase 1 classroom under the guidance of a master instructor.

MIN121 Teaching to Diverse Learning Styles

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will introduce the student to the characteristics of adult learners. The student will gain an understanding of the two major elements of how people learn. The student will be able to define the four learning styles and the challenges of each. The 4MAT cycle of learning will also be discussed. Students will teach both theory and practical lessons in the nail technology department under the direction of a master instructor.

MIN123 Multiple Learning Methods

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will introduce the student to various teaching methods and techniques used to inspire the learner in the classroom setting. The student will learn the purpose and benefits of planning field trips and guest speakers as educational tools. The incorporation of group work, workbooks, visual aids, and storytelling into teaching strategies will also be addressed. Students will teach both theory and practical lessons in the Phase 1 classroom under the guidance of a master instructor.

MIN125 Achieving Learner Results

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

In this course the student will learn techniques that can be utilized with learners who have special needs and those with chronic behavior concerns. We will discuss the general barriers to learning as well as effective study habits. Students will assist in the salon clinic.

MIN127 Professional Performance Evaluation

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will assist the student in understanding the purpose of a professional performance evaluation. The general standards and qualities of assessment and evaluation will be discussed. The student will learn how to develop and implement a professional-development plan. The student will understand the importance of continuing education as a master educator. Students will assist with practical applications in the salon clinic.

MIN131 Intro to Oklahoma State Board of Cosmetology and Barbering Rules and Statutes

Lecture Hrs: 5 Lab Hrs: 25 Credit Hrs: 1

This course will introduce the general provisions, structure, and rules of practice for the Oklahoma State Board of Cosmetology and Barbering. The student will learn the general provisions and licensure of cosmetology schools and other cosmetology establishments. Sanitation and safety standards will be discussed. Students will participate in practical practices to prepare them for the Oklahoma State Board of Cosmetology and Barbering examinations.



NAIL TECHNICIAN - DIPLOMA (Resident)

Description

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

Classroom Procedures

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

Career Path

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

Diploma

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

Course No.	Course Title	Clock Hours	Credit Hours
AH105	Career and Life Development	50/10	2
NAL123	History of Nail Industry	6/24	1
NAL152	Nail Structure and Growth, Manicures	6/24	1
NAL154	Pedicures	6/24	1
NAL172	Acrylics and Electric Filing	6/24	1
NAL168	State Board Rules and Regulations	6/24	1
NAL156	Professionalism and Communication	6/24	1
NAL158	Infection Control	6/24	1
NAL160	Anatomy and Physiology	6/24	1
NAL162	Histology	6/24	1
NAL164	Nail Diseases and Disorders	6/24	1
NAL125	Chemistry and Electricity	6/24	1
NAL127	UV Gels	6/24	1
NAL174	Tips, Wraps, No-light Gels	6/24	1
NAL176	Advanced Acrylics	6/24	1
NAL178	Nail Art	6/24	1
NAL182	Salon Development	6/24	1
NAL129	Sciences Review	6/24	1
NAL184	State Board Rules and Regulations Review	6/24	1

These clock hours encompass all requirements of the following Oklahoma State Board of Cosmetology and Barbering requirements: Bacteriology, Sterilization and Sanitation - 40, Nail Structure, Composition, Disorders, and Diseases - 60, Manicuring and Pedicuring - 160, Artificial Nails - 160, Nail Art- 60, Salon Development – 80, Cosmetology Law - 40

NAIL TECHNICIAN - DIPLOMA (Resident)

AH105 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 2

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

NAL123 History of Nail Industry

Lecture Hrs: 12 Lab Hrs: 18 Credit Hrs: 1

This course will provide the student with an orientation to the history of nail technology, the dawn of the artificial nail enhancement and technological advancements. Industry opportunities will also be discussed. Students will learn acrylic product ratio as it pertains to consistency and control in application. Students will gain skills necessary to develop proficient acrylic application including safety and sanitation.

NAL152 Nail Structure and Growth, Manicures

Lecture Hrs: 6 Lab Hrs: 24 Credit Hrs: 1

In this course, the student will learn sanitation, disinfection, and the appropriate usage of each procedure. The Student will learn how to handle and maintain the tools necessary for manicuring. Students will also gain knowledge of the basic manicure, paraffin waxing, nail shapes, polish application and hand and arm massage for basic and spa manicures, along with paraffin waxing.

NAL154 Pedicures

Lecture Hrs: 6 Lab Hrs: 24 Credit Hrs: 1

This course will provide the student with the basic skills needed to perform manicures and pedicures. The supplies and implements to be used in conjunction with a basic pedicure will also be discussed. Students will strengthen their knowledge of sanitation and disinfection with the purpose of handling and maintaining the tools necessary for a basic pedicure. The student will receive instruction on nail assessment; massage techniques for the legs and feet, along with paraffin waxing.

NAL172 Acrylic Nails and Electric Filing

Lecture Hrs: 6 Lab Hrs: 24 Credit Hrs: 1

In this course, students will learn necessary applications for applying and sculpting acrylic nails, using forms, encapsulations, and acrylic over tips. The student will gain knowledge on the advanced techniques for two-color acrylic (white and pink powder). The students will receive instruction on types of filing, and the procedure for properly performing a two-color re balance using the electric file. The application of nail art using colored acrylic will also be demonstrated.

NAL168 Introduction to State Board Rules and Regulations

Lecture Hrs: 6 Lab Hrs: 24 Credit Hrs: 1

This course will examine the laws, rules, and regulations found in the Oklahoma State Board Rules and Regulations handbook. The students will review the practical and written exams for the state board nail technician license.

NAL156 Professionalism and Communication

Lecture Hrs: 6 Lab Hrs: 24 Credit Hrs: 1

This course will provide the students with an extensive review of professionalism, client care and salon business courses as they pertain to the nail industry. Students will prepare for State Board written and practical exams.

NAL158 Infection Control

Lecture Hrs: 6 Lab Hrs: 24 Credit Hrs: 1

Students will learn about bacteria. Proper sanitation and disinfection techniques used in the salon will also be discussed and demonstrated. Students will learn about their responsibilities as salon professionals.

NAL160 Anatomy and Physiology

Lecture Hrs: 6 Lab Hrs: 24 Credit Hrs: 1

In this course the student will gain knowledge of anatomy and physiology as it relates to the manicuring profession. Students will learn the importance of recognizing early signs of illness, disease, or poor health and how it can often be observed through the hair and nails since they are appendages of the skin.

NAL162 Histology

Lecture Hrs: 6 Lab Hrs: 24 Credit Hrs: 1

In this course the student will learn to thoroughly analyze the functions and components of the skin and the best way to understand how the skin works. They will also be taught the structures and composition of the nails and how they grow. Various diseases and disorders of the nails will also be discussed.

NAL164 Diseases and Disorders

Lecture Hrs: 6 Lab Hrs: 24 Credit Hrs: 1

This course addresses the applicable nail disorders and diseases that a nail technician needs to be familiar with, as well as the treatment and prevention of diseases. Various infectious agents found in a salon setting will be discussed along with the differences in sanitation and disinfection and the appropriate usage of each procedure. Salon safety issues related to chemical exposures and SDS materials will also be discussed. This course is designed to promote and explain information as it relates to the nail technician profession.

NAL125 Chemistry and Electricity

Lecture Hrs: 6 Lab Hrs: 24 Credit Hrs: 1

This course will provide the student with a basic understanding of chemistry and how it relates to the nail industry. Students will learn the difference between organic and inorganic chemistry, matter, elements compounds and mixtures. The basics of solutions, suspensions and emulsions will be identified. The potential for Hydrogen (pH scale) relating to salon products and product ingredient chemistry will also be discussed.

NAL127 UV Gels

Lecture Hrs: 6 Lab Hrs: 24 Credit Hrs: 1

After completing this course the student will be familiar with application methods necessary for ultraviolet light cured gels using both sculptured and overlay methods of artificial gel enhancements. Students will learn proper nail preparation methods for product application including LED cured gels, UV cured top coats, soak off gel lacquers, colored gels and safe gel removal.

NAL174 Tips, Wraps, and No-light Gels

Lecture Hrs: 6 Lab Hrs: 24 Credit Hrs: 1

In this course the student will be introduced to innovative skills for application of nail tips, wraps, dip nails and no-light gels.

NAL176 Advanced Acrylics**Lecture Hrs: 6****Lab Hrs: 24****Credit Hrs: 1**

This course will assist the student in the advanced acrylic techniques which include using forms and acrylic over tips. The student will gain knowledge on the advanced techniques for two-color acrylic (white and pink powder). The student will be taught how to properly perform a two-colored re balance using the electric file. The application of nail art using colored acrylic will also be demonstrated.

NAL178 Nail Art**Lecture Hrs: 6****Lab Hrs: 24****Credit Hrs: 1**

This course introduces the student to the techniques and tools used when creating nail art. Students will learn the foundation of nail art and various types of nail art performed in the salon setting. Students will demonstrate nail art techniques such as gold leafing, freehand painting, airbrushing, two-color fade, 3D sculpting, and the French Manicure.

NAL182 Salon Development**Lecture Hrs: 6****Lab Hrs: 24****Credit Hrs: 1**

This course will assist the student in preparing for a job and becoming successful in the salon industry. Students will prepare a professional résumé; create a personal portfolio and a personal budget. They will learn interviewing techniques and identify personal qualities needed to succeed in the salon industry. Various types of salon businesses will be defined and compensation methods will be discussed.

NAL129 Sciences Review**Lecture Hrs: 6****Lab Hrs: 24****Credit Hrs: 1**

This course will provide the students with an extensive review of manicures, pedicures, nail disorders and diseases, salon ecology, anatomy, salon development, physiology and histology. Students will prepare for state board written and practical exams.

NAL184 State Board Rules and Regulations Review**Lecture Hrs: 6****Practical Hrs: 24****Credit Hrs: 1**

This course will provide the student with an extensive review of the nail technology textbook. Students will prepare for the state board exams both written and practical.



AUTOMOTIVE TECHNOLOGY – DIPLOMA (Hybrid)

Program Description

The Automotive Technology diploma program is designed to prepare skilled, entry-level technicians to work in the automotive industry. The program prepares the student to pursue certification through Automotive Service Excellence (ASE) with standards set forth by National Automotive Technicians Education Foundation Inc. (NATEF) in all eight performance areas.

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

Classroom Procedures

All Automotive related courses will meet 20 hours per week on campus and the remaining 5 hours per week will be completed online.

Program Outcomes

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

Program Goals

A graduate of this program should be able to:

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

Diploma

Total Hrs:	885
Total Semester Hours of Credit:	36
Total Weeks:	36
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/30 weeks (Term Type A)

Course No.	Course Title	Clock Hours	Credit Hours
AH100	Career and Life Development	50/10	3
AT1100	Safety and Industry	30/45	3
AT1110	Electrical	20/55	3
AT1120*	Electrical Accessories	20/55	3
AT1130*	Electronics	20/55	3
AT1140	HVAC Principle and Operation	20/55	3
AT1150	Steering and Suspension	20/55	3
AT1160	Brake Systems and Operation	20/55	3
AT1170	Engine Repair	20/55	3
AT1180*	Engine Performance	20/55	3
AT1210	Manual Transmission Systems	20/55	3
AT1220	Automatic Transmission Systems	20/55	3

* Course requires a prerequisite prior to taking course.



AUTOMOTIVE TECHNOLOGY – DIPLOMA (Hybrid)

AH100 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

AT1100 Safety and Industry

Lecture Hrs: 30 Lab Hrs: 45 Credit Hrs: 3

Students will be introduced to shop safety, OSHA, and EPA as it relates to the automotive industry. Students will also be given a general overview and understanding of tools and equipment, as well as various automotive systems. Industry certification will also be addressed in this course.

AT1110 Electrical

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

Students will study automotive electrical and electronic systems including electrical fundamentals, wiring circuits, and testing equipment. Students will learn how electricity flows, battery operation, how to diagnose systems and interpret diagrams, how to properly repair electrical circuit, and be introduced to simple diagnoses of electrical systems.

AT1120 Electrical Accessories

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

This course introduces students to driver information systems, accessory circuits, and starting and charging systems. Students will study starting and charging systems and how they work. Emphasis will be placed on lighting and signal circuits where students will learn to diagnose and repair problems with these components.

Prerequisite – AT1110

AT1130 Electronics

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

Students will be introduced to electronic circuits and safety systems, C.A.N. network system, and module controls. Study will focus on accessory circuits, safety systems and entertainment system circuits. Students will learn proper operation of these components and how to diagnose and repair problems within each.

Prerequisite – AT1110 and AT1120

AT1140 HVAC Principle and Operation

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

This course provides instruction on the principle of automotive heating and air conditioning systems and EPA regulations. Emphasis will be on the HVAC components and operation and EPA requirements for the automotive technician. Students will learn the diagnosis and repair of vehicle HVAC system, including air management, electrical and vacuum controls, refrigerant handling, and recovery.

AT1150 Steering and Suspension

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

Students will apply fundamental knowledge of complete suspension systems and operation. Study will focus on tires & wheel, tire pressure monitoring systems, and steering and suspension system. This will include proper alignment angles and alignment principles on today vehicles.

AT1160 Brake Systems and Operation

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

Student will learn the principles of braking systems, theory and operation of hydraulic and power brake system, disc and drum brake systems, and wheel bearings. This course will cover the functions and operations of the Anti-Lock Brakes and stability control systems. Emphasis will be placed on the diagnoses and operation of the braking system and the electronic stability control system.

AT1170 Engine Repair

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

In this course, students will gain an understanding of basic engine fundamentals, designs, and operations. Emphasis will be placed on the 4 stroke process and their operations, the oil and cooling systems, valve timing, and air flow of the combustion system.

AT1180* Engine Performance

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

This course provides basic instruction in engine performance. Engine malfunctions related to ignition systems and fuel systems, fundamental understanding of the engine inputs and output data within the electronic engine control and emission related systems. Students will focus on the engine management systems and diagnostic systems based on the engine performance, and the diagnoses and operation of these systems.

AT1210 Manual Transmission Systems

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

This course introduces students to the basics of clutches, manual transmissions, transaxles, driveline, and final drive components. Students will learn the theory and operation of the clutch, transmission/transaxle, driveline and final drive components. Emphasis is placed on the fundamentals, diagnosis, and repair of these components for operation.

AT1220 Automatic Transmission Systems

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

This course introduces students to the basics of hydraulic systems, automatic transmissions, transaxles and driveline components. Students will learn the theory and operation of hydraulic systems, transmission/transaxle and driveline components. Emphasis is placed on the fundamentals, diagnosis, and repair of these components for operation.



DIESEL TECHNOLOGY – DIPLOMA DIESEL TECHNOLOGY – ASSOCIATE OF OCCUPATIONAL SCIENCE (Hybrid)

Program Description

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

The degree emphasizes business operations management, communication, leadership, and entrepreneurship for those students desiring management roles or to own their own business.

Classroom Procedures

All Diesel related courses will meet 20 hours per week on campus and the remaining 5 hours per week will be completed online.

Degree Requirement courses and General Education courses are taken online.

Program Outcomes

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

Program Goals

A graduate of this program should be able to:

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

Diploma

Total Hrs:	885
Total Semester Hours of Credit:	36
Total Weeks:	36
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/30 weeks (Term Type A)

Degree

Total Hrs:	1335
Total Semester Hours of Credit:	66
Total Weeks:	76
Clock Hrs:	Lecture/Lab
Credential Earned:	Associate of Occupational Science Degree
Academic Year:	24 credits/30 weeks (Term Type A)



DIESEL TECHNOLOGY – DIPLOMA
DIESEL TECHNOLOGY – ASSOCIATE OF OCCUPATIONAL SCIENCE
(Hybrid)

Course No.	Course Title	Clock Hours	Credit Hours
AH100	Career and Life Development	50/10	3
DT1113	Industry	50/25	3
DT1123	Electrical	20/55	3
DT1133*	Electrical Systems	20/55	3
DT1143	HVAC/R & APU	20/55	3
DT1153	Diesel Engine Construction	20/55	3
DT1163	Diesel Engine Subsystems	20/55	3
DT1173*	Electronics	20/55	3
DT1203	Steering and Suspension	20/55	3
DT1213	Brakes	20/55	3
DT1223	Transmission and Clutches	20/55	3
DT1233	Drivetrain, Hydraulics, & PMI	20/55	3
Degree Requirements			
BUS2213	Principles of Business	45/0	3
BUS2543	Information Technology & Trends	45/0	3
MKT2423	Introduction to Marketing	45/0	3
MGT1373	Human Resources	45/0	3
BUS2573	Entrepreneurship	45/0	3
ACC2213	Accounting Principles	45/0	3
General Education Courses			
ENG2343	Business Communications	45/0	3
BUS1353	Business Math	45/0	3
MGT2213	Principles of Management	45/0	3
GEN1113	Critical Thinking and Problem Solving	45/0	3



DIESEL TECHNOLOGY – DIPLOMA DIESEL TECHNOLOGY – ASSOCIATE OF OCCUPATIONAL SCIENCE (Hybrid)

AH100 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

DT1113 Industry

Lecture Hrs: 50 Lab Hrs: 25 Credit Hrs: 3

Students will be introduced to shop safety, OSHA, and EPA as it relates to the diesel industry. Students will also be given a general overview and understanding of tools and equipment, as well as various diesel systems. Industry certification will also be addressed in this course.

DT1123 Electrical

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

Students will study diesel electrical and electronic systems including electrical fundamentals, wiring circuits, and testing equipment. Student will learn how electricity flows, battery operation, how to diagnose systems and interpret diagrams, how to properly repair electrical circuit, and be introduced to simple diagnoses of electrical systems.

DT1133 Electrical Systems

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

This course introduces students to electrical components and electrical equipment. Emphasis is placed on the electrical fundamentals, of how each system operates and their relationship to other systems. Students will learn the operation, function and diagnosis of the systems as well as various troubleshooting processes.

Prerequisite – DT1123

DT1143 HVAC/R & APU

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

This course provides instruction on the principle of heating, air conditioning, and refrigeration systems and EPA regulations. Emphasis will be on the HVAC components, operation and EPA requirements for the Technician. Students will learn the diagnosis and repair of vehicle HVAC system, including: air management, controls, refrigerant handling and recovery, mobile refrigeration and auxiliary power units.

DT1153 Diesel Engine Construction

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

In this course, students will learn diesel engine design, operation, construction, components and systems. Emphasis will be placed on internal and external components and their relationship to engine function.

DT1163 Diesel Engine Subsystems

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

In this course students will learn fuel systems, turbocharging, and emissions devices. Emphasis will be placed on engine performance, drivability and emissions related devices.

DT1173 Electronics

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

This course introduces students to multiplexing and network systems, Module controls, and advanced electronic systems. Emphasis is placed on the network communication, engine, body accessories, and electronic antilock brake systems. Students will learn to diagnose and repair problems with these systems.

Prerequisite – DT1123 and DT1133

DT1203 Steering and Suspension

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

In this course, students will learn fundamental knowledge of complete suspension systems, steering systems, fifth wheels, and operation. Emphasis will be tires, wheels, steering and suspension system, fifth wheels, and alignment procedures.

DT1213 Brakes

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

In this course, students will learn the principles of braking systems. Student will learn theory and operation of foundation brakes, hydraulic brakes, disc and drum brake systems, and Air brake systems. Emphasis will be on the diagnosis and repair of brakes and brake systems.

DT1223 Transmissions and Clutches

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

In this course students will learn clutches, manual transmissions and automated/ automatic transmissions. Emphasis will be on theory, operation, and repair of clutches and transmissions.

DT1233 Drivetrain, Hydraulics, and PMI

Lecture Hrs: 20 Lab Hrs: 55 Credit Hrs: 3

This course provides an introduction to driveline, hydraulics and preventative maintenance. Emphasis is placed on understanding the function, operation, and diagnosis of drive shafts, u joints, wheel bearings, differentials, hydraulic systems, and preventative maintenance of trucks.

Degree Requirements

BUS2213 Principles of Business

Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3

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

BUS2543 Information Technology and Trends**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

This is an introductory course to information systems in business. This course explains the difference between computer literacy and information literacy. Students will gain valuable insight on emerging trends, technologies, and applications. Students will look at the risks associated with information technologies, as well as the value of e-commerce.

MKT2423 Introduction to Marketing**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

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

MGT1373 Human Resources**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

The study of Human Resources will familiarize students with the legal and regulatory environment that pertains to the business world. Hiring, training and development, performance appraisals and compensation will all be discussed.

BUS2573 Entrepreneurship**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

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

ACC2213 Accounting Principles**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Accounting Principles is designed to give the student a full understanding of the accounting cycle and how to record financial data.

General Education Courses**ENG2343 Business Communications****Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

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

BUS1353 Business Math**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

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

MGT2213 Principles of Management**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

Principles of Management teach the foundations of management: planning organizing, execution of objectives and the dynamics and impact of leadership.

GEN1113 Critical Thinking and Problem Solving**Lecture Hrs: 45 Lab Hrs: 0 Credit Hrs: 3**

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



ELECTRICAL TECHNOLOGY – DIPLOMA (Resident)

Description

The Electrical Technology Program will prepare the student for entry-level employment as technicians in the design, operation, service, repair, installation of electrical systems and equipment. The Program combines theory with extensive practical hands-on training designed to simulate the actual work environment and skills needed to excel in this challenging field. Labs afford the student the opportunity to install, repair and/or operate a wide variety of actual field equipment.

Classroom Procedures

All ET related courses will meet 20 hours per week on campus.

Program Outcomes

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

Program Goals

A graduate of this program should be able to:

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

Diploma

Total Hrs:	1000
Total Semester Hours of Credit:	40
Total Weeks:	50
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/30 weeks (Term Type A)

Course No.	Course Title	Clock Hours	Credit Hours
AH100	Career and Life Development	50/10	3
ET2001	Journeyman Preparation	20/20	1
ET2104	Electrical Theory	50/50	4
ET2114	Residential Installation	50/50	4
ET2124	Residential Lighting & Outlets	50/50	4
ET2134	Residential HVAC	50/50	4
ET2144	Residential Services	50/50	4
ET2154	Commercial Installation	50/50	4
ET2164	Commercial Lighting & Outlets	50/50	4
ET2174	National Electrical Codes	50/50	4
ET2184	Industry/Career Prep	50/50	4



ELECTRICAL TECHNOLOGY – DIPLOMA (Resident)

AH100 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

ET2001 Journeyman Preparation

Lecture Hrs: 20 Lab Hrs: 20 Credit Hrs: 1

Journeyman Electrician exam questions in random order. Relays, contactors and motor starters.

ET2104 Electrical Theory

Lecture Hrs: 50 Lab Hrs: 50 Credit Hrs: 4

Electrical theory which pertains to Ohm's law with dc circuitry, Ohm's law expanded for calculation usage. Breakdown of matter to the atomic stage and the motion of sub-atomic particles. Series and parallel circuits and their usage. Article 90 & 110 of the National Electrical Code.

ET2114 Residential Installation

Lecture Hrs: 50 Lab Hrs: 50 Credit Hrs: 4

General information for electrical installations, Electrical symbols and outlets, determining the required number of lighting outlets, receptacle outlets, small appliance circuits. Conductor sizes and types, wiring methods, wire connections, voltage drop, switching outlets.

ET2124 Residential Lighting & Outlets

Lecture Hrs: 50 Lab Hrs: 50 Credit Hrs: 4

Lighting branch circuits, luminaires, ballast, lamps front bedroom, lighting branch circuits for master bedroom, hallway, front entry porch, kitchen, living room, study/ bedroom. Dryer outlets, lighting for laundry, powder room, attic, garage.

ET2134 Residential HVAC

Lecture Hrs: 50 Lab Hrs: 50 Credit Hrs: 4

Water pumps, water heater, cooking equipment, dishwasher & disposal. Heat vent light, electric heat, air conditioning. Service entrances. Introduction to Service Entrances, Wi-Fi systems, and Home Security.

ET2144 Residential Services

Lecture Hrs: 50 Lab Hrs: 50 Credit Hrs: 4

Overcurrent protection, service entrance calculations, swimming pools, smoke alarms, home automation and generators. Introduction to Solar Panels, Natural Gas Generators, and Plug-Ins for Electric Vehicles.

ET2154 Commercial Installation

Lecture Hrs: 50 Lab Hrs: 50 Credit Hrs: 4

Commercial Building Plans, reading electrical drawing- entry level, calculating the electrical load, branch circuit's witches and receptacles. Motors, appliances, special systems, working drawings upper levels, and special circuits.

ET2164 Commercial Lighting & Outlets

Lecture Hrs: 50 Lab Hrs: 50 Credit Hrs: 4

Panel board selection and installation, the electric service, lamps and ballast for lighting, luminaires, overcurrent calculations and coordination of overcurrent devices, Overcurrent protection: fuse and circuit breakers. Emergency, legal required stand by and optional stand by systems, equipment and conductor short circuit protection.

ET2174 National Electrical Codes

Lecture Hrs: 50 Lab Hrs: 50 Credit Hrs: 4

Journeyman Electrician exam questions in random order. Pipe bending and wire fill calculations.

ET2184 Industry/Career Prep

Lecture Hrs: 50 Lab Hrs: 50 Credit Hrs: 4

Students will be given a general overview and understanding of tools and equipment. This course will also prepare students for jobs in the electrical field. Students will receive instruction on proper appearance and job attitude.



HVAC/R – DIPLOMA (Hybrid)

Program Description

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

Classroom Procedures

All HVAC/R related courses will meet 20 hours per week on campus and the remaining 5 hours per week will be completed online.

Program Outcomes

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

Program Goals

A graduate of this program should be able to:

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

Diploma

Total Hrs:	1010
Total Semester Hours of Credit:	41
Total Weeks:	41
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	Full Time - 24 credits/32 weeks (Term Type B)



HVAC/R – DIPLOMA (Hybrid)

Course No.	Course Title	Clock Hours	Credit Hours
AH100	Career and Life Development	50/10	3
HVACR101	Heat and Energy Theory	20/5	1
HVACR103	Refrigeration and Refrigerants	20/5	1
HVACR107	Fasteners, Tubing and Piping	10/15	1
HVACR109	Leak Detection, System Evacuation and Clean up	10/15	1
HVACR111	Refrigerant and Oil Chemistry and Management	10/15	1
HVACR113	System Charging	10/15	1
HVACR115	Calibrating Instruments	10/15	1
HVACR117	Basic Electricity and Magnetism	10/15	1
HVACR239*	Advanced Electrical and Troubleshooting	10/15	1
HVACR104	EPA	10/15	1
HVACR251	Journeyman Prep/Codes	10/15	1
HVACR119	Automatic Control Components and Applications	10/15	1
HVACR121	Advanced Automatic Controls and Troubleshooting	10/15	1
HVACR123	Types and Applications of Electric Motors	10/15	1
HVACR125	Motor Controls and Troubleshooting	10/15	1
HVACR127	Evaporators and Refrigeration System	10/15	1
HVACR129	Condensers	10/15	1
HVACR131	Compressors	10/15	1
HVACR133	Expansion Devices	10/15	1
HVACR135	Special Refrigeration System Components	10/15	1
HVACR137	Application of Refrigeration Systems	10/15	1
HVACR201	Commercial Ice Machines	10/15	1
HVACR203	Special Refrigeration Applications	10/15	1
HVACR205	Troubleshooting and Typical Operating Conditions for Commercial Refrigeration	10/15	1
HVACR207	Electric Heat	10/15	1
HVACR209	Hydronic Heat	10/15	1
HVACR212	Gas Heat	10/15	1
HVACR215	Indoor Air Quality and Comfort	10/15	1
HVACR217	Refrigeration Applied to Air Conditioning	10/15	1
HVACR219	Air Distribution, Balance, and Installation	10/15	1
HVACR221	Typical Operating Conditions and Troubleshooting	10/15	1
HVACR223	Heat Gain and Heat Loss in Buildings	10/15	1
HVACR225	Air Source and Geothermal Heat Pumps	10/15	1
HVACR229	Room Air Conditioners	10/15	1
HVACR231	High-Pressure, Low-Pressure, and Absorption Chilled-Water Systems	10/15	1
HVACR233	Cooling Towers and Pumps	10/15	1
HVACR235	Operation, Maintenance, and Troubleshooting of Chilled-Water Air-Conditioning Systems	10/15	1
HVACR237	Commercial Rooftop, Packaged, Variable Refrigerant Flow, and Variable Air Volume Systems	10/15	1

* Course requires a prerequisite prior to taking course.



HVAC/R – DIPLOMA (Hybrid)

AH100 Career and Life Development

Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

HVACR101 Heating and Energy Theory

Lecture Hrs: 20 Lab Hrs: 5 Credit Hrs: 1

Students will gain an understanding of temperature, methods of measuring/transferring heat, molecular motion, sensible heat, latent heat, and specific heat. It will review atmospheric pressure and test instruments such as gauges used to measure pressure. It will also cover the broad topics of energy and explore definitions of matter, mass, density, specific gravity, specific volume.

HVACR103 Refrigeration and Refrigerants

Lecture Hrs: 20 Lab Hrs: 5 Credit Hrs: 1

Students will review the history of refrigeration and gain a basic understanding of refrigeration process. Students will learn the four major refrigeration components: evaporator, compressor, condenser, and metering device. Students will also review the refrigeration cycle and learn about reciprocating, rotary, scroll, centrifugal, and screw compressors. Refrigerant leak detection, recovery and recycling, cylinder color codes, and chemical makeup are also discussed.

HVACR107 Fasteners, Tubing and Piping

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

Students will learn the detailed description of nails, staples, rivets, and wood screws, including tapping and machine screws. Thread sizes, set screws, anchor shields, wall anchors, toggle bolts, threaded rod, angle steel, and masonry fasteners, etc. Students will also review basic piping operations and techniques, along with soldering and brazing procedures.

HVACR109 Leak Detection, System Evacuation and System Clean-up

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

Students will learn the purpose and theory of evacuation. The course will review system leak detection, system cleanup procedures.

HVACR111 Refrigerants and Oil Chemistry and Management

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

Students will learn about refrigerants and the environment; refrigerant blends; EPA regulations; reasons for recovery and recovery methods; recycling; reclaiming; retrofitting; technician certification; and mechanical recovery equipment.

HVACR113 System Charging

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

Students will learn information on charging refrigeration systems, including vapor and liquid refrigerant charging, weighing refrigerant, and the use of charging devices.

HVACR115 Calibrating Instruments

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

Students will learn information needed to calibrate instruments and the procedures for temperature-measuring, pressure tests, and electrical test instruments, refrigeration leak-detection device, and analysis instruments, heating, air-conditioning, and refrigeration tools and equipment and their use, including general hand tools, specialized hand tools, and specialized service and installation equipment. General maintenance procedures for instruments used in the HVAC/R field, will also be discussed.

HVACR117 Basic Electricity and Magnetism

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

Students will learn the structure of matter, the movement of electrons, conductors, insulators, direct and alternating current, and electrical units of measurement. Student will also review wire sizes, circuit protection devices, and semiconductors or solid-state components.

HVACR239 Advanced Electrical and Troubleshooting

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

Students will gain advanced troubleshooting skills. Included are the topics of how to read ladder and line schematics and troubleshooting advanced electrical circuits. Students will troubleshoot electrical circuits on refrigerant, commercial AC, and residential equipment.

Prerequisites: HVACR119

HVACR104 EPA

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

This course focuses on industry standards and international treaties regarding refrigerants and our environment. Students will identify and recognize refrigerant bottles including colors, transfer, storage location. Pump down gauge for low refrigerant loss along with proper vacuum and recovery techniques with low refrigerate loss to the atmosphere. Students will obtain an EPA license.

HVACR251 Journeyman Prep/ Codes

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

Students will study codebooks that govern the HVAC/R industry. Students will navigate materials to prepare for the Journeyman test. Students will demonstrate codes upon system installs and other ways codes and regulations affect the HVAC/R industry.

HVACR119 Automatic Control Components and Applications

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

Students will learn the types of automatic controls, devices that respond to thermal change, the bimetal device, control by fluid expansion, the thermocouple, and electronic sensing devices. Space temperature controls (low and high voltage), sensing the temperature of solids, pressure-sensing devices, oil pressure safety controls, air pressure controls, devices that control fluid flow, and maintenance of mechanical and electromechanical controls are topics covered in this course.

HVACR121 Advanced Automatic Controls and Troubleshooting

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

Students will learn the procedures for troubleshooting basic and complex circuits, thermostats, and high-voltage circuits controlled by thermostats, along with procedures for measuring amperage and voltage in low-voltage circuits. Students will also review typical service technician calls, control terminology, applications, and electronic control circuits.

HVACR123 Types and Applications of Electric Motors Students will learn starting and running components and characteristics, motor speeds, and power supplies.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR125 Motor Controls and Troubleshooting Students will learn the components used to close or open the power supply circuit to the motor, such as relays, contactors, and starters. Inherent and external motor protection, the service factor, other temperature-sensing and magnetic overload devices are covered, along with procedures for restarting the motor. This course will also discuss mechanical and electrical motor troubleshooting.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR127 Evaporators and the Refrigeration System This course focuses on the refrigeration cycle and various temperature ranges of refrigeration. Included are the topics of boiling temperature/coil operating temperature, dehumidification, evaporator heat exchange characteristics, types of evaporators multiple-circuit and liquid-cooling evaporators, and defrost.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR129 Condensers This course focuses on the types, purpose and operation of condensers. The relationship of condensing refrigerant and ambient air, head-pressure control, and heat reclaim are covered.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR131 Compressors This course focuses on the types and functions of compressors. Topics of reciprocating compressor efficiency, valve design, and liquid slugging are also discussed.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR133 Expansion Devices This course covers the various expansion or metering devices used in commercial refrigeration applications. The thermostatic expansion valve is described in detail—each component, the types of bulb charges, and internal and external equalizers. Step-motor expansion valves and algorithms and PID controllers are also discussed in this course.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR135 Special Refrigeration System Components This course provides information on many special system components and controls, including two-temperature evaporator operation, evaporator pressure controls, multiple evaporators, the CPR valve, relief valves, low-ambient controls, fan cycling, fan speed, and air volume control for regulating head pressure.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR137 Application of Refrigeration Systems This course reviews various commercial refrigeration systems, such as: reach-in fixtures, chest-type display fixtures, walk-in coolers, beverage coolers, water coolers, and refrigerated air driers. Self-contained, remote condensing units, multiple evaporators and single-compressor applications, multiple compressors, interconnecting piping, defrost, mullion heaters, and condensate removal are also covered.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR201 Commercial Ice Machines This course provides information on ice-making package equipment. Microprocessors, microprocessor input/output troubleshooting, water filtration and treatment, and cleaning and sanitizing ice machines are also discussed, along with typical service technician calls.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR203 Special Refrigeration Applications This course covers truck refrigeration systems, railway refrigeration, extra-low-temperature refrigeration, quick-freezing methods, marine refrigeration, and air cargo hauling.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR205 Troubleshooting and Typical Operating Conditions for Commercial Refrigeration This course provides a comprehensive overview of troubleshooting and typical operating conditions for commercial refrigeration. Preventive refrigeration maintenance and service calls are also discussed.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR207 Electric Heat This course reviews heating devices and furnaces. Portable electric heaters, radiant heating panels, electric baseboard heating and central forced-air electric furnaces are reviewed. Preventive maintenance and technician service calls are also addressed.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR209 Hydronic Heat This course provides an introduction to hydronic heat and components of hot water heating systems. Preventive maintenance and technician service calls are also addressed.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR212 Gas Heat This course describes the characteristics and types of gas furnaces. Gas fuels, wiring diagrams, and safety controls, venting, and piping are also discussed, along with fuel supply systems, the combustion chamber, heat exchangers, and determining the correct airflow across the heat exchanger.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR215 Indoor Air Quality and Comfort This course describes comfort as it relates to the human body and psychometrics. It also provides information regarding sources of indoor air pollution, contamination source detection and elimination, ventilation, ultraviolet light, filters, electrostatic precipitators, activated charcoal air purifiers, and ion generators, along with duct cleaning and air humidification.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR217 Refrigeration Applied to Air Conditioning This course applies the concepts of refrigeration to the cooling and conditioning of occupied spaces. Types of evaporators, compressors (reciprocating, rotary, and scroll), condensers, expansion devices, air-side components, and installation procedures for air-conditioning are also discussed.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR219 Air Distribution, Balance, and Installation This course reviews the installation techniques for package and split air-conditioning systems, including the duct. Forced-air system, system pressures, air measuring instruments for duct systems are discussed, along with cover sizing and balancing. Types of fans, and fan drives are also covered.	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1
HVACR221 Typical Operating Conditions and Troubleshooting	Lecture Hrs: 10	Lab Hrs: 15	Credit Hrs: 1

This course teaches the typical operating conditions for the various components of standard and high-efficiency air-conditioning systems. Mechanical and electrical troubleshooting for air-conditioning systems is also included in this course.

HVACR223 Heat Gain and Heat Loss in Buildings

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

This course explains the basic concepts of heat and loss in structures as well as how to calculate the heat gain and loss. Students will receive a comprehensive overview of residential energy auditing, visual inspections, insulation tips, and efficiency testing.

HVACR225 Air Source and Geothermal Heat Pumps

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

This course reviews several types of heat pumps. Concentration is given to heat exchange fluids and geothermal wells and water sources. Reverse-cycle refrigeration, open-loop systems, and closed-loop systems are also discussed.

HVACR229 Room Air Conditioners

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

This course is an introduction to room air conditioning units. Preventative maintenance, service, and installation will be discussed.

**HVACR231 High-Pressure, Low-Pressure and Absorption
Chilled-Water Systems**

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

This course provides insight to both high and low pressure compression cycle chillers and absorption chillers. Students will be introduced to direct-expansion and flooded evaporators, water and air cooled condensers, thermostatic expansion valves, electronic expansion valves, and purge units.

HVACR233 Cooling Towers and Pumps

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

This course provides information on cooling tower function and the types of cooling towers. It discusses flow patterns, the tower sump, makeup water, blow down, and balancing the water flow. Pumps used in cooling towers are also discussed in detail.

**HVACR235 Operation, Maintenance, and Troubleshooting
of Chilled-Water Air-Conditioning Systems**

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

This course provides information on compression-type chiller start-up, chiller operation, air-cooled and water cooled chiller maintenance, and absorption chilled-water system start-up, operation, and maintenance. Typical service technician calls are also introduced.

**HVACR237 Commercial Rooftop, Packaged, Variable Refrigerant Flow,
and Variable Air Volume Systems**

Lecture Hrs: 10 Lab Hrs: 15 Credit Hrs: 1

This course covers packaged rooftop equipment, as well as variable air volume and refrigerant volume systems. It provides insight into the location selection process, installation, concepts of free-cooling and mechanical ventilation.



PLUMBING – Diploma (Residential)

Objective

The plumbing program is designed to prepare students with entry level skills in the plumbing industry. This program will count for 2 years of experience towards a student's journeyman's license. Coursework can be done concurrently with additional work experience to shorten the time frame for licensure. Upon graduation, students will be equipped with the skills necessary to work as an apprentice in the plumbing field while they gain additional experience required for licensure.

Classroom Procedures

Each course stands alone as a unit of study. Career and Life Development (AH100) is required for students. A student may enter the program at the beginning of any course and continue through the sequence until completion of all courses.

Diploma

Total Classroom Hrs:	1000
Total Program Hrs:	1000
Total Weeks:	50
Total Semester Hours of Credit:	50
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	24 credits/32 weeks (Term Type A)

Course No.	Course Title	Clock Hours	Credit Hours
AH100	Career and Life Development	50/10	3
PB101	Safety and Tools	25/75	5
PB103	Intro to Plumbing Codes	25/75	5
PB105	Plumbing Systems	25/75	5
PB107	Pipe Joining Methods	25/75	5
PB109	Plumbing Applications	25/75	5
PB111	Blueprints	25/75	5
PB113	Commercial Plumbing	25/75	5
PB115	Fixture Setting	25/75	5
PB117	Underground Plumbing Systems	25/75	5
PB211	Plumbing Codes and Certification Prep	20/20	2



PLUMBING (Resident)

AH100 Career and Life Development

Lecture Hrs:50 Lab Hrs: 10 Credit Hrs: 3

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

PB101 Safety and Tools

Lecture Hrs: 25 Lab Hrs: 75 Credit Hrs: 5

In this course students will learn the OSHA safety requirements for plumbing and learn to identify the function and use of the most common plumbing tools. This course will also introduce the common math skills used in the plumbing industry.

PB103 Intro to Plumbing Codes

Lecture Hrs: 25 Lab Hrs: 75 Credit Hrs: 5

This course covers plumbing industry codes and regulations. Emphasis is placed on Oklahoma regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret plumbing codes.

PB105 Plumbing Systems

Lecture Hrs: 25 Lab Hrs: 75 Credit Hrs: 5

In this course students will learn how to maintain plumbing systems in a factory, plant, or other industrial or commercial site. This course will describe the structure and function of on-site plumbing systems (water supply, sanitary waste, and storm water), and explain how the major fixtures in these systems work. Common plumbing problems will be addressed.

PB107 Pipe Joining Methods

Lecture Hrs: 25 Lab Hrs: 75 Credit Hrs: 5

This course will teach the theory and use of cast iron soil pipe, joint making, soldering and brazing, water closets, flush valves, and water heaters as applied to plumbing. Pipe bending and pipe materials will also be taught.

PB109 Plumbing Applications

Lecture Hrs: 25 Lab Hrs: 75 Credit Hrs: 5

In this course, students will review the various tools, instruments, plans, mathematics, and safe work practices used by professional plumbers. Students will also learn about the purpose and application of building and plumbing codes, as well as how to excavate a job site to prepare it for a plumbing installation.

PB111 Blueprints

Lecture Hrs: 25 Lab Hrs: 75 Credit Hrs: 5

This course will provide students with the information needed to develop the ability to interpret trade blueprints and to plan the installation of the required plumbing. Skills covered include identifying blueprint features, interpreting specifications, reading blueprint for the purpose of layout work, listing material from print, and coordinating installation of piping with other trades. Blueprint reading practice will be offered while working with an actual print.

PB113 Commercial Plumbing

Lecture Hrs: 25 Lab Hrs: 75 Credit Hrs: 5

This course teaches the skills, procedures, and techniques used in the installation of hot and cold potable water supply systems and drain, waste, and vent (DWV) systems in commercial buildings.

PB115 Fixture Setting

Lecture Hrs: 25 Lab Hrs: 75 Credit Hrs: 5

This course will provide students with the information needed by a plumber in the common construction of a commercial or residential building including drain, waste, and vent systems, water systems, and fixture installations.

PB117 Underground Plumbing Systems

Lecture Hrs: 25 Lab Hrs: 75 Credit Hrs: 5

This course will cover the application and installation of underground plumbing systems including safety requirements. Also covered are installation techniques, applied math, construction tools and equipment and interpretation of mechanical drawings.

PB211 Plumbing Codes and Certification Prep

Lecture Hrs: 20 Lab Hrs: 20 Credit Hrs:2

This course will prepare students to further explore codes and prepare materials to study for their certification test.



WELDING BASICS (Resident)

Diploma

Total Hrs:	300
Total Semester Hours of Credit:	12
Total Weeks:	12 (day) or 15 (evening)
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	Day - 12 credits/12 weeks Evening - 12 credits/15 weeks

Objective

The Welding Basics course is designed to provide a student with a very basic understanding of three structural welding processes, Shielded Metal Arc Welding, Gas Metal Arc Welding, and Flux Core Arc Welding. Students will learn the basics of blueprint reading, welding symbols, and basic shop math and will practice the skill of welding in the 2F, 2G, 3F, and 3G positions.

Course No.	Course Title	Clock Hours	Credit Hours
WT124	SMAW Structural	30/70	4
WT134	GMAW Structural	30/70	4
WT144	FCAW Structural	30/70	4

SMAW - Shielded Metal Arc Welding

GMAW - Gas Metal Arc Welding

FCAW - Flux Core Arc Welding

WT124 SMAW Structural

Lecture Hrs: 30 Lab Hrs: 70 Credit Hrs: 4

This is a **basic course in welding principles, shop math, basic blueprint reading, safety, ethics, maintenance of equipment, oxy-fuel cutting, air arc gouging and grinding**. Students begin structural welding using SMAW process in 2F, 3F, 2G and 3G positions.

WT134 GMAW Structural

Lecture Hrs: 30 Lab Hrs: 70 Credit Hrs: 4

This course covers structural welding using the GMAW (MIG) welding process. Students will also study blueprint reading, weld symbols, and shop math. In the shop, student will use the GMAW (MIG) welding process to perform welding in the 2F, 3F, 2G, and 3G positions.

WT144 FCAW Structural

Lecture Hrs: 30 Lab Hrs: 70 Credit Hrs: 4

This course covers structural welding using the FCAW (Fluxcore) welding process. Students will also study blueprint reading, weld symbols, and shop math. In the shop, student will use the FCAW (Fluxcore) welding process to perform welding in the 2F, 3F, 2G, and 3G positions.

The Welding Basics program is approved by the Oklahoma Board of Private Vocational Schools only.



ADVANCED WELDING (Resident)

Diploma

Total Hrs:	300
Total Semester Hours of Credit:	12
Total Weeks:	12 (day) or 15 (evening)
Clock Hrs:	Lecture/Lab
Credential Earned:	Diploma
Academic Year:	Day - 12 credits/12 weeks Evening - 12 credits/15 weeks

Objective

The Advanced Welding course is designed to provide a student that currently has basic welding knowledge and skills with advanced techniques utilized in the welding industry. The students will focus on learning Gas Tungsten Arc Welding on both plate and pipe applications. Students will receive training on various metals, pipe sizes, and welding positions.

Course No.	Course Title	Clock Hours	Credit Hours
WT164	GTAW on Pipe	20/80	4
WT174	Advanced GTAW on Pipe	20/80	4
WT214	Career Prep	20/80	4

GTAW - Gas Tungsten Arc Welding
MIG - Metal Inert Gas
TIG - Tungsten Inert Gas

WT164 GTAW on Pipe

Lecture Hrs: 20 Lab Hrs: 80 Credit Hrs: 4

This course provides an overview of GTAW equipment and procedure setup, metal identification, tungsten preparation and safety, and an introduction to the GTAW process on plate and pipe. Pipe bevel preparation is taught. Perform TIG multiple pass stringer welds on T-plate. Perform TIG root, fill and cap in the 2G and 5G pipe positions.

WT174 Advanced GTAW on Pipe

Lecture Hrs: 20 Lab Hrs: 80 Credit Hrs: 4

Students will practice GTAW welding on pipe as well as stainless GTAW welding. Advanced pipe welding projects and industrial applications, concentration on performing GTAW welding on mild steel and stainless pipe and using various pipe sizes and schedules in 6G pipe position. Operation requirements for portable equipment, weld test lab procedures and purging of stainless steel pipe. Perform mild steel GTAW welding on pipe in (6G GTAW, 6G combination GTAW and SMAW, 6G 309 stainless GTAW) using GTAW stringer, fill, and cap.

WT214 Career Prep

Lecture Hrs: 20 Lab Hrs: 80 Credit Hrs: 4

This course is designed to help prepare students for obtaining a job in the welding field. Students will receive instruction on weld test procedures and requirements, proper appearance, job attitude and how to conduct themselves at a job interview. Students will also practice and perform a series of weld bend test consisting of a 3G Open Root, Backing Strip and 100% Penetration plate test utilizing the GMAW/FCAW Welding Processes. Students that have exhibited outstanding skills will also have a chance to learn the basics of High Frequency TIG Welding on Aluminum Plate to include proper heat settings on thin gauge applications, selection of proper tungsten types, proper weld cleaning prep and various welding techniques for Aluminum.

The Advanced Welding program is approved by the Oklahoma Board of Private Vocational Schools only.



WELDING – DIPLOMA (Resident)

Description

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

Classroom Procedures

All Welding (AM/Afternoon) related courses will meet 25 hours per week on campus. All Welding (PM) related courses will meet 20 hours per week on campus.

Program Outcomes

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

Program Goals

A graduate of this program should be able to:

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

Diploma

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

Course No.	Course Title	Clock Hours	Credit Hours
AH100	Career and Life Development	50/10	3
WT124	SMAW Structural	30/70	4
WT134	GMAW Structural	30/70	4
WT144	FCAW Structural	30/70	4
WT154	SMAW on Pipe	30/70	4
WT164	GTAW on Pipe	20/80	4
WT174	Advanced GTAW on Pipe	20/80	4
WT214	Career Prep	20/80	4
WT204	SMAW Structural Advanced	30/70	4

SMAW - Shielded Metal Arc Welding
GMAW - Gas Metal Arc Welding
FCAW - Flux Core Arc Welding
GTAW - Gas Tungsten Arc Welding
MIG - Metal Inert Gas
TIG - Tungsten Inert Gas



WELDING – DIPLOMA (Resident)

AH100 Career and Life Development Lecture Hrs: 50 Lab Hrs: 10 Credit Hrs: 3

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

WT124 SMAW Structural Lecture Hrs: 30 Lab Hrs: 70 Credit Hrs: 4

This is a basic course in welding principles, shop math, basic blueprint reading, safety, ethics, maintenance of equipment, oxy-fuel cutting, air arc gouging and grinding. Students begin structural welding using SMAW process in 2F, 3F, 2G and 3G positions.

WT134 GMAW Structural Lecture Hrs: 30 Lab Hrs: 70 Credit Hrs: 4

This course covers structural welding using the GMAW (MIG) welding process. Students will also study blueprint reading, weld symbols, and shop math. In the shop, student will use the GMAW (MIG) welding process to perform welding in the 2F, 3F, 2G, and 3G positions.

WT144 FCAW Structural Lecture Hrs: 30 Lab Hrs: 70 Credit Hrs: 4

This course covers structural welding using the FCAW (Fluxcore) welding process. Students will also study blueprint reading, weld symbols, and shop math. In the shop, student will use the FCAW (Fluxcore) welding process to perform welding in the 2F, 3F, 2G, and 3G positions.

WT154 SMAW on Pipe Lecture Hrs: 30 Lab Hrs: 70 Credit Hrs: 4

This course covers techniques of basic pipe fitting, use of 90's, T's, flanges, valves, take offs, use of pipe blueprints, sketches, and templates. Perform SMAW pipe welding with 6010 electrode stringer and 7018 electrode remainder in uphill pipe positions of 2G, 5G and 6G.

WT164 GTAW on Pipe Lecture Hrs: 20 Lab Hrs: 80 Credit Hrs: 4

This course provides an overview of GTAW equipment and procedure setup, metal identification, tungsten preparation and safety, and an introduction to the GTAW process on plate and pipe. Pipe bevel preparation is taught. Perform TIG multiple pass stringer welds on T-plate. Perform TIG root, fill and cap in the 2G and 5G pipe positions.

WT174 Advanced GTAW on Pipe Lecture Hrs: 20 Lab Hrs: 80 Credit Hrs: 4

Students will practice GTAW welding on pipe as well as stainless GTAW welding. Advanced pipe welding projects and industrial applications, concentration on performing GTAW welding on mild steel and stainless pipe and using various pipe sizes and schedules in 6G pipe position. Operation requirements for portable equipment, weld test lab procedures and purging of stainless steel pipe. Perform mild steel GTAW welding on pipe in (6G GTAW, 6G combination GTAW and SMAW, 6G 309 stainless GTAW) using GTAW stringer, fill, and cap.

WT214 Career Prep Lecture Hrs: 20 Lab Hrs: 80 Credit Hrs: 4

This course is designed to help prepare students for obtaining a job in the welding field. Students will receive instruction on weld test procedures and requirements, proper appearance, job attitude and how to conduct themselves at a job interview. Students will also practice and perform a series of weld bend test consisting of a 3G Open Root, Backing Strip and 100% Penetration plate test utilizing the GMAW/FCAW Welding Processes. Students that have exhibited outstanding skills will also have a chance to learn the basics of High Frequency TIG Welding on Aluminum Plate to include proper heat settings on thin gauge applications, selection of proper tungsten types, proper weld cleaning prep and various welding techniques for Aluminum.

WT204 SMAW Structural Advanced Lecture Hrs: 30 Lab Hrs: 70 Credit Hrs: 4

This course covers advanced structural welding of beveled plate using the SMAW process. Students will study welding principles, shop math and blueprint reading. Students will perform Plasma Cutting and Air Arc Gouging in addition to performing SMAW Welding of beveled plate in the 2G, 3G and 4G positions.

CATALOG ADDENDUM

Addendum A57 contains College Calendar, Tuition & Fees, College Scholarships Criteria and Deadlines, and Single Course Options.

All information in this College Course Catalog, Volume 57, is certified as true and correct in policy and content, by the President. This catalog is not complete without Addendum A57.

This catalog and addendum was printed on April 15, 2024 and are effective on May 06, 2024.



**Catalog 57 – Effective May 06, 2024
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College Calendar

2024	2025
New Year's Day January 1	New Year's Day January 1
Martin Luther King Jr Day January 15	Martin Luther King Jr Day January 20
Good Friday March 29	Good Friday April 18
Memorial Day May 27	Memorial Day May 26
Independence Day July 4	Independence Day July 4
Labor Day September 2	Labor Day September 1
Veterans Day November 11	Veterans Day November 11
Thanksgiving November 28 & 29	Thanksgiving November 27 & 28
Christmas December 24 & 25	Christmas December 24 & 25

Term Schedules

Term Type A			
Academic Year - 24 credits/30 weeks: 15 Week Terms			
Schedule 1		Schedule 2	
Term Start Date *	Term End Date	Term Start Date *	Term End Date
5/20/2024	9/01/2024	7/22/2024	11/3/2024
9/02/2024	12/15/2024	11/04/2024	2/16/2025
12/16/2024	3/30/2025	2/17/2025	6/1/2025
3/31/2025	7/13/2025	6/02/2025	9/14/2025
7/14/2025	10/26/2025	9/15/2025	12/28/2025
5/20/2024	9/01/2024	12/29/2025	4/12/2026
Term Type B			
Academic Year - 24 credits/32 weeks: 16 Week Terms			
Schedule 1		Schedule 2	
Term Start Date *	Term End Date	Term Start Date *	Term End Date
5/06/2024	8/25/2024	7/01/2024	10/20/2024
8/26/2024	12/15/2024	10/21/2024	2/09/2025
12/16/2024	4/06/2025	2/10/2025	6/01/2025
4/07/2025	7/27/2025	6/02/2025	9/21/2025
7/28/2025	11/16/2025	9/22/2025	1/11/2026
11/17/2025	3/08/2026	1/12/2026	5/03/2026
Term Type C			
Academic Year - 24 credits/36 weeks: 18 Week Terms			
Schedule 1		Schedule 2	
Term Start Date *	Term End Date	Term Start Date *	Term End Date
7/15/2024	11/17/2024	01/08/2024	05/12/2024
11/18/2024	3/23/2025	5/13/2024	9/15/2024
3/24/2025	7/27/2025	9/16/2024	1/19/2025
7/28/2025	11/30/2025	1/20/2025	5/25/2025
12/01/2025	4/05/2026	5/26/2025	8/28/2025

* Students may enroll at the beginning of any course within the term.

Class Start Dates, Breaks, and Lunch Schedule

Diploma Programs - Two 10-minute breaks & 30-minute lunch

Automotive Technology	Classes start every fourth Monday
Barber	Classes start every Monday
Basic Cosmetology (Full time)	Classes start every Monday
Dental Assistant	Classes start every Monday
Diesel Technology	Classes start every fourth Monday
Electrical Technology	Classes start every sixth Monday
Esthetician (Full time)	Classes start every Monday
Fashion Design-Apparel Manufacturing	Classes start every Monday
Fashion Design-Apparel Design	Classes start every Monday
HVAC/R	Classes start every Monday
Interior Design (Full time)	Classes start every fourth Monday
Makeup Artistry/Cosmetician (Full time)	Classes start every Monday
Massage Therapy	Classes start every Monday
Massage Therapy (Part time)	Classes start every other Monday
Master Instructor (Full time)	Classes start every Monday
Medical Assistant	Classes start every Monday
Nail Technician (Full time)	Classes start every Monday
Plumbing	Classes start every sixth Monday
Veterinary Assistant	Classes start every Monday
Welding (AM/AFT)	Classes start every fourth Monday
Welding (PM)	Classes start every fifth Monday

Associate Degree Programs - Two 15-minute breaks

Accounting	Classes start every fifth Monday
Business and Industry Management	Classes start every fifth Monday
Diesel Technology	Classes start every fourth Monday
Health Care Administration	Classes start every fifth Monday
Medical Billing and Coding	Classes start every fifth Monday
Paralegal Studies	Classes start every fifth Monday
Surgical Technologist	Classes start four times a year on a Monday

Distance Education Programs*

Bookkeeping	Classes start every fifth Monday
Early Childhood Education	Classes start every fifth Monday
Fashion Design	Classes start every fourth Monday
Health Care Administration	Classes start every fifth Monday
Interior Design	Classes start every fourth Monday
Medical Billing and Coding	Classes start every fifth Monday
Paralegal Studies	Classes start every fifth Monday

*Additional Distance Education start dates may be added as demand allows.



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Tuition and Fees

Community Care College Residential Programs

Items of extra expense

PROGRAM	COST PER CREDIT HOUR	TUITION	ENROLLMENT FEE	BOOKS	FEES**	KIT	TOTAL COST
Medical Assistant	\$ 435	\$ 16,095.00	\$ 100	\$ 420.00	\$ 1,847.00	\$ 1,964.00	\$20,426.00

Community Care College Distance Education Programs

Items of extra expense

PROGRAM	COST PER CREDIT HOUR	TUITION	ENROLLMENT FEE	BOOKS	FEES**	KIT	TOTAL COST
AOS Accounting (DE)	\$ 425	\$ 25,500.00	\$ 100	\$ 390.00	\$ 980.00	\$ 1,857.00	\$ 28,827.00
AOS Business and Industry Management (DE)	\$ 425	\$ 25,500.00	\$ 100	\$ 390.00	\$ 780.00	\$ 1,857.00	\$ 28,627.00
AOS Health Care Administration (DE)	\$ 425	\$ 26,775.00	\$ 100	\$ 787.00	\$ 780.00	\$ 1,857.00	\$ 30,299.00
AOS Medical Billing & Coding (DE)	\$ 425	\$ 26,775.00	\$ 100	\$ 689.00	\$ 1,430.00	\$ 1,857.00	\$ 30,851.00
AOS Paralegal Studies (DE)	\$ 425	\$ 25,500.00	\$ 100	\$ 1,253.00	\$ 780.00	\$ 1,857.00	\$ 29,490.00
Bookkeeping (DE)	\$ 425	\$ 12,750.00	\$ 100	\$ 260.00	\$ 1,080.00	\$ 1,857.00	\$ 16,047.00
Early Childhood Education (DE)	\$ 425	\$ 13,175.00	\$ 100	\$ 368.00	\$ 1,205.00	\$ 1,857.00	\$ 16,705.00
Health Care Administration (DE)	\$ 425	\$ 14,025.00	\$ 100	\$ 657.00	\$ 780.00	\$ 1,857.00	\$ 17,419.00
Medical Billing & Coding (DE)	\$ 425	\$ 14,025.00	\$ 100	\$ 559.00	\$ 1,430.00	\$ 1,857.00	\$ 17,971.00
Paralegal Studies (DE)	\$ 425	\$ 15,300.00	\$ 100	\$ 1,123.00	\$ 780.00	\$ 1,857.00	\$ 19,160.00

Community Care College Hybrid Programs

Items of extra expense

PROGRAM	COST PER CREDIT HOUR	TUITION	ENROLLMENT FEE	BOOKS	FEES**	KIT	TOTAL COST
Medical Assistant (Hybrid)	\$ 435	\$ 16,095.00	\$ 100	\$ 260.00	\$ 1,857.00	\$ 1,981.00	\$ 20,293.00
Dental Assistant (Hybrid)	\$ 435	\$ 13,485.00	\$ 100	\$ 492.00	\$ 1,962.00	\$ 2,233.00	\$ 18,272.00
AOS Surgical Technology (Hybrid)	\$ 495	\$ 29,700.00	\$ 100	\$ 1,238.00	\$ 2,210.00	\$ 2,087.00	\$ 35,335.00
Veterinary Assistant (Hybrid)	\$ 495	\$ 14,850.00	\$ 100	\$ 424.00	\$ 1,648.00	\$ 2,000.00	\$ 19,022.00

After the first week:

- Refunds will be made for books, kit items, and uniforms not received by the student
- All other items of extra expense (**fees) are not returnable or refundable

Additional recommended expense supplied by the student for all programs:

Additional Uniform (\$25), Hepatitis vaccine (\$150*), General school supplies- pen, pencil, paper, notebook, etc. (\$15*), Sneakers or nurse's shoes (\$35*), Smart Phone (\$99*)*

***Approximations**

****Fees include the following:** Consumables, scrubs or uniform shirts, student activities including gym membership for residential and hybrid programs, program resources, drug screen consortium, parking permit, Internet usage, cap & gown, liability insurance, manuals, technology fee, and other copied materials.

AOS Accounting program includes fees for the Excel exam and the QuickBooks exam.

Bookkeeping program includes fees for the Excel exam, QuickBooks exam, and the Bookkeeping exam.

Dental Assistant fees include a onetime fee for the Oklahoma State Radiation Health and Safety Course and a onetime fee for the Oklahoma Dental Assisting Permit.

Residential Medical Assistant fees include onetime fee for the CMA exam and a 1-year membership to AAMA.

Hybrid Medical Assistant fees include onetime fee for the RMA exam.

AOS Surgical Technology fees include the onetime fee for the certification exam for CST and a student membership with AST.

Early Childhood Education includes the fee for CDA Credential.

Medical Billing & Coding includes the fee for CPC Certification and a 1-year membership to AAPC.

Miscellaneous fee: If applicable, \$150 will be charged for Re-entry and Program Transfer. Also, all fees per course and tuition at a per-credit hour rate will be charged for the retaking or repeating of courses. If applicable, tuition will be pro-rated at a cost per credit hour for each rescheduled course beyond the length of the program.



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Tuition and Fees

Clary Sage College Residential Programs

PROGRAM	COST PER CREDIT HOUR	TUITION	ENROLLMENT FEE	Items of extra expense			TOTAL COST
				BOOKS	FEES**	KIT	
Barber	\$ 425.00	\$ 21,250.00	\$ 100.00	\$ 669.00	\$ 1,598.00	\$ 3,001.00	\$ 26,618.00
Cosmetology	\$ 425.00	\$ 21,250.00	\$ 100.00	\$ 643.00	\$ 1,874.00	\$ 4,752.00	\$ 28,619.00
Esthetician	\$ 455.00	\$ 9,100.00	\$ 100.00	\$ 582.00	\$ 1,798.00	\$ 3,796.00	\$ 15,376.00
Fashion Design-Apparel Manufacturing	\$ 425.00	\$ 15,300.00	\$ 100.00	\$ 728.00	\$ 1,435.00	\$ 5,316.00	\$ 22,879.00
Interior Design	\$ 425.00	\$ 24,650.00	\$ 100.00	\$ 1,000.00	\$ 1,360.00	\$ 3,821.00	\$ 30,931.00
Makeup Artistry/Facialist	\$ 425.00	\$ 12,750.00	\$ 100.00	\$ 648.00	\$ 1,395.00	\$ 4,980.00	\$ 19,873.00
Massage Therapy	\$ 445.00	\$ 13,350.00	\$ 100.00	\$ 747.00	\$ 1,725.00	\$ 2,607.00	\$ 18,529.00
Master Instructor	\$ 425.00	\$ 14,025.00	\$ 100.00	\$ 332.00	\$ 1,333.00	\$ 1,947.00	\$ 17,737.00
Nail Technician	\$ 425.00	\$ 8,500.00	\$ 100.00	\$ 658.00	\$ 1,445.00	\$ 2,784.00	\$ 13,487.00

Clary Sage College Distance Education Programs

PROGRAM	COST PER CREDIT HOUR	TUITION	ENROLLMENT FEE	Items of extra expense			TOTAL COST
				BOOKS	FEES**	KIT	
Fashion Design (DE)	\$ 425.00	\$ 14,875.00	\$ 100.00	\$ 1,087.00	\$ 830.00	\$ 5,698.00	\$ 22,590.00
Interior Design (DE)	\$ 425.00	\$ 24,650.00	\$ 100.00	\$ 1,000.00	\$ 851.00	\$ 3,802.00	\$ 30,403.00

Clary Sage College Crossover Programs

PROGRAM	COST PER CREDIT HOUR	TUITION	ENROLLMENT FEE	Items of extra expense			TOTAL COST
				BOOKS	FEES**	KIT	
Barber to Cosmetology Crossover	\$ 250.00	\$ 2,500.00	\$ 100.00	\$ 336.00	\$ 1,324.00	\$ 2,216.00	\$ 6,476.00
Cosmetology to Barber Crossover	\$ 250.00	\$ 2,500.00	\$ 100.00	\$ 409.00	\$ 1,298.00	\$ 2,203.00	\$ 6,510.00
Master Instructor with Experience	\$ 250.00	\$ 2,500.00	\$ 100.00	\$ 332.00	\$ 1,333.00	\$ 1,947.00	\$ 6,212.00

Clary Sage College Hybrid Programs

PROGRAM	COST PER CREDIT HOUR	TUITION	ENROLLMENT FEE	Items of extra expense			TOTAL COST
				BOOKS	FEES**	KIT	
Fashion Design-Apparel Design (Hybrid)	\$ 425.00	\$ 15,300.00	\$ 100.00	\$ 728.00	\$ 1,411.00	\$ 4,723.00	\$ 22,262.00
Interior Design (Hybrid)	\$ 425.00	\$ 24,650.00	\$ 100.00	\$ 1,000.00	\$ 1,351.00	\$ 3,821.00	\$ 30,922.00
AOS Interior Design (Hybrid)	\$ 425.00	\$ 28,475.00	\$ 100.00	\$ 1,000.00	\$ 1,351.00	\$ 3,821.00	\$ 34,747.00
Massage Therapy (Hybrid)	\$ 445.00	\$ 13,350.00	\$ 100.00	\$ 747.00	\$ 1,925.00	\$ 2,507.00	\$ 18,629.00

After the first week:

- Refunds will be made for books, kit items, and uniforms not received by the student
- All other items of extra expense (**fees) are not returnable or refundable

Additional recommended expense supplied by the student for all programs:

Additional Uniform (\$25), Hepatitis vaccine (\$150*), General school supplies—pen, pencil, paper, notebook, etc. (\$15*), Sneakers or work shoes (\$35*), Smart Phone (\$99*)*

***Approximations**

****Fees include the following:** Consumables, uniforms, student activities including gym membership for residential and hybrid programs, program resources, drug screen consortium, parking permit, Internet usage, cap & gown, liability insurance, manuals, technology fee, and other copied materials, and State Board Registration Fee.

Miscellaneous fee: If applicable, \$150 will be charged for Re-entry and Program Transfer. Also, all fees per course and tuition at a per-credit hour rate will be charged for the retaking or repeating of courses. If applicable, tuition will be pro-rated at a cost per credit hour for each rescheduled course beyond the length of the program.



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Oklahoma Technical College Resident Programs

Items of extra expense

PROGRAM	COST PER CREDIT HOUR	TUITION	ENROLLMENT FEE	BOOKS	FEES**	KIT	TOTAL COST
Automotive Technology (Hybrid)	\$ 495.00	\$ 17,820.00	\$ 100.00	\$ 260.00	\$ 2,264.00	\$ 8,410.00	\$ 28,854.00
AOS Diesel Technology (Hybrid)	\$ 495.00	\$ 30,570.00	\$ 100.00	\$ 390.00	\$ 1,727.00	\$ 8,357.00	\$ 41,144.00
Diesel Technology (Hybrid)	\$ 495.00	\$ 17,820.00	\$ 100.00	\$ 260.00	\$ 1,727.00	\$ 8,357.00	\$ 28,264.00
Electrical Technology	\$ 495.00	\$ 19,800.00	\$ 100.00	\$ 538.00	\$ 1,752.00	\$ 3,033.00	\$ 25,223.00
HVAC/R (Hybrid)	\$ 495.00	\$ 20,295.00	\$ 100.00	\$ 583.00	\$ 1,782.00	\$ 3,012.00	\$ 25,772.00
Plumbing	\$ 495.00	\$ 24,750.00	\$ 100.00	\$ 390.00	\$ 1,753.00	\$ 3,340.00	\$ 30,333.00
Welding	\$ 450.00	\$ 15,750.00	\$ 100.00	\$ 297.00	\$ 2,597.00	\$ 3,219.00	\$ 21,963.00
Welding Basics	\$ 495.00	\$ 5,940.00	\$ 100.00	\$ 297.00	\$ 2,097.00	\$ 3,219.00	\$ 11,653.00
Advanced Welding	\$ 495.00	\$ 5,940.00	\$ 100.00	\$ 297.00	\$ 2,097.00	\$ 3,219.00	\$ 11,653.00

After the first week:

- Refunds will be made for books, kit items, and uniforms not received by the student
- All other items of extra expense (**fees) are not returnable or refundable

Additional recommended expense supplied by the student for all programs:

Additional Uniform (\$30), General school supplies — pen, pencil, paper, notebook, etc.— (\$15*), Smart Phone (\$99*), Work Style Boots or Shoes (non-athletic style) (\$35*), Uniform Pants or Jeans (\$30*), National certification or registry fee (\$175*)*

**Approximations*

***Fees include the following: Consumables, uniforms, student activities including gym membership, program resources, drug screen consortium, parking permit, Internet usage, cap & gown, liability insurance, manuals, technology fee, and other copied materials.*

Automotive fees include ASE registrations and exams.

Electrical fees include Apprenticeship card.

HVAC/R fees include EPA exam and Apprentice fee for CIB.

Welding fees include AWS membership.

All program fees at OTC include the fees for an OSHA Card.

Miscellaneous fee: If applicable, \$150 will be charged for Re-entry and Program Transfer. Also, all fees per course and tuition at a per-credit hour rate will be charged for the retaking or repeating of courses. If applicable, tuition will be pro-rated at a cost per credit hour for each rescheduled course beyond the length of the program.



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College Scholarships Criteria and Deadlines

❖ **The Founder's Merit Scholarship**

Receive up to a maximum of 100% scholarship to be applied towards tuition

Criteria:

- US Citizen or Permanent Resident
- Submit essay and/or other supporting documents as required
- Provide 2 professional letters of recommendation
- Maintain 90% attendance and 3.5 GPA to remain eligible
- Demonstrate leadership abilities and experience
- First time college graduate

Deadline:

- April 30
- July 31
- October 31
- January 31

❖ **Brighter Future Presidential Scholarship**

Receive up to a maximum of 50% scholarship to be applied towards tuition

Criteria:

- US Citizen or Permanent Resident
- Submit essay and/or other supporting documents as required
- Provide 2 professional letters of recommendation
- Maintain 90% attendance and 3.5 GPA to remain eligible

Deadline:

- April 30
- July 31
- October 31
- January 31

❖ **High School Graduation Scholarship - \$1,500**

Receive up to \$1,500 scholarship towards institutional charges

Criteria:

- Applicant must enroll within 90 days of graduating high school
- Applicant must be a US Citizen or Permanent Resident
- Submit essay and/or other supporting documents as required

Deadline:

- Offered 12 months per year, to be identified prior to enrollment

❖ **GED Recipient Scholarship - \$1,500**

Receive up to \$1500 scholarship towards institutional charges

Criteria:

- Applicant must enroll within 90 days of passing the GED exam.
- Submit essay and/or other supporting documents as required

Deadline:

- Offered 12 months per year, to be identified prior to enrollment

❖ **Recovery/Rehabilitation Program Graduate Scholarship - \$1,500**

Receive up to \$1,500 scholarship towards institutional charges

Criteria:

- Applicant must enroll within 90 days of graduating the recovery or rehabilitation program
- Applicant must be a US Citizen or Permanent Resident
- Submit essay
- Submit supporting documents with program completion date

Deadline:

- Offered 12 months per year, to be identified prior to enrollment

❖ **Veteran/Military Scholarship**

Receive up to a maximum of \$7,500 scholarship to be applied towards institutional charges (excluding tuition, books, and mandatory fees)

Criteria:

- Applicant must show proof of service in a US military branch
- Submit essay and/or other supporting documents as required

Deadline:

- Offered 12 months per year as funds allow; to be identified prior to enrollment

❖ **Military Spouse Scholarship**

Receive up to \$1,500 scholarship towards institutional charges

Criteria:

- Applicant must show proof of marriage to a current member/veteran of the US military
- Submit essay and/or other supporting documents as required

Deadline:

- Offered 12 months per year as funds allow; to be identified prior to enrollment



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❖ **Alumni Scholarship**

Receive up to \$1,000 scholarship towards institutional charges

Criteria:

- Successful graduate of a program at Community College, Clary Sage College, or Oklahoma Technical College
- Submit an essay and/or other artifact

Deadline:

- Offered 12 months per year as funds allow; to be identified prior to enrollment

❖ **Alumni Family Scholarship**

Receive up to \$1,000 scholarship towards institutional charges

Criteria:

- Applicant must be an immediate family member of a successful graduate of a program at Community College, Clary Sage College, and Oklahoma Technical College
- Graduate must submit letter indicating relationship to applicant directly to Financial Aid
- Submit essay and/or other supporting documents as required

Deadline:

- Offered 12 months per year as funds allow; to be identified prior to enrollment

❖ **CHE - Pay It Forward**

Scholarships are offered to any diploma or degree program at Community College, Clary Sage College, and Oklahoma Technical College. These awards are made possible by gifts given to Community HigherEd by corporations, foundations and friends of the Colleges. Criteria for these scholarships can vary based on numerous factors including donor stipulations and intent of scholarship, and recipients are selected based on scholarship-specific requirements that are published online as applicable.

Criteria:

- GPA and attendance requirements vary per scholarship and are posted online as applicable
- Submit essay and/or other supporting documents as required
- Scholarships limited to availability

Deadline:

- Offered 12 months per year as funds allow; to be identified prior to enrollment

❖ **Cosmetology Education (ACE) Scholarship**

Receive up to \$1,000 scholarship towards institutional charges

Criteria:

- Enroll in an eligible program (Cosmetology, Esthetician, Nail Technician, Makeup Artistry, Barber, or Massage)
- Submit essay and/or other supporting documents as required
- Scholarships limited to availability per program

Deadline:

- Offered 12 months per year as program availability allows

❖ **CARES Scholarship**

Receive up to \$1,000 scholarship towards institutional charges

Criteria:

- Enroll in an eligible program
- Submit essay and/or other supporting documents as required
- Scholarships limited to availability per program

Deadline:

- Offered 12 months per year as program availability allows

❖ **Concurrent Enrollment Scholarship**

Receive up to a maximum 50% scholarship towards tuition

Criteria:

- Enroll in an eligible program
- Submit essay and/or other supporting documents as required
- Scholarships limited to availability per program
- Recipients must maintain a 3.0 GPA throughout their program
- Cannot be combined with another scholarship

Deadline:

- Offered 12 months per year as program availability allows



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❖ **Experience Day Scholarship - \$1,000**

Receive up to \$1,000 scholarship towards institutional charges

Criteria:

- Applicant must enroll within 60 days following attendance of Experience Day at Community College, Clary Sage College, or Oklahoma Technical College
- Applicant must be a US Citizen or Permanent Resident
- Submit essay and/or other supporting documents as required
- Applicant must be a new student that has never attended Community College, Clary Sage College, or Oklahoma Technical College

Deadline:

- Offered 12 months per year, to be identified prior to enrollment

❖ **Competition Scholarship**

Scholarships are offered to any high school student who competes in the career related competitions hosted by the Colleges. Applicants will receive a scholarship award that will range from \$500 up to 100% to be applied towards tuition.

Criteria:

- Applicant must be a current high school student
- Applicant must compete in a career related competition hosted by the colleges
- Applicant must be a US Citizen or Permanent Resident

Deadline:

- Offered 12 months per year, to be identified prior to enrollment

❖ **Workforce Development Scholarship**

Receive up to 100% scholarship to be applied towards tuition. Recipients will be awarded at the discretion of the President.

Criteria:

- US Citizen or Permanent Resident

Deadline:

- Offered 12 months per year, to be identified prior to enrollment

❖ **The Dreamer (Undocumented/DACA) Scholarship**

Receive up to a maximum of 25% scholarship towards tuition

Criteria:

- The student must be a graduate from a United States high school or obtained a GED in the U.S.
- Students must not receive any state or federal financial aid
- Applicants must have been granted Deferred Action for Childhood Arrivals (DACA) by the US government. Applicants must provide a copy of their I-821D approval letter before this scholarship can be awarded.
- Submit essay and/or other supporting documentation as required
- Cannot be combined with another scholarship

Deadline:

- Offered 12 months per year, to be identified prior to enrollment

Applications: All applications are submitted to the Scholarship Committee. Institutional scholarships have no cash redemption value. If an institutional scholarship creates a credit balance on the student account, the amount of the institutional scholarship will be reduced to cover only the amount owed as covered on the enrollment agreement.

Meeting the scholarship eligibility requirement does not guarantee the scholarship will be awarded. All scholarships are subject to availability.

Master Instructor with Experience, Cosmetology to Barber Crossover, and Barber to Cosmetology Crossover programs are only eligible to receive the Military/Veteran Scholarship and/or the Workforce Development Scholarship.

If a student is eligible for more than one scholarship, the higher of the two shall be awarded.



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Single Course Options - (The Single Course Option is a stand-alone meant to be used independent of the larger, broader Programs Catalog of the College(s)).

Basic Life Support (BLS) CPR
Community Care College

Course Description: The student will be instructed on the skills needed to recognize and respond to various life-threatening situations for victims of all ages. Emergencies such as respiratory arrest, cardiac arrest, and foreign-body airway obstruction will be addressed. With successful completion of this CPR program the student will receive a two-year certification in Basic Life Support (BLS) for the Healthcare Provider.

Cost: \$60.00

Length: 4 hours

Schedule: Friday 8:00 am – 4:00 pm or Saturday 8:00 am – 4:00 pm

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. Discontinued Class: In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

1 Hour MBA
Community Care College

Course Description: The 1 Hour MBA is designed to provide a real-world understanding of how business really works. It is a unique approach to understanding the relationship between accounting, marketing, economics, management, and profit. It is a dynamic network of information designed for current and future entrepreneurs, business students and those who need to compete in today's marketplace.

Cost: \$65.00

Length: 90 minutes

Schedule: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. Discontinued Class: In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

OSBCB Licensed Programs
Clary Sage College
Course Name: State Board Review Hours

Course Description: This course will prepare students to gain/regain their license through the Oklahoma State Board of Cosmetology and Barbering. Students will be able to complete state board required review hours under the supervision of a Master Barber or Master Cosmetology Instructor.

Cost: \$100.00 enrollment fee and \$10.00* per hour as needed. Enrollment fee includes Oklahoma State Board of Cosmetology and Barbering student registration and exam fee. Students must complete hours within their contracted time frame. Books and supplies are not included and are the responsibility of the student to purchase prior to starting.

**For Clary Sage College graduates, 1st time registering, the per hour charge is complimentary.*

Length: 40-250 hours

Schedule: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. Discontinued Class: In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Eyelash Extensions
Clary Sage College

Course Description: Our two-day, hands-on training course is designed to certify licensed cosmetologists and estheticians in the art of eyelash extensions. Current cosmetology and esthetics students with a current student registration are also eligible for certification. Each Master Educator is certified to fully equip each student with the knowledge and products to launch their eyelash extension business. Class sizes are limited. This course covers all aspects to become a successful lash artist including lash anatomy, health and sanitation guidelines, eyelash application and aftercare practices. All students will receive a kit that includes all supplies needed for the course, as well as supplies needed to begin their business. Students are required to bring a live model.

Cost: Licensed Cosmetologists and Estheticians \$1,000 - Cosmetology and Esthetics students \$800 - Clary Sage College Students and Alumni \$200

Length: 8 hours

Schedule/Testing Availability: Times and days will vary



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Makeup Boot Camp
Clary Sage College

Course Description: In this 4 hour bootcamp, aspiring makeup artists and hobbyists will learn several foundational concepts of makeup including Current Trends, Eyeliner Styles, Smoky Eyes, Winged Eyeliner, basic contouring, and more!

Cost: \$25

Length: 4 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Zombies 101
Clary Sage College

Course Description: In this class students will learn how to turn the living into a Zombie with makeup applications.

Cost: \$40

Length: 3 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Nail Art
Clary Sage College

Course Description: In this class you will be introduced to the techniques and tools used when creating nail art. You will learn a variety of nail art techniques including nail art for every season.

Cost: \$25

Length: 4 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Sewing 101
Clary Sage College

Course Description: In this course students will learn basic sewing techniques through the construction of a basic pillow. Students will need to bring pillow fabric and a sewing machine.

Cost: \$50

Length: 4 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.



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Jewelry Design
Clary Sage College

Course Description: In this course students will learn the basics of jewelry design using materials such as beads, wire, glass, metal, and clay. All materials are provided. Students will create two pieces of custom jewelry to take home.

Cost: \$50

Length: 4 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Flat Pattern Making
Clary Sage College

Course Description: In this course students will learn basic flat pattern making techniques for fashion design. All supplies and materials are provided.

Cost: \$300

Length: 16 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Industrial Sewing
Clary Sage College

Course Description: In this course students will become oriented to industrial sewing machines and practice basic techniques.

Cost: \$300

Length: 16 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Men's Clipper Cutting
Clary Sage College

Course Description: This course will provide a superior comprehension of men's haircutting utilizing clipper over comb technique. Students must have a current cosmetology or barber license and should bring a live model. clippers, outliners, taper combs, all-purpose combs, shears, and a cape.

Cost: \$75

Length: 4 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Men's Facial Grooming and Coloring
Clary Sage College

Course Description: This course will provide an introduction to facial hair design and facial shapes will also be discussed. Also, the knowledge of knowing how to identify products used to color facial hair and discuss safety precautions to use when coloring facial hair. **Attendee needs to bring a copy of your current barber or cosmetology license, a live model with facial hair, clippers, outliners, taper combs, shears, and cape.**

Cost: \$75

Length: 4 hours

Schedule/Testing Availability: Times and days will vary



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Hair Braiding Clary Sage College

Course Description: In this course students will learn the necessary skills and information needed to sit for the OSBCB Hair Braiding licensure exam.

Cost: \$400

Length: 40 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Hair Braiding Techniques I Clary Sage College

Course Description: In this course students will learn various types of braid styles with hair additions such as feeder braids, stitch braids, and Ghana braids.

Cost: \$200

Length: 20 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Hair Braiding Techniques 2 Clary Sage College

Course Description: In this course students will learn various types of off the scalp braid extensions such as goddess braids, faux locks, and Senegalese.

Cost: \$200

Length: 20 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Introduction to Film and Production for the Hair and Makeup Artist Clary Sage College

Course Description: In this course students will learn how to apply their hair and makeup skills to film and theater productions. In this course students will learn about set etiquette, scheduling, product considerations, session styling, and personal branding.

Cost: \$400

Length: 40 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Beauty Basics Camp Clary Sage College

Course Description: This course is designed to explore the world of beauty. You will learn to style hair using thermal tools and braiding techniques to transform hair into casual and formal styles. You will learn the different skin types and the products that are best for these skin types. We will bring out the makeup artist in you by teaching you techniques for day and evening makeup. Included in this class, you will make custom lipsticks that you can take



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home. In the fantasy and gore portion of your class, you will make bruises, cuts, and wounds all with your gore makeup. Create one of a kind design with nail art while learning to care for your nails. If you use foundation, please bring this to class. All other supplies are included in course.

Cost: \$300

Length: 20 hours

Schedule/Testing Availability: Monday – Thursday 9am – 3pm

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Fundamentals of Cupping Therapy
Clary Sage College

Course Description: This course will provide an introduction into cupping therapy, a brief history, how cupping affects the body, proper placement, what the benefits are to the client and therapist, and what contraindications to consider. Students will need to provide their own linens, as well as unscented lubricant, and will have the option to purchase cups at the class.

Cost: \$75

Length: ***6 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Basics of Event Sports Massage
Clary Sage College

Course Description: This course will provide an overview to event sport massage including pre and post event, the techniques used and how to apply these techniques in an event setting and contraindications to consider.

Cost: \$75

Length: ***6 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Deep Tissue Basics
Clary Sage College

Course Description: This course will provide an overview to deep tissue massage, defining trigger points, the deep tissue techniques and how they affect the body, and how to apply these techniques and contraindications to consider. Students will need to provide unscented lubricant.

Cost: \$75

Length: ***6 hours

Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. **Discontinued Class:** In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Basics of Cranio Sacral Therapy
Clary Sage College

Course Description: This course will provide an introduction to basic cranial sacral techniques, how they can be applied to Swedish massage as well as contraindications to consider. Students will need to provide linens.

Cost: \$75

Length: ***6 hours



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Schedule/Testing Availability: Times and days will vary

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. Discontinued Class: In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

Body Treatment Basics
Clary Sage College

Cost: \$75

Length: 5 hours

Schedule/Testing Availability: Times and days will vary

Course Description: This course will provide an overview of body treatments such as exfoliation, mud body wraps, and hydration. Discussion of application, products, how to apply products and techniques, and how the products and/or treatment may influence the body will be covered. Also covered will be indications/contraindications that should be recognized. Students will need to supply their own linens, at least 3 sets are recommended. Supplies for the treatments will be supplied.

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. Discontinued Class: In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

*****CEU hours accepted by Oklahoma State Board of Cosmetology and Barbering for Massage Therapy licensing.**

Schedules for the Single Course Options at Clary Sage College, whose times and days vary, will be made available as a posting on our website www.clarysagecollege.com or by telephone at 918-298-8200.



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Welding Training
Oklahoma Technical College
Course Name: Welding Booth Rental

Course Description: This course will pertain to the individual needs of a participant who already has a background in welding, and is seeking to specialize, train, or practice in advanced SMAW, GTAW, FCAW, or GMAW welding processes. It is designed to progress the welder above his or her demonstrated ability and to enhance skills needed for a weld test, employment, or hobby.

Cost: \$30.00 per hour as needed.

Length: 1-100 hours

Schedule: Monday-Friday 7:00 am – 12:00 pm, Monday-Friday 12:30 pm – 5:30 pm, Monday-Thursday 5:30 pm – 10:30 pm

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class, and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. Discontinued Class: In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

HVAC/R EPA Testing
Oklahoma Technical College

Course Description: This course will provide a proctored EPA 608/609 Exam Certification required for all persons handling refrigerant as required by the United States Environmental Protection Agency.

Cost: \$50.00 per exam

Length: 1-2 hours

Schedule/Testing Availability: Monday-Friday 8:00 am – 5:00 pm

Refund Policy: Requested refunds require written cancellation notice at least 24 hours prior to the start of any class, and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. Discontinued Class: In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.

OSHA 10
Oklahoma Technical College

Course Description: This four-day course OSHA 10 safety course covers general safety and health hazards for entry-level workers. Upon successful completion of the course, completion certificates will be issued at the end of your course. *Your official OSHA 10 will be mailed within three weeks of your course end date.

Cost: Alumni of Community Care College, Clary Sage College, and/or Oklahoma Technical College \$35.00, all others \$50.00.

Length: 10 hours

Schedule/Testing Availability: The course is offered every three weeks, through Distance Education.

Refund Policy: Requested refunds require written cancellation notice at least 24 hours before the start of any class and will be paid within 30 days of cancellation. Students terminating training after starting the program are not entitled to any tuition refund. Discontinued Class: In case a class is discontinued by the school, all tuition monies paid to the school will be refunded. The school will have 30 days to restart the class or pay the refund.