



CENTRAL OKLAHOMA
C O L L E G E



CENTRAL OKLAHOMA COLLEGE

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Oklahoma City, OK 73134
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Satellite Campus
Central Oklahoma College- Technology Division
14349 N Kelly Avenue
Edmond, OK 73013

WWW.CENTRALOC.EDU

COURSE CATALOG

Catalog Effective – July 1, 2019

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ABOUT US

HISTORY

Central State Beauty Academy began training in cosmetology related careers upon receiving licensure by the Oklahoma State Board of Cosmetology in 1975. The school was originally located in southwest Oklahoma City, relocating to 8494 NW Expressway in 1991 to provide additional space for its growing student population. In October 2014, the school's name was changed to Central State Beauty And Wellness College and licensure was obtained from the Oklahoma Board of Private Vocational Schools (OBPVS). Later the same year, in an effort to expand program offerings, the college submitted application for accreditation by the Accrediting Commission of Career Schools and Colleges (ACCSC). Central State Beauty and Wellness College fulfilled ACCSC's requirements for institutions seeking initial accreditation and was recognized as a 2014-2015 ACCSC School of Excellence.

The college's continued growth, combined with a mission to diversify program offerings, motivated the decision to custom design and build a new campus as well as change the schools name to Central Oklahoma College. In April 2017, Central Oklahoma College moved its entire facility to 14820 Serenita Ave, Oklahoma City, Oklahoma and currently offers educational training in Barber, Basic Cosmetology, Esthetician, Massage Therapy, Medical Assistant, and Surgical Technologist programs. In July of 2019, the school expanded their program offerings to include Automotive Technology and Practical Nursing.

MISSION STATEMENT

Central Oklahoma College is committed to our core values of Education, Wellness, Community, Integrity and Innovation so that we may create a well-balanced institution that provides career focused education to our students leading to gainful employment.

LEGAL CONTROL

Central State Beauty Academy, INC. is a corporation registered in the State of Oklahoma dba Central Oklahoma College.

Corporate Officers

Carol A. Fisher, Chief Executive Officer

Michael A. Pugliese, President

APPROVALS AND LICENSES

Central Oklahoma College is licensed by the Oklahoma Board of Private Vocational Schools (OBPVS). Additionally, the College is licensed by the Oklahoma State Board of Cosmetology and Barbering to offer Barber, Basic Cosmetology and Esthetician programs. The school is also approved by the Oklahoma Board of Nursing to offer the Practical Nursing Program.

The College is approved for training by the Oklahoma Department of Rehabilitation Services, Bureau of Indian Affairs, and the State Accrediting Agency for the training of eligible veterans.

ACCREDITATION

Central Oklahoma College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a recognized accrediting agency by the U.S. Department of Education.

Central Oklahoma College is in the process of seeking programmatic accreditation for the Surgical Technologist program from the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

YOUR RIGHT TO KNOW

For information about College disclosures, graduation rates, and other important information, please visit our website at: <http://www.centraloc.edu>.

FACILITIES & EQUIPMENT

The Central Oklahoma College campus is a one-story free-standing building consisting of 23,000 square feet that was custom designed to provide a modern and safe educational environment. The facility includes administrative and faculty offices, a cosmetology clinic, esthetician clinic/lab, dispensary, massage clinic/lab, medical lab, surgical tech simulation lab, student break room, Learning Resource Center (library) and classrooms. The large clinic areas are equipped with professional equipment consisting of salon styling stations, a shampoo bar, manicure and pedicure stations, a make-up bar, and 12 fully equipped spa rooms. All classrooms and labs are furnished with industry appropriate equipment and supplies applicable for each program area offered. The Automotive Technology lab is located at the college's satellite location within a local automotive repair facility, where students have access to all of the industry standard equipment and supplies. A paved parking lot surrounds the college, is brightly lighted at night, and provides ample parking for students. For added security, the facility has access-controlled entry and exits with cameras inside and outside.

ADMISSIONS

ADMISSIONS REQUIREMENTS

Enrollment is open to all men and women past the age of compulsory education. The college considers the following in evaluating applications:

- High school transcript that lists the date of graduation, or a high school diploma that lists the date of graduation or *recognized equivalents of a high school diploma, and;
- Determination of purpose and attitude conducive to success.

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

- A GED Certificate (containing state seal and/or signature of 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 is acceptable for full credit towards 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 program.

Foreign High School Diploma or Transcript

Central Oklahoma College will accept a high school diploma or transcript from a foreign school if it is equivalent to a U.S. High School Diploma. In all cases, 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 evaluating service.

Ability to Benefit

Central Oklahoma College does not accept students on an Ability-To-Benefit basis.

ADDITIONAL REQUIREMENTS

Automotive Technology Program Admissions Requirements

In addition to the above admissions requirements, prospective students in the Automotive Technology program will be required to complete the following:

1. Must successfully pass the designated admissions entrance assessment as determined by the College.
2. Must tour the satellite location.

Medical Assistant Program Admissions Requirements

In addition to the above admissions requirements, prospective students in the Medical Assistant program will be required to successfully pass the designated admissions entrance assessment as determined by the College.

Practical Nursing Program Admissions Requirements

In addition to the above admissions requirements, prospective students in the Practical Nursing program will be required to complete the following:

1. Must successfully pass the designated admissions entrance assessment as determined by the College.
2. Must complete a practical nursing entrance interview.

Practical Nursing Program Clinical Requirements

1. Provide proof of immunization record as required by clinical sites.
2. Must successfully pass a national criminal background check prior to clinical rotation.
3. Must submit and successfully pass drug testing prior to clinical rotation.
4. Obtain CPR certification prior to clinical rotation.

Surgical Technologist Program Admissions Requirements

In addition to the above admissions requirements, prospective students in the Surgical Technologist program will be required to complete the following:

1. Must successfully pass the designated admissions entrance assessment as determined by the College.
2. Must attend a Surgical Technologist Information Session.

Surgical Technologist Program Clinical Requirements

1. Provide proof of immunization record as required by clinical sites.
2. Must successfully pass a national criminal background check prior to clinical rotation.
3. Must submit and successfully pass drug testing prior to clinical rotation.
4. Obtain CPR certification.

ENROLLMENT PROCEDURES

Each applicant for admission will be accepted after completing the following:

- 1) Tour of the facility and interview with an admissions representative.
- 2) Complete an application for admission.
- 3) Meet admission requirements as outlined above.

Registration fee is charged upon acceptance, and due no later than the student's official start date, unless other arrangements are made.

Each candidate for admission is considered without regard to race, color, national origin, sex, age, or disability. Central Oklahoma College complies with the provision of Title IV of the Civil Rights Acts of 1964 and 1974 and the Rehabilitation Act of 1973.

Fee Waiver

Central Oklahoma College will exempt applicants from the registration fee based off recommendation of a church or other agency that is sponsoring individuals for self-improvement and there is no evidence of funds being available for this fee.

Barber, Basic Cosmetology, and Esthetician program Student Registration

Upon enrollment, each student is required to register with the Oklahoma State Board of Cosmetology and Barbering. Central Oklahoma College provides the registration form for students to complete, payment of the \$5.00 fee, and submits to the board.

Prior Criminal Convictions

All Applicants sign a Public Health and Safety Act requirement form making them aware that; if as a result of a criminal background check a person is found to be convicted of listed offenses, placement may be difficult as well as become an obstacle for state licensure. Those who indicate on their application form that they have current charges and/or prior criminal felony convictions should have their situation discussed and applications reviewed by the Director of Admissions, and Campus Director.

TRANSFER OF CREDIT

Students entering Central Oklahoma College with credit earned in an accredited college or school approved by the Oklahoma State Board of Cosmetology & Barbering may be given advanced standing. Accepted credits will not be considered in computing grade point averages but will be applied toward program completion requirements. Each transfer of credit request will be evaluated on an individual basis by the Campus Director/Director of Education.

Prior to enrollment, a student seeking transfer credit must provide the College with an official transcript. Grades equivalent to B or better are required. Courses marked with "S" or "P" will not be accepted. Credits received for internship/externship, remedial or audited, continuing education, or correspondence courses will not transfer.

Students seeking transfer credit from an approved Oklahoma State Board of Cosmetology & Barbering school that does not issue transcripts may be required to undergo a written and/or practical assessment in order to determine program placement and verify they possesses the knowledge and skill provided by the course for which credit is sought. The College will verify hours submitted to State Board by the previous school(s) prior to giving credit. As of September 1, 2016, State Board will not allow a student to transfer hours from school to school if "tuition is not paid in full according to contractual agreement." The students' hours will be released upon completion of a School Affidavit indication tuition is paid in full. In all instances, students must meet financial obligations to previous school even if choosing to waive hours accumulated at previous school.

Students entering with transfer credits in the Massage Therapy program are not eligible to receive the Graduate Table Package as part of tuition and must be purchased separately.

Although Central Oklahoma College accepts credits from other institutions, this does not guarantee the transferability of credits earned while attending this College to another school. Students considering continuing their education should contact the receiving institution to determine which credits, if any, will be accepted. In all instances, transfer credits cannot exceed 75% of the total credits required for graduation. The accepted transfer credits will be made part of the student's permanent academic record.

Prior Credit Policy for Veterans

Students utilizing VA education benefits must provide all transcripts and records of previous education and training. Central Oklahoma College will evaluate these records and, when possible, grant appropriate credit for the previous education and/or training, shorten the length of the training program, and notify the student regarding the amount of credit being granted for previous training.

The fees for books and supplies are included in tuition. Tuition for transfer or reentry students will be prorated based on current tuition price.

NON-ACCREDITED COURSE/CLASSES

Central Oklahoma College occasionally offers short courses/classes (continuing education subjects including: Dermaplaning, Massage, etc.) that do not fall within our institutional scope of accreditation by the Accrediting Commission of Career Schools and Colleges (ACCSC)). All continuing education courses are licensed by the Oklahoma Board of Private Vocational Schools (OBPVS). Continuing education courses are not eligible for Title IV funds or other financial aid. Satisfactory payment arrangements for tuition and fees must be made prior to starting the program.

FINANCIAL SERVICES

TUITION AND FINANCIAL AID

Payment for tuition and fees may be made with check, credit card, grants, loans or a combination thereof. All tuition and fees must be paid by the contracted completion date or satisfactory arrangements made with the Business Office.

Central Oklahoma College courses under 600 clock hours are not eligible for Title IV funds or other financial aid. Satisfactory payment arrangements for tuition and fees must be made prior to starting the program.

Students seeking financial assistance during the admission process will be required to see a Financial Services Officer. Students who are enrolled at least half time, show financial need, and continue to make satisfactory progress may be eligible for:

Federal Pell Grants

A Federal Pell Grant is an award to help undergraduate students pay for their education after high college.

Federal Stafford Direct Loans

Central Oklahoma College offers Stafford Direct Loans to eligible students. Stafford Direct Loans are available through the William D. Ford Federal Direct Loan Program. These programs offer subsidized, unsubsidized, and PLUS (for parents of dependent students) loans. For further information on these programs, contact the Financial Services Office for a copy of "The Student Guide, Financial Aid" from the U.S. Department of Education.

Military & Veterans

Under provisions of appropriate Federal regulations, active Military and Veterans may be entitled to Veteran's Administration benefits while attending Central Oklahoma College. Enrollment of a veteran is not complete until the veteran or dependent of a veteran obtains the approval by the Veteran's Administration of the course work he/she plans to pursue.

The fees for books and supplies are included in tuition. Tuition for transfer or reentry students will be prorated based on current tuition price.

SCHOLARSHIP INFORMATION

The Harold L. Fisher Memorial Scholarship

This scholarship has been established for the purpose of assisting students in continuing their education beyond high school and is designated for graduating high college seniors in the state of Oklahoma for enrollment at Central Oklahoma College.

High School Graduate Scholarship

This scholarship has been established for the purpose of assisting students in continuing their education beyond high school and is designated for graduating high school seniors for enrollment at Central Oklahoma College.

GED Scholarship

This scholarship has been established for the purpose of assisting students in continuing their education at Central Oklahoma College after successfully obtaining their GED.

Central Oklahoma College Graduate Scholarship

This scholarship has been established for the purpose of assisting Central Oklahoma College graduates returning to continue education at the college.

Folds of Honor Scholarship

The Folds of Honor Scholarship is available to all recipients of the Folds of Honor Higher Education Scholarship as awarded by the Foundation to spouses and dependents of service members who meet eligibility requirements.

R.I.S.E. Scholarship

The R.I.S.E. Scholarship Program is for the betterment of women and is intended to help previously incarcerated Oklahoma Women who plan on attending Central Oklahoma College in an effort to receive Cosmetology / Esthetics education, licensure, life skills, and job placement; helping give them vocational tools to live successfully as they re-enter the community after release from prison.

Closed School Scholarship

This scholarship has been established to assist students who were attending a licensed school that closed prior to them completing their education.

Contact admissions for information on other scholarships offered. Scholarship applications, eligibility requirements and rules can be accessed on-line at www.centraloc.edu or in the college admissions office.

ACADEMIC INFORMATION

GRADING SYSTEM AND PROCEDURES

Grade point values used for grading all course work are as follows:

<p>GPA Numerical Equivalent:</p> <p>4.0 90% – 100% A</p> <p>3.0 80% – 89% B</p> <p>2.0 70% – 80% C</p> <p>0.0 70% and below is failing</p> <p>I or W= incomplete course not averaged in GPA</p>	<p>GPA Numerical Equivalent for Nursing and Medical Assistant programs</p> <p>4.0 92%-100% A</p> <p>3.0 83%-91% B</p> <p>2.0 75%-82% C</p> <p>0.0 74% and below is failing .</p>
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Make-Up Procedures

Students are expected to attend all classes as outlined in the catalog and enrollment agreement. It is the student’s responsibility to make-up all work missed due to absence or tardiness. Arrangements for make-up work must be made the first day the student returns following an absence. All make-up work is due within one weeks of the absence unless specific arrangements are made between the student, the instructor and/or Student Services. Failure to complete make-up work, or to make acceptable arrangements within the one week time frame, will result in a zero (0) for the assignment. Arrangements for make-up work completion may not exceed past the student’s current program Term. Failure to complete make-up work may affect the students’ academic standing and result in probation and/or termination. Exams, lab assignments, homework, state board review and projects are all considered make up work if missed during a regularly scheduled class.

Course Retake Policy

A student who fails a course will be placed on probation and must schedule to retake the course in the next available Term. The course may be required to be successfully completed before the Externship, if applicable. Only the retake grade is averaged in the student’s overall GPA. Student may be assessed additional charges for retake courses. The amount charged will be based on the following formula: Total course tuition / quarter credit hours in program = quarter credit hour cost. This amount will be multiplied by the required quarter credit hours in the course(s) needed for completion. Under any circumstances, a student may not exceed 150% of program length. If the student fails the course a second time, the student will be dismissed from the program. The student may apply for re-entry according to the school’s Re-entry Policy.

DEFINITION OF A CREDIT HOUR

Courses are listed at Central Oklahoma College by Quarter Credit Hours. For all programs 1 Quarter Credit Hour (QCH) =30 units. Units are computed from the following: 1 Clock Hour Didactic=2 units; 1 Clock Hour Supervised Lab=1.5 units; 1 Clock Hour Externship=1 unit; 1 Clock Hour Outside Work=0.5 units. A clock hour is defined as a unit of 50 minutes of supervised instruction within a 60 minute period.

Outside Work

Students should expect additional time required outside of classroom instruction to complete course and program objectives. Outside work may include reading assignments, writing assignments, practice and practical application assignments, exam preparation, portfolio development, special projects, research assignments, or other equivalent learning experiences that are assessed and graded.

ACADEMIC STANDING AND SATISFACTORY ACADEMIC PROGRESS (SAP) POLICIES

Academic Standing Policy

To assess quality of academic work, our college uses a percentage grading system with 100% as a perfect score. Students must meet the minimum academic standing requirement for all grading periods by maintaining an average of 2.0 (70%) for all programs except, Surgical Technologist which requires a 2.5 (75%) Grading periods are defined by program Term. Student Progress Reports will be completed at the mid-point and end of each Term, as defined below:

	Progress Report Evaluation Periods									
	Term 1		Term 2		Term 3		Term 4		Term 5	
	Week #		Week #		Week #		Week #		Week #	
Automotive Technology-Day	5	10	15	20	25	30	35			
Automotive Technology-Evening	5	10	15	20	25	30	35	40	45	

Barber - Day	5	10	15	20	25	30	35	40	45
Barber - Evening	8	15	23	30	38	45	53	60	68
Basic Cosmetology-Day	5	10	15	20	25	30	35	40	45
Basic Cosmetology-Evening	8	15	23	30	38	45	53	60	68
Esthetician-Day	5	10	15	20	25	-	-	-	-
Esthetician-Evening	5	10	15	20	25	30	35	-	-
Massage Therapy-Day	5	10	15	20	25	-	-	-	-
Massage Therapy- Evening	5	10	15	20	25	30	35	40	45
Medical Assistant-Day	5	10	15	20	25	29	34	-	-
Surgical Technologist	5	10	15	20	25	30	35	40	45
Practical Nursing	5	10	15	20	25	30	35	40	45

At any point during the grading period that a student fails a course and/or doesn't meet the minimum academic requirement, he/she will be placed on an Academic Warning Notice. The student will have until the end of the grading period to improve to acceptable levels or will be placed on Academic Probation for the next grading period. If the student does not achieve the minimum academic standing requirements at the end of this probationary period, the student's enrollment may be terminated, unless otherwise specified by the Campus Director. Students dismissed from the College for failing to meet the minimum academic standing requirements will be considered for re-entry on an individual basis and with final approval of the Campus Director.

Academic Plan

Students may be placed on an Academic Plan designed to ensure they will be able to meet minimum academic requirements by a specific point in time. This plan will be student-specific and will be monitored at the end of each grading period. If at any time it is determined that the student is no longer following the academic plan, he/she may be terminated from the College.

Veterans Education Benefits Satisfactory Academic Progress Policies (SAP)

Students receiving Veterans Education Benefits must meet Satisfactory Academic Progress (SAP) and attendance requirements in order to remain eligible to be certified for Veterans Education Benefits. SAP requirements for VA students is defined as maintaining a minimum average of 85% attendance rate, and 2.0 (70%) minimum GPA for all programs except, Surgical Technologist which requires a minimum average of 85% attendance rate, and a 2.5 (75%) minimum GPA. SAP is checked at the end of each term (terms vary by program).

If VA students are not maintaining minimum attendance and/or academic requirements at the end of any term he/she will be placed on Academic/Attendance Warning for one term. Students on Academic/Attendance Warning are considered to be maintaining satisfactory progress and will continue to be certified for VA Educational Benefits to the U.S. Department of Veterans Affairs (VA) for one term.

If students fail to meet attendance/academic requirements while on probation, their enrollment certification for VA Educational Benefits will be terminated which may result in VA requiring students to repay a portion, or all benefits received. Once benefits are terminated, students must wait one (1) Term before their enrollment can be certified for benefits, after evaluating if VA SAP attendance/academic requirements are met.

VA Educational Benefits will only be certified during times that VA SAP requirements are met. Periods in which VA SAP requirements were not met cannot be certified to the VA for payment.

Students can appeal the suspension of their VA Educational Benefits if they believe their failure to maintain SAP was due to special circumstances. Approval of the appeal is not guaranteed. The student must submit a written petition to appeal the suspension within 10 calendar days of being notified. The appeal must be legible and include:

- Explanation of why the student failed to meet the minimum requirements. The student must list the special circumstances that impacted their ability to meet the minimum standards. Documentation of special circumstances must be provided.
- Explanation of what has changed. Student must include what steps they have taken to ensure he/she can meet the minimum academic and attendance requirements in the future.

Students can reestablish eligibility for their VA Educational Benefits the following ways:

1. Successful appeal of suspension and meeting requirements for VA SAP in the future.
2. Continuing enrollment without VA Educational Benefits for a minimum of one term until they meet VA SAP requirements.

3. Withdrawing from Central Oklahoma College and applying for reentry at a later date. The student will have to attend a minimum of one term without VA Educational Benefits until they meet VA SAP requirements.

Satisfactory Academic Policy (SAP)

Federal Financial Aid regulations require that Central Oklahoma College establishes, publishes, and applies reasonable standards for measuring students’ satisfactory academic progress in their educational programs. Included in these standards are a qualitative measure, a quantitative measure and a maximum timeframe requirement. *The qualitative and quantitative standards* used to monitor academic progress must be cumulative and must include all periods of the student’s enrollment including periods for which the student did not receive financial aid.

Central Oklahoma College assesses the following *qualitative and quantitative* information for all students at the end of each term. Terms vary by program.

1. Minimum Grade Point Average (GPA)
2. Overall Credit Completion Rate (PACE)
3. Maximum Time Frame Requirement

The Qualitative Measures of SAP Minimum Grade Point Average (GPA)

In order to meet the SAP standards for financial aid, students must maintain a 2.0 (70%) cumulative GPA for all programs except Surgical Technologist which requires a 2.5 (75%). Cumulative GPA is evaluated at the end of each term. Transfer credits accepted by Central Oklahoma College will not be included in cumulative GPA.

Grading Scale:

<p>GPA Numerical Equivalent:</p> <p>4.0 90% – 100% A</p> <p>3.0 80% – 89% B</p> <p>2.0 70% – 80% C</p> <p>0.0 70% and below is failing</p> <p>I or W= incomplete course not averaged in GPA</p>	<p>GPA Numerical Equivalent for Nursing and Medical Assistant programs</p> <p>4.0 92%-100% A</p> <p>3.0 83%-91% B</p> <p>2.0 75%-82% C</p> <p>0.0 74% and below is failing .</p>
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Overall Credit Competition Rate (PACE)

To remain in good standing on PACE, students must successfully complete at least 66.67% of their overall credits taken in each payment period/term. This is the minimum rate needed to complete a program within the 150% maximum eligibility timeframe established by federal regulations. The complete rate will be evaluated at the end of each term. Transfer credits accepted by Central Oklahoma College will be included in PACE.

How to calculate your overall Pace

Formula:	Overall Completed Credits/Overall Attempted Credits = PACE
Example of Good Standing:	12/15 = 80%
Example of Failing:	9/15 = 60%

Completed Credits- Successfully completed credits include courses with an earned grade letter of C or better.

Attempted Credits- All courses count as attempted, included courses with a grade letter less than C.

Maximum Time Frame Requirement

Federal regulations allow students to complete a program within 150% of the required credits to complete the program.

The Maximum Time Frame applies whether or not the student received federal aid. Maximum time frame will be evaluated at the end of each term. All attempted credits are counted in the maximum time frame evaluation; this includes all transfer credit accepted by Central Oklahoma College. As published in Central Oklahoma College’s catalog students can complete each program as follows:

- **Automotive Technology** by completing 55.5 quarter credits; eligibility ends at 83.25 attempted quarter credits. (55.5 quarter credits x 150% = 83.25 quarter credit hours)
- **Barber and Basic Cosmetology** by completing 75 quarter credits; eligibility ends at 112.50 attempted quarter credits. (75 quarter credits x 150% = 112.50 quarter credits)
- **Esthetician** by completing 30 quarter credits; eligibility ends at 45 attempted quarter credits. (30 quarter credits x 150% = 45 quarter credit hours)

- **Massage Therapy** by completing 44 quarter credit hours; eligibility ends at 66 attempted quarter credits. (44 quarter credits x 150% = 66 quarter credit hours)
- **Medical Assistant** by completing 50 quarter credits; eligibility ends at 75 attempted quarter credits. (50 quarter credits x 150% = 75 quarter credit hours)
- **Practical Nursing** by completing 92.5 quarter credits; eligibility ends at 138.75 attempted quarter credits. (92.5 quarter credits x 150% = 138.75 quarter credit hours)
- **Surgical Technologist** by completing 66 quarter credits; eligibility ends at 99 attempted quarter credits. (66 quarter credits x 150% = 99 quarter credit hours)

Once a student has attempted the maximum credit hours for **any** program at Central Oklahoma College (including accepted transfer hours), the student may be administratively withdrawn and is no longer eligible to receive financial aid with Central Oklahoma College. This rule is not subject to appeal.

Students will be Central Oklahoma College accepted with transfer credits from other schools if approved by the Program Director and Campus Director. The course length may be shortened accordingly. The credits for previous training will be made a part of the student's permanent record.

Eligibility Status

SAP will be evaluated at the end of each term to ensure the student is maintaining all requirements.

Satisfactory Status: Satisfactory status is achieved when all the criteria explained above are met.

Financial Aid Warning Status: Students (not already on FA Warning, Suspension, or Probation) who have not met ALL SAP requirements (GPA, PACE, and Maximum Timeframe) FA Warning for the following term. Students on FA Warning status may continue to receive Title IV aid for one term, but must make improvements in their academic progress to avoid losing eligibility in the future. Students placed on Warning status and who fail to meet the SAP requirements to be placed on satisfactory status by the end of the following term will be placed on FA Suspension. FA Warning status cannot be appealed. All students on a FA Warning status should complete an academic plan with the Director of Education or their designee.

Financial Aid Suspension Status: Students on a FA Warning status, who have not met the SAP requirements for the second consecutive term, will be placed on a FA Suspension status. They will not be eligible to receive any financial aid for the remainder of the program unless they chose to appeal the suspension and it is approved.

Financial Aid Probation Status: If an appeal is approved, the student is placed on a FA Probation status for one term unless a longer period is approved by professional judgment. A student must agree to follow an academic plan which demonstrates they will be able to meet SAP requirement by the end to the FA probation period. If a student fails to meet the academic plan, the appeal is terminated and the student will be placed on a Financial Aid Terminated status and may be administratively withdrawn from the program. If, at the end of the probationary period, the student is still not meeting SAP requirements, the student may appeal a second time, including an Academic Improvement Plan for completion of the program within the Maximum Time Frame.

Financial Aid Terminated: A student who was approved for an appeal but did not meet the terms of his/her FA Probation will have his/her financial aid terminated and may be administratively withdrawn from the program.

Appeal Procedures for SAP

If you are on FA Suspension you may submit an appeal. **Approval is not guaranteed** and the student is responsible for any debts incurred while on FA Suspension. All decisions on appeals are final. Financial aid will be reinstated for the term in which the appeal was approved but not for any previous terms attended while on FA Suspension.

1. Students must submit a written petition to appeal a FA Suspension if they believe their failure to make SAP was due to special circumstances. The petition must be received within 10 calendar days of notification. Petitions must be legible and should include:
 - a. **Explain why the student failed to meet the SAP requirements**: Students must list the special circumstances that impacted their ability to be academically successful. Documentation of the special circumstances must be provided.
 - b. **Explain what has changed**: Students must include a self-evaluation explain what steps have been taken to ensure the students' academic success in the future.

How to Re-establish Eligibility

Students may re-establish eligibility with appealing the FA suspension by:

1. Continuing enrollment at student's own expense for time-frame needed to meet SAP requirements.
2. Withdrawing from Central Oklahoma College and applying for re-entry at their own expense for the time frame needed to meet SAP requirements.

A SAP evaluation is completed at end each term to determine if the student is able to meet SAP requirements and re-establish eligibility for financial aid funding.

GRADUATION REQUIREMENTS

To graduate and receive certificates/degree, the following requirements must be completed:

1. Satisfactory and timely completion of all required coursework;
2. Grade point average of 2.0 or above for all programs except, Surgical Technologist which requires a 2.5;
3. All financial requirements completed or satisfactory payment arrangements have been made.

Certificates / Transcripts

Certificates/degrees are issued to all students upon successful completion of all coursework at Central Oklahoma College. Official transcripts will be issued only when all financial obligations to the College have been completed or satisfactory arrangements have been made. Copies of official and unofficial transcripts can be obtained by completing a Transcript Request Form and submitting appropriate fees.

EXAMINATION AND LICENSING REQUIREMENTS

Barber, Cosmetology, and Esthetician

Upon successful program completion, provided tuition is paid in full according to the contractual agreement, graduates are eligible to submit an application for examination for licensing by the Oklahoma State Board of Cosmetology and Barbering. State Board may issue a temporary permit for the graduate to work under the direct supervision of a licensed operator until the next regularly scheduled examination date. After successfully completing the written and practical exams, a license will be issued.

This is in accordance with the Oklahoma State Board of Cosmetology and Barbering, Rules & Regulations and Licensing procedures as previously set forth in Admission Requirements.

Passing grades for the written and practical State Board Examinations: Exam and Annual fees charged by State Board:

• Barber License	75%	• Examination Registration	\$35.00
• Cosmetology License	75%	• Barber License	\$25.00
• Esthetician License	75%	• Cosmetology License	\$25.00
		• Esthetician License	\$25.00

Central Oklahoma College reimburses graduates for their initial licensure exam as offered through the Oklahoma State Board of Cosmetology and Barbering. Graduates will only be reimbursed for the registration fee on their first attempt of the written and practical examination. If one or both portions of the exam is failed, it is the graduates' responsibility to pay for re-exam fees.

Massage Therapy

As of August 25, 2016, the Oklahoma State Board of Cosmetology and Barbering was authorized to adopt and promulgate rules pursuant to the Administrative Procedures Act necessary to enforce implementation of the Massage Therapy Practice Act, including, but not limited to, qualifications for licensure, renewal, reinstatements, and continuing education requirements.

Between the effective date of the act and May 1, 2017, the State Board of Cosmetology and Barbering shall issue a license to practice massage for those who fall under the "grandfather" rule. After May 1, 2017, individuals practicing massage therapy in the state of Oklahoma will first be required to obtain licensure from the board.

In addition to the College's stated Admissions Requirements, board licensure applicants must show evidence that they are (1) at least 18 years old, (2) passed a board approved national exam, (3) provide documentation and proof of liability insurance for practice as a massage therapist, and (4) successfully pass a background check as approved by the board. Upon successful completion of the Massage Therapy program, graduates will be eligible to sit for the Massage & Bodywork Licensing Examination (MBLEX) as offered through the Federation of State Massage Therapy Boards (FSMTB). This exam is the approved national exam for the State Board of Cosmetology and Barbering. The first attempt MBLEX fee is included in tuition costs.

Annual fees charged by State Board:

Effective May 1, 2017

- Massage License \$50.00

Medical Assistant

Upon successful completion of the Medical Assistant program, graduates will be eligible to sit for the Registered Medical Assistant and Register Phlebotomist Exams as offered through the American Association of Medical Personnel (AAMP). First attempt AAMP Exam fees are included in tuition costs.

Surgical Technologist

Central Oklahoma College is in the process of seeking programmatic accreditation for the Surgical Technologist program from the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Upon approval, graduates will be eligible to sit for the Certified Surgical Technologist (CST) Examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The first attempt of CST Exam are included in tuition costs.

Practical Nursing

The Practical Nursing Program is an Associate Degree in Occupational Studies and is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §§567.5 & 567.6].”

STUDENT POLICIES AND SERVICES

ATTENDANCE

Regular attendance is required. Employers examine this aspect of a student's record and performance more than any other portion of their academic accomplishments. In any given grading period, a student should maintain a minimum 80% attendance. Grading periods are defined by program Term. Student Progress Reports will be completed at the mid-point of each program Term, as defined in the Academic Standing Policy.

If absences exceed 20% in any given grading period, the student will be placed on probation for the next grading period. If the student does not maintain a minimum 80% attendance at any point of the probation period, the student's enrollment may be terminated, unless otherwise specified by the Campus Director. If a student's enrollment is terminated, he/she may make application to be readmitted. Readmission to the college must be made with recommendation of the Campus Director and Program Director, and only for clear reasons of merit.

Students receiving VA benefits are required to maintain and attend a minimum of 85% attendance. If the required standards are not met the student will be placed on probation for one grading period. The student will be notified in writing and a copy of the action placed in the students file. If the student does not maintain a minimum 85% attendance during the probation period, the student's enrollment may be terminated, unless otherwise specified by the Campus Director. If a student's enrollment is terminated, he/she may make application to be readmitted. Readmission to the college must be made with recommendation of the Campus Director and Program Director, and only for clear reasons of merit.

Students who exhibit problems with tardiness may be advised by the instructor, program coordinator or student services office, and may be placed on attendance warning or probation.

Absences

A permanent attendance record is maintained on each student. Excessive absences will affect a student's ability to successfully fulfill the requirements for graduation.

Leave of Absence

Circumstances may arise which necessitate a student taking a leave from the college for an extended period of time. Students may not be eligible if they have not been in school at least 30 days and making satisfactory academic progress. A leave of absence must be requested by the student in writing with Student Services and approved by the Campus Director. Acceptable circumstances for a leave of absence include but are not limited to: medical, financial, military service requirements, jury duty, or for personal reasons. Failure to return from a leave of absence as scheduled will result in termination of enrollment. In all instances, a leave of absence may not exceed 180 days.

Leave of Absence Due to Military Obligations

When a service member of the Armed Forces is called to active duty and/or mandatory training, the student may request an LOA for up to 180 days. Student(s) must provide proof of active duty and/or training orders and complete appropriate school paperwork. The student will not be penalized academically or financially during this LOA period. If the student cannot return on the scheduled return from LOA date, he/she must contact the College to determine if he/she is eligible for an extension of the original leave. If the student doesn't contact the College, or is not eligible for an extension of Leave of Absence, he/she will be withdrawn from the program and a refund calculation completed using the *Withdrawal After Commencement of Classes*, as stated on page 36.

Withdrawal for Excessive Absences

If a student fails to attend class, without notification, within a 14 calendar day period, he/she will be considered a withdrawal and terminated from the program.

RE-ENTRY POLICY

Students who have withdrawn or been dismissed from college may re-apply for admission by doing the following:

1. Wait 30 days from the last date of attendance;
2. Request for re-admission in writing to the College Director;
3. Interview with Admissions;
4. Upon approval, the student will be advised at what point of the program he/she may enter.

The College's Administration Office will make the final decision to re-admit a student for enrollment. A re- registration fee of \$25.00 is required if a student is accepted for re-enrollment.

STUDENT SUPPORT SERVICES

Student Resources

Central Oklahoma College is committed to providing a quality education, variety of support services and external resources to students. Support services include advising, referrals to outside agencies & medical care, housing assistance, child care and other social services. All faculty and staff are here to assist students with their needs and will guide them to the Director of Student Services for further assistance. All students are provided a copy of the Student Services Policy and Procedures Handbook during orientation and updated resources can be found in the Student Services office.

Career Services

Although, Central Oklahoma College cannot guarantee employment to graduates, we do provide employment advisement services. Career Services works directly with industry to develop and maintain business relationships that result in our graduates becoming employed. Employers visit the college on a regular basis to discuss employment opportunities. Additionally, we provide classes on resume writing and interview techniques, as well as professional appearance and dress. The employment advisement service and job file is available to any graduate of the college at any time in their career.

These services are designed to help our students in reaching their goals of successful completion of their program, and placement in their chosen career field.

Disabilities

Central Oklahoma College will provide reasonable accommodations for students with disabilities, including learning disabilities, physical impairments and other disabling conditions. Such accommodations may include, but are not limited to, tutoring, and examination schedule and/or delivery modification. The entire Students with Disabilities Policy, which includes how to request reasonable accommodations, can be obtained from the Student Services Office.

STUDENT RECORDS

Family Education Rights and Privacy Act (FERPA)

Federal law requires that Central Oklahoma College generally disclose student information only to the student or to persons the student has authorized to receive the information or as ordered by a judicial officer.

The College guarantees the rights of students, and guardians if the student is a dependent minor, to access their cumulative records while in the presence of a staff person.

The College requires written consent from the student or guardian to release records in response to each third party request unless otherwise required by law.

Students may opt out of having any identifying information published, such as name, phone number, age, area of study, dates of attendance and date of graduation.

Student records are the property of the college and may not be removed from college premises. Copies may be furnished to the student or guardian only upon written request at \$1.00 per page. Copies of student records will be furnished to third parties only when the student or guardian has requested and specified to whom records are to be sent in writing. Requests must be signed and dated. The College reserves the right to provide and permit access to students' and other college records as required for any process initiated by institution or by the institutions Accrediting body, or in response from the U.S. Department of Education, or any other local, state or federal government agency.

STUDENT CONDUCT POLICY

Students must maintain and utilize accepted professional industry standards and ethics at all times while attending Central Oklahoma College.

Students failing to adhere to the policies, rules and regulations or disrupt the learning process for others may be subject to disciplinary action, which may include suspension or termination.

Any breach of conduct will require consultation and possible disciplinary reports with a staff member and will become part of the student's permanent record. After consultation for misconduct a student is subject to suspension or dismissal depending on the severity of the infraction.

Central Oklahoma College students should aspire to follow these behavioral standards:

- **Citizenship:** Be civically responsible and engaged to improve our campus and community;
- **Academics:** Respect the College's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community;
- **Responsibility:** Accept responsibility for your education, personal behavior, and future success, appropriately challenging others to do the same;

- **Diversity:** Behave in a manner that recognizes and respects individual differences, supporting both diversity and inclusiveness;
- **Safety:** Do no harm and help maintain the safety and welfare of the college and community by immediately reporting unusual or dangerous behavior.

The complete policy on Student Conduct will be reviewed during orientation.

CLASS SIZE

Central Oklahoma College provides a classroom environment that closely simulates that of related industry. With that objective in mind, the maximum student-to-teacher ratio is as follows:

Automotive Technology	Lab 25 to 1	Lecture 25 to 1
Barber	Lab 22 to 1	Lecture 22 to 1
Basic Cosmetology	Lab 22 to 1	Lecture 22 to 1
Esthetician	Lab 22 to 1	Lecture 22 to 1
Massage Therapy	Lab 25 to 1	Lecture 25 to 1
Medical Assistant	Lab 25 to 1	Lecture 25 to 1
Practical Nursing	Lab 12 to 1	Lecture 25 to 1
Surgical Technologist	Lab 12 to 1	Lecture 25 to 1

STUDENT COMPLAINT AND GRIEVANCE POLICY

Students that have concerns or complaints are encouraged to communicate their concerns to a Central Oklahoma College staff or faculty member as soon as possible.

You may do so verbally or in writing. The college will review your complaint and address it within 24 hours. The Vice President and/or President of the college will make the final decision.

If a student does not feel that the college has adequately addressed a complaint or concern, the student may consider contacting:

Oklahoma Board of Private Vocational Schools
3700 N Classen Blvd, Ste. 250
Oklahoma City, OK 73118
Phone (405) 528-3370

Oklahoma State Board of Cosmetology & Barbering
2401 NW 23rd Ste. 84
Oklahoma City, OK 73107
Phone (405) 521-2441

Oklahoma State Board of Nursing
2915 N Classen Blvd, Ste. 524
Oklahoma City, OK 73106
Phone (405)962-1800

Colleges accredited by the Accrediting Commission of Career Colleges and Colleges must have a procedure and operational plan for handling student complaints. 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

A copy of the ACCSC Complaint Form is available at the college and may be obtained by contacting the Campus Director or online at www.accsc.org.

AUTOMOTIVE TECHNOLOGY

The Automotive Technology program is designed to prepare skilled technicians to work in the automotive industry. Opportunities for graduates include entry-level positions in dealerships, service stations, automotive parts stores, and companies with vehicle fleets as general technicians, positions include specialist in areas such as front-end alignment, brakes, or automatic transmissions, engine performance and others.

All practical lab coursework will be completed at the college's satellite campus located within **Joe Cooper Auto Group at 14349 N Kelly Avenue, Edmond, Oklahoma 73013**, which is located 4.4 miles from the main campus.

Course Number	Course Name	Quarter Credit Hours	Clock Hours
AT1101	Career and Life Development	3.0	50
AT1102	Customer Service	1.5	25
AT1103	Professional Communications	1.5	25
AT1104	Automotive and Shop Safety	1.5	25
AT1105	Tools and Equipment	1.5	25
AT1106	Automotive Service Industry	1.5	25
AT1107	Electrical Theory and Testing Equipment	1.5	25
AT1108	Electrical Circuits and Repairs	1.5	25
AT1109	Batteries, Starting, and Charging Systems	1.5	25
AT1110	Lighting Accessories	1.5	25
AT1111	Warning Systems	1.5	25
AT1112	Safety Accessories	1.5	25
AT1113	HVAC Principles	1.5	25
AT1114	HVAC Diagnosis and Repair	1.5	25
AT1115	Tires and Wheels	1.5	25
AT1116	Suspension Systems Principles and Components	1.5	25
AT1117	Suspension Systems Diagnosis and Service	1.5	25
AT1118	Steering Systems and Alignments	1.5	25
AT1201	Hydraulic Systems	1.5	25
AT1202	Disc and Drum Brake Systems	1.5	25
AT1203	Machining Rotors and Power Brakes	1.5	25
AT1204	Electronic Stability Control	1.5	25
AT1205	Engines I	1.5	25
AT1206	Engines II	1.5	25
AT1207	Diesel Engines and Fuel Injection Systems	1.5	25
AT1208	Engine Control Systems I	1.5	25
AT1209	Engine Control Systems II	1.5	25
AT1210	Emission Systems	1.5	25
AT1211	Automatic Transmissions and Transaxle Principles I	1.5	25
AT1212	Automatic Transmissions and Transaxle Principles II	1.5	25
AT1213	Clutch, Trans, and Drive Line	1.5	25
AT1214	Differentials, CV Shaft, and Four Wheel Drive Operations	1.5	25
AT1215	Service Shop Procedures	1.5	25
AT1216	Service Shop Management	1.5	25
AT1217	Externship	3.0	100
	Total	55.5	975

Course Descriptions

AT1101 Career and Life Development **3 Quarter Credit Hours/50 Clock Hours**

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.

AT1102 Customer Service **1.5 Quarter Credit Hours/25 Clock Hours**

The student learns the skills and tools necessary to manage and measure the customer service function. Students practice quality customer service, develop customer service plans, train and develop staff in quality customer service, measure the effectiveness of customer service, and lead continuous improvement of customer service.

AT1103 Professional Communications **1.5 Quarter Credit Hours/25 Clock Hours**

This course is designed to provide students with basic knowledge about communication theory and practice. It creates an awareness of the role communication plays in our interpersonal relationships. Students will be introduced to professional work environment communication and expectations.

AT1104 Automotive and Shop Safety **1.5 Quarter Credit Hours/25 Clock Hours**

This course provides the student with an introduction to the automotive industry. Students will be provided knowledge of the shop, shop safety, OSHA and shop procedures, EPA guidelines and general overview. Automotive Industry will also be addressed in this course.

AT1105 Tools and Equipment **1.5 Quarter Credit Hours/25 Clock Hours**

In this course, emphasis is placed on the proper use of automotive tools and equipment. Students will receive a general overview and gain an understanding of automotive shop tools and equipment.

AT1106 Automotive Service Industry **1.5 Quarter Credit Hours/25 Clock Hours**

This course introduces students to the operations of the automotive industry. In this course, emphasis is placed on customer relations, professionalism and automotive service etiquette. This course will provide an overview of vehicle identification, service and history. Students will also focus on the automotive requirements and prepare for ASE certification tests.

AT1107 Electrical Theory and Testing Equipment **1.5 Quarter Credit Hours/25 Clock Hours**

This course introduces students to automotive electrical and electronic systems and electrical testing equipment. Emphasis is placed on electrical fundamentals and circuits. Students will learn proper use of basic electronic testing equipment

AT1108 Electrical Circuits and Repair **1.5 Quarter Credit Hours/25 Clock Hours**

In this course, emphasis is placed on wiring repair and electrical diagrams. Students will learn the path of electrical circuits, how to repair wires and interpret electrical diagrams.

AT1109 Batteries, Starting and Charging Systems **1.5 Quarter Credit Hours/25 Clock Hours**

In this course, students will learn the operation and function of batteries, starting, and charging systems using various troubleshooting processes. Emphasis will be placed on cranking and charging systems and service.

AT1110 Lighting Accessories **1.5 Quarter Credit Hours/25 Clock Hours**

In this course, students will learn the operation of lighting accessory systems. Emphasis is placed on the exterior lighting and interior lighting. Students will learn to diagnose and repair these systems.

AT1111 Warning Systems **1.5 Quarter Credit Hours/25 Clock Hours**

This course introduces students to driver information systems and accessory circuits. Emphasis is placed on the network communication and body accessories. Students will learn to diagnose and repair problems with these systems.

AT1112 Safety Accessories **1.5 Quarter Credit Hours/25 Clock Hours**

This course provides instruction in automotive electrical and electronic diagnostics. Emphasis is placed on trouble shooting and repair of safety and audio systems.

AT1113 HVAC Principles**1.5 Quarter Credit Hours/25 Clock Hours**

This course provides basic instruction on the principle of automotive heating and air conditioning systems and EPA regulations. Emphasis will be on the HVAC components and EPA requirements for the Automotive Technician position.

AT1114 HVAC Diagnosis and Repair**1.5 Quarter Credit Hours/25 Clock Hours**

In this course, students will learn the diagnosis and repair of vehicle heating and air conditioning systems. Emphasis is placed on repair of vehicle HVAC systems, including but not limited to; air management, electrical and vacuum controls, refrigerant handling and recovery, and component replacement.

AT1115 Tires and Wheels**1.5 Quarter Credit Hours/25 Clock Hours**

In this course, students will apply fundamental knowledge of tires, tire pressure monitoring systems, and wheels. Emphasis will be placed on diagnostics of TPMS system, as well as proper care for tires, and tire repairs.

AT1116 Suspension Systems Principles and Components**1.5 Quarter Credit Hours/25 Clock Hours**

In this course, students will learn principles of suspension systems.

AT1117 Suspension Systems Diagnosis and Service**1.5 Quarter Credit Hours/25 Clock Hours**

Students will identify suspension system components and how they relate. Emphasis will also be placed on repairing suspension systems and how they function and operate.

AT1118 Steering Systems and Alignments**1.5 Quarter Credit Hours/25 Clock Hours**

This course focuses on the operation and diagnosis of conventional steering, rack & pinion systems, and electronic steering systems. Emphasis is placed on the proper operations, diagnoses, and repair of the steering system.

AT1201 Hydraulic Systems**1.5 Quarter Credit Hours/25 Clock Hours**

In this course, students will learn the principles of braking systems; hydraulic and power brakes theory, and practical application of brakes. Emphasis will be placed on the operations and service of the hydraulic and parking brake systems.

AT1202 Disc and Drum Brake Systems**1.5 Quarter Credit Hours/25 Clock Hours**

In this course, students will learn fundamentals and diagnostics of disc and drum brake systems. This course will cover the functions and operations and repair of disc brake systems.

AT1203 Machining Rotors and Power Brakes**1.5 Quarter Credit Hours/25 Clock Hours**

In this course, students will learn fundamentals and diagnostics of power brake systems and rotors. This course will cover the functions, operations, and repairs of power brakes and rotors.

AT1204 Electronic Stability Control**1.5 Quarter Credit Hours/25 Clock Hours**

In this course, students will cover the functions and operations of the Anti-lock Brakes and stability control systems. Emphasis is placed on the diagnoses and operation of the anti-lock braking system and the electronic stability control system.

AT1205 Engines I**1.5 Quarter Credit Hours/25 Clock Hours**

In this course, students will learn the basic fundamentals, operation, and lubrication of today's engines. Emphasis is placed on the fundamentals operation of the engine, how to diagnose mechanical operations, and lubrication systems.

AT1206 Engines II**1.5 Quarter Credit Hours/25 Clock Hours**

In this course, students have an understanding of the cylinder head design and operation. Emphasis will be on the operations of the valve timing, and air flow of the combustion system.

AT1207 Diesel Engines and Fuel Injection Systems**1.5 Quarter Credit Hours/25 Clock Hours**

In this course, students will have an understanding of the diesel engine design and operation. Emphasis will be placed on diagnostics and repair of the diesel engine. Fuel injection systems design and operation, as well as repair will also be covered.

AT1208 Engine Control Systems I**1.5 Quarter Credit Hours/25 Clock Hours**

This course provides basic instruction in engine performance with emphasis on engine malfunctions related to ignition systems and fuel systems. Emphasis is placed on the diagnoses and operation on ignition and fuel system components and repairs.

AT1209 Engine Control Systems II**1.5 Quarter Credit Hours/25 Clock Hours**

This course provides a fundamental understanding of the engine inputs and output data within the electronic engine controls. Students will focus on the engine management systems, diagnostic systems, and exhaust systems based on the engines performance.

AT1210 Emission Systems**1.5 Quarter Credit Hours/25 Clock Hours**

This course provides instruction in engine emission control systems. Emphasis is placed on the purpose, function, and operation of emissions systems. Students will also focus on the components, functions, and the use of diagnostic equipment.

AT1211 Automatic Transmissions and Transaxle Principles I**1.5 Quarter Credit Hours/25 Clock Hours**

This course introduces students to the basics of automatic transmissions and transaxles. Emphasis is placed on the fundamentals and electronic controls of the automatic transmissions.

AT1212 Automatic Transmissions and Transaxle Principles II**1.5 Quarter Credit Hours/25 Clock Hours**

In this course, students will focus on the principles and power flow of automatic transmissions & transaxle. Emphasis is placed on operation of the transmission.

AT1213 Clutch, Trans, and Drive Line**1.5 Quarter Credit Hours/25 Clock Hours**

This course provides an introduction to clutches, transmissions, and drive lines. Emphasis is placed on understanding the function, operation, and diagnosis of clutch systems in transmissions and transaxles.

AT1214 Differentials, CV Shaft, and Four Wheel Drive Operations**1.5 Quarter Credit Hours/25 Clock Hours**

This course covers basic concepts of differential operations and driveline components. Emphasis is placed on the operations of differentials and driveline operation including U joint and CV joint operation, service and repairs.

AT1215 Service Shop Procedures**1.5 Quarter Credit Hours/25 Clock Hours**

During this course the student will review the procedures of the automotive service shop. Examples of topics covered include how to complete repair orders containing customer and vehicle information and corrective action, as well as how to research vehicle service information with electronic retrieval systems.

AT1216 Service Shop Management**1.5 Quarter Credit Hours/25 Clock Hours**

In this course, the student is exposed to the management of an actual service shop environment.

AT1217 Externship**3.0 Quarter Credit Hours/100 Clock Hours**

Upon successful completion of all lecture and practical skill components of the Automotive Technology program, students will complete 100 hours of an externship with our program partner Cooper Autogroup. Students will perform tasks utilizing skills they learned in the program. Student's skill level progress, punctuality, attendance and professionalism will be evaluated on a weekly basis and upon the completion of the externship.

BARBER

The Barber program is designed to prepare students for an entry level career as a Licensed Barber. Students will learn all phases of barbering in a classroom, lab and clinical environment. This includes developing and demonstrating a working knowledge in safety and disinfection procedures, anatomy and physiology, chemistry, facial massage, haircutting and styling, perms, hair coloring, men's shaving and beard design, and State Board rules, regulations and statutes. The approach to training used by the college is based on sound educational principals and teaching fundamentals. Upon completion of the course, the student shall have demonstrated all required competencies to take the Oklahoma State Board of Cosmetology & Barbering Examination.

All course work meets Oklahoma State Board of Cosmetology & Barbering minimum curriculum requirements.

Course Outline

Course Number	Course Name	Quarter Credit Hours	Clock Hours
BA1101	The History of Barbering	1.50	30
BA1102	Sanitation and Infection Control	1.50	30
BA1103	Scalp Care, Shampooing and Conditioning	1.50	30
BA1104	Implements, Tools, and Equipment	1.50	30
BA1105	Chemical Texturing	1.50	30
BA1106	Skin Physiology and Histology	1.50	30
BA1107	Facial Massage	1.50	30
BA1108	Facial Treatments	1.50	30
BA1109	Chemistry	1.50	30
BA1110	Bacteriology	1.50	30
BA1111	Electricity	1.50	30
BA1112	Anatomy and Physiology	1.50	30
BA1113	Skin Disorders and Diseases	1.50	30
BA1114	Men's Shaving	1.50	30
BA1115	Men's Hairpieces	1.50	30
BA1116	Introduction to the Barber Clinic	1.50	30
BA1117	Men's Mustache and Beard Designs	1.50	30
BA1118	Barbershop Management	1.50	30
BA1119	Haircutting I	1.50	30
BA1120	Haircutting II	1.50	30
BA1121	Haircutting III	1.50	30
BA1122	Hairstyling I	1.50	30
BA1123	Hairstyling II	1.50	30
BA1124	Hairstyling III	1.50	30
BA1125	Properties and Treatment of Hair and Scalp	1.50	30
BA1126	Hair Coloring I	1.50	30
BA1127	Hair Coloring II	1.50	30
BA1128	Hair Coloring III	1.50	30
BA1129	Facial Hair Coloring	1.50	30
BA1130	Permanent Waving	1.50	30
BA1131	The Business of Barbering	1.50	30
BA1132	Client Services and Product Knowledge	1.50	30
BA1133	State Board Review I	1.50	30
BA1134	State Board Review II	1.50	30
BA1135	State Board Review III	1.50	30
BA1136	State Board Review IV	1.50	30
BA1137	Professional Image and Communication	1.50	30
BA1138	Career Development	1.50	30
BA1139	Thermal Styling	1.50	30
BA1140	Color Correction	1.50	30
BA1141	Barber Clinic I	3.00	60
BA1142	Barber Clinic II	3.00	60
BA1143	Barber Clinic III	3.00	60
BA1144	Barber Clinic IV	3.00	60
BA1145	Barber Clinic V	3.00	60
	Total	75.00	1500

Course Descriptions

BA1101 History of Barbering

1.50 Quarter Credit Hours/30 Clock Hours

This introductory course is an orientation to barbering. Topics in this course will include the history of barbering, life skills, and a review of available career opportunities.

BA1102 Sanitation and Infection Control

1.50 Quarter Credit Hours/30 Clock Hours

This course is an in-depth study of sanitation and infection control techniques used in the field of barbering.

BA1103 Scalp Care, Shampooing and Conditioning

1.50 Quarter Credit Hours/30 Clock Hours

This course covers the fundamentals of basic scalp care, as well as proper use and procedures of shampooing and conditioning. Proper ergonomics and body positioning will also be covered.

BA1104 Implements, Tools and Equipment

1.50 Quarter Credit Hours/30 Clock Hours

This course will cover the parts, uses and care of the various implements, tools and equipment utilized by barbers.

BA1105 Chemical Texturing

1.50 Quarter Credit Hours/30 Clock Hours

This course provides an overview of the various types of chemical services and how the service affects the structure of the hair.

BA1106 Skin Physiology and Histology

1.50 Quarter Credit Hours/30 Clock Hours

In this course, students will be introduced to the structure and function of the skin.

BA1107 Facial Massage

1.50 Quarter Credit Hours/30 Clock Hours

This course covers the massage manipulations required for a facial treatment, including sanitation guidelines.

BA1108 Facial Treatments

1.50 Quarter Credit Hours/30 Clock Hours

Students will be provided with the knowledge they need to perform a facial treatment. This course will cover the use and care of facial equipment, as well as proper sanitation, product selection and use.

BA1109 Chemistry

1.50 Quarter Credit Hours/30 Clock Hours

This course covers the basics of chemistry, including the ph. scale, states of matter, organic and inorganic chemistry concepts. Students will be able recognize how the science of chemistry influences barbers upon completion of this course.

BA1110 Bacteriology

1.50 Quarter Credit Hours/30 Clock Hours

This course expands on the student's knowledge of infection control and its practices. Topics will include bacteria classifications, communicable diseases, universal precautions, and the responsibilities of barber professionals.

BA1111 Electricity

1.50 Quarter Credit Hours/30 Clock Hours

Students will learn the basic properties of electricity and identify the safety procedures associated with the use of electrical equipment.

BA1112 Anatomy and Physiology

1.50 Quarter Credit Hours/30 Clock Hours

This course covers basic human anatomy and physiology.

BA1113 Skin Disorders and Diseases

1.50 Quarter Credit Hours/30 Clock Hours

In this course, students learn the common disorders and diseases of the skin.

BA1114 Men's Shaving

1.50 Quarter Credit Hours/30 Clock Hours

Focusing on safety, sanitation and technique this course covers men's shaving services.

BA1115 Men's Hairpieces

1.50 Quarter Credit Hours/30 Clock Hours

In this course, various types of men's hair replacement systems including hair pieces will be covered. Additionally, the service, care and cleaning of hair pieces will be covered.

Course Descriptions

BA1116 Introduction to the Barber Clinic
1.50 Quarter Credit Hours/ 30 Clock Hours

This course introduces basic barber shop services. Topics include hair color, style and design, haircutting, sanitation and other related topics.

BA1117 Men's Mustache and Beard Design
1.50 Quarter Credit Hours/30 Clock Hours

In this course, facial hair designs to include mustaches and beard designs are covered.

BA1118 Barber Shop Management
1.50 Quarter Credit Hours/30 Clock Hours

In this course the student will learn the basics of business management and Oklahoma State Board of Cosmetology and Barbering Rules and Regulations that apply to barber shops and salons. This course will include branding, types of business ownerships, the importance of record keeping, and other related topics.

BA1119 Haircutting I
1.50 Quarter Credit Hours/30 Clock Hours

Students will learn the basic haircutting techniques including knowledge of reference points, proper body mechanics, and tools used in haircutting and effective sanitation.

BA1120 Haircutting II
1.50 Quarter Credit Hours/30 Clock Hours

This course covers the requirements for women's haircuts. Focus will be on the four basic women's cuts.

BA1121 Haircutting III
1.50 Quarter Credit Hours/30 Clock Hours

This course teaches students to integrate previously acquired skills and techniques to perform additional haircuts.

BA1122 Hairstyling I
1.50 Quarter Credit Hours/30 Clock Hours

This course focuses on basic hair styling techniques for men.

BA1123 Hairstyling II
1.50 Quarter Credit Hours/30 Clock Hours

This course covers hairstyling techniques for women.

BA1124 Hairstyling III
1.50 Quarter Credit Hours/30 Clock Hours

In this course additional hairstyling techniques for men and women are covered. Topics include braiding and other advanced styles.

BA1125 Properties of Hair and Scalp
1.50 Quarter Credit Hours/30 Clock Hours

Students will have the opportunity to learn about the structure of hair, as well as disorders of the hair and scalp. Additionally, the student will learn to perform a thorough hair and scalp analysis.

BA1126 Hair Coloring I
1.50 Quarter Credit Hours/30 Clock Hours

This course covers the fundamentals of color theory, color formulation, and proper application.

BA1127 Hair Coloring II
1.50 Quarter Credit Hours/30 Clock Hours

Students will learn the difference between hair color and the use of lighteners. Application of various color formulas will be demonstrated.

BA1128 Hair Coloring III
1.50 Quarter Credit Hours/30 Clock Hour

Students will learn how to create special effects using color theory, formulation and application.

BA1129 Facial Hair Coloring
1.50 Quarter Credit Hours/30 Clock Hours

This course will cover the service of facial hair coloring, including product knowledge and application techniques.

BA1130 Permanent Waving
1.50 Quarter Credit Hours/30 Clock Hours

In this course, permanent waving and relaxing is covered. Topics include types of products, client consultation, roller sets and corrective processes.

BA1131 The Business of Barbering
1.50 Quarter Credit Hours/30 Clock Hours

This comprehensive course covered the business of barbering as both an employee and shop owner. Topics include compensation, team work, selling, record keeping and building a clientele.

Course Descriptions

BA1132 Client Services and Product Knowledge
1.50 Quarter Credit Hours/30 Clock Hours

This course focuses on the customer service and marketing skills needed to build and maintain a clientele, as well as provides tips and techniques to help ensure client satisfaction. Additionally, various product types and lines will be reviewed giving the student a broader understanding of professional products that are available to achieve the desired style.

BA1133 State Board Review I
1.50 Quarter Credit Hours/30 Clock Hours

This course is a comprehensive review of the Oklahoma State Board Rules, Regulations and Statues as they apply to the field of Cosmetology and Barbering.

BA1134 State Board Review II
1.50 Quarter Credit Hours/30 Clock Hours

Focusing on the written requirements of the Oklahoma State Board of Cosmetology and Barbering, students will review concepts and develop an individualized study plan in this course. Students will also complete a mock state board examination.

BA1135 State Board Review III
1.50 Quarter Credit Hours/30 Clock Hours

Students will review the requirements of the Oklahoma State Board. Focus will be on practical skills and a mock state board examination will be completed.

BA1136 State Board Review IV
1.50 Quarter Credit Hours/30 Clock Hours

This comprehensive class focuses on the written and practical licensure requirements of the Oklahoma State Board of Cosmetology and Barbering. In this course, student will continue their studies and complete a mock state board examination.

BA1137 Professional Image and Communication
1.50 Quarter Credit Hours/30 Clock Hours

Students will learn the importance of professionalism in the field of barbering. This course also covers methods of effective communication, both written and oral. Students will create a personal vision statement and develop skills to support their professional goals.

BA1138 Career Development
1.50 Quarter Credit Hours/30 Clock Hours

This course prepares students for the job search process. Topics include resume writing, marketing, job search and interview skills.

BA1139 Thermal Styling
1.50 Quarter Credit Hours/30 Clock Hours

This course will cover thermal styling tools and techniques, including marcel ironing, curling irons, blow dry styling and other related topics.

BA1140 Color Correction
1.50 Quarter Credit Hours/30 Clock Hours

Building on the students' knowledge in color theory, this course covers client consultation and formula preparation for corrective color application.

BA1141 Barber Clinic I
3.00 Quarter Credit Hours/60 Clock Hours

This course introduces basic barber shop services. Topics include haircut and style, sanitation, facial treatments and men's shave along with other related topics.

BA1142 Barber Clinic II
3.00 Quarter Credit Hours/60 Clock Hours

This course provides experience in a simulated barber shop setting. Topics include scalp treatments, shampooing, rinsing, hair color, haircutting, chemical restructuring, sanitation and other related topics.

BA1143 Barber Clinic III
3.00 Quarter Credit Hours/60 Clock Hours

This course provides comprehensive experience in a simulated barber shop setting. Emphasis is placed on intermediate –level of, shampooing, hair color, design, haircutting, chemical restructuring, facial treatments, safety and other related topics.

BA1144 Barber Clinic IV
3.00 Quarter Credit Hours/60 Clock Hours

An intermediate level course, the student will experience a simulated barber shop. Topics will include customer service, sanitation, beard designs, thermal styling, and other related topics.

BA1145 Barber Clinic V
3.00 Quarter Credit Hours/60 Clock Hours

This course provides additional experience in a simulated barber shop setting. Focus will be placed upon customer care, professionalism, sanitation, client consultation, along with facials, thermal styling, permanent waving, color correction and other related topics.

BASIC COSMETOLOGY

The Basic Cosmetology program is a comprehensive program covering all phases of cosmetology, preparing the student for an entry-level career as a Licensed Cosmetologist. The Cosmetology course will provide the student with the necessary skills and will prepare the student to pass the State Board Examination. The approach to training used by the college is based on sound educational principals and teaching fundamentals. Upon completion of the course, the student shall have demonstrated all required competencies that are part of the State Board Examination.

All course work meets Oklahoma State Board of Cosmetology & Barbering minimum curriculum requirements.

Course Outline

Course Number	Course Name	Quarter Credit Hours	Clock Hours
BC1101	Cosmetology Fundamentals	1.50	30
BC1102	Sanitation and Infection Control	1.50	30
BC1103	Scalp Care, Shampooing and Conditioning	1.50	30
BC1104	Manicuring and Pedicuring	1.50	30
BC1105	Chemical Texturing	1.50	30
BC1106	Principles of Hair Design	1.50	30
BC1107	Facials	1.50	30
BC1108	Hair Removal	1.50	30
BC1109	Braiding and Styling	1.50	30
BC1110	Wigs and Hair Extensions	1.50	30
BC1111	Advanced Nail Techniques	1.50	30
BC1112	Chemistry	1.50	30
BC1113	Bacteriology	1.50	30
BC1114	Electricity	1.50	30
BC1115	Make-up Applications and Procedures	1.50	30
BC1116	Anatomy	1.50	30
BC1117	Professional Image and Communication	1.50	30
BC1118	Introduction to the Cosmetology Clinic	1.50	30
BC1119	Haircutting I	1.50	30
BC1120	Haircutting II	1.50	30
BC1121	Haircutting III	1.50	30
BC1122	Hairstyling I	1.50	30
BC1123	Hairstyling II	1.50	30
BC1124	Properties of Hair and Scalp	1.50	30
BC1125	Hair Coloring I	1.50	30
BC1126	Hair Coloring II	1.50	30
BC1127	Hair Coloring III	1.50	30
BC1128	Salon and Spa Management	1.50	30
BC1129	Client Services and Product Knowledge	1.50	30
BC1130	State Board Review I	1.50	30
BC1131	State Board Review II	1.50	30
BC1132	State Board Review III	1.50	30
BC1133	State Board Review IV	1.50	30
BC1134	Skin Disorders and Diseases	1.50	30
BC1135	Nutrition	1.50	30
BC1136	Thermal Styling	1.50	30
BC1137	Color Correction	1.50	30
BC1138	Advanced Chemical Texturing	1.50	30
BC1139	Cosmetology Clinic I	3.00	60
BC1140	Cosmetology Clinic II	3.00	60
BC1141	Cosmetology Clinic III	3.00	60
BC1142	Cosmetology Clinic IV	3.00	60
BC1143	Cosmetology Clinic V	3.00	60
BC1144	Cosmetology Clinic VI	3.00	60
	Total	75.00	1500

Course Descriptions

BC1101 Cosmetology Fundamentals
1.50 Quarter Credit Hours/30 Clock Hours

This introductory course is an orientation to cosmetology. Topics in this course will include the history of cosmetology, life skills, ethics and a review of available career opportunities.

BC1102 Sanitation and Infection Control
1.50 Quarter Credit Hours/30 Clock Hours

This course is an in-depth study of sanitation and infection control techniques used in the field of cosmetology.

BC1103 Scalp Care, Shampooing and Conditioning
1.50 Quarter Credit Hours/30 Clock Hours

This course covers the fundamentals of basic scalp care, as well as proper use and procedures of shampooing and conditioning. Proper ergonomics and body positioning will also be covered.

BC1104 Manicuring and Pedicuring
1.50 Quarter Credit Hours/30 Clock Hours

This course will cover nail care, nail analysis and basic manicure and pedicure techniques. Proper sanitation and disinfection will also be covered.

BC1105 Chemical Texturing
1.50 Quarter Credit Hours/30 Clock Hours

This course provides an overview of the various types of chemical services and how the service affects the structure of the hair.

BC1106 Principles of Hair Design
1.50 Quarter Credit Hours/30 Clock Hours

In this course, students will discover the philosophy and elements of hair design.

BC1107 Facials
1.50 Quarter Credit Hours/30 Clock Hours

This course covers the facial including proper sanitation, product selection and use, as well as massage manipulations.

BC1108 Hair Removal
1.50 Quarter Credit Hours/30 Clock Hours

This introductory course covers the techniques of basic hair removal. Topics to include the hair growth pattern & cycle, methods of hair removal and proper sanitation procedures.

BC1109 Braiding and Styling
1.50 Quarter Credit Hours/30 Clock Hours

Students will have the opportunity to learn the various types and techniques of braiding. Styling options and tools used for braiding will also be discussed.

BC1110 Wigs and Hair Extensions
1.50 Quarter Credit Hours/30 Clock Hours

In this course, the student will establish knowledge in the difference between human and synthetic hair. The various types and styles of wigs and hair extensions will be covered, including techniques for synthetic hair care and styling.

BC1111 Advanced Nail Techniques
1.50 Quarter Credit Hours/30 Clock Hours

This class extends the student's knowledge of nail care and services. Topics include: Nail wraps, nail tips and nail enhancements.

BC1112 Chemistry
1.50 Quarter Credit Hours/30 Clock Hours

This course covers the basics of chemistry, including the ph. scale, states of matter, organic and inorganic chemistry concepts. Students will be able recognize how the science of chemistry influences cosmetology upon completion of this course.

BC1113 Bacteriology
1.50 Quarter Credit Hours/30 Clock Hours

This course expands on the student's knowledge of infection control and its practices. Topics will include bacteria classifications, communicable diseases, universal precautions, and the responsibilities of salon professionals.

BC1114 Electricity
1.50 Quarter Credit Hours/30 Clock Hours

Students will learn the basic properties of electricity and identify the safety procedures associated with the use of electrical equipment.

BC1115 Make-up Applications and Procedures
1.50 Quarter Credit Hours/30 Clock Hours

This course introduces the fundamentals of make-up application and techniques. Topics include color theory, application techniques and sanitation.

Course Descriptions

BC1116 Anatomy

1.50 Quarter Credit Hours/30 Clock Hours

This course covers basic human anatomy as it applies to cosmetology.

BC1117 Professional Image and Communication

1.50 Quarter Credit Hours/30 Clock Hours

Students will learn the importance of professionalism in the field of cosmetology. This course also covers methods of effective communication, both written and oral. Students will create a personal vision statement and develop skills to support their professional goals.

BC1118 Introduction to the Cosmetology Clinic

1.50 Quarter Credit Hours/30 Clock Hours

This course introduces basic salon services. Topics include hair color, style and design, haircutting, permanent waving, relaxing, braiding, sanitation and other related topics.

BC1119 Haircutting I

1.50 Quarter Credit Hours/30 Clock Hours

Students will also learn the basic haircutting techniques including knowledge of reference points, proper body mechanics, and tools used in haircutting and effective sanitation.

BC1120 Haircutting II

1.50 Quarter Credit Hours/30 Clock Hours

This course covers the requirements for intermediate level haircuts. Focus will be on reference points, lines, and angles.

BC1121 Haircutting III

1.50 Quarter Credit Hours/30 Clock Hours

This course teaches students to integrate previously acquired skills and techniques to perform additional haircuts.

BC1122 Hairstyling I

1.50 Quarter Credit Hours/30 Clock Hours

This course focuses on basic hair styling techniques. Topics include wet sets, finger waves, pin curls, hair wrapping and other related topics.

BC1123 Hairstyling II

1.50 Quarter Credit Hours/30 Clock Hours

This course covers additional hairstyling techniques including roller sets, comb-out techniques, blow outs, updos and other related topics.

BC1124 Properties of Hair and Scalp

1.50 Quarter Credit Hours/30 Clock Hours

Students will have the opportunity to learn about the structure of hair, as well as disorders of the hair and scalp. Additionally, the student will learn to perform a thorough hair and scalp analysis.

BC1125 Hair Coloring I

1.50 Quarter Credit Hours/30 Clock Hours

This course covers the fundamentals of color theory, color formulation, and proper application.

BC1126 Hair Coloring II

1.50 Quarter Credit Hours/30 Clock Hours

Students will learn the difference between hair color and the use of lighteners. Application of various color formulas will be demonstrated.

BC1127 Hair Coloring III

1.50 Quarter Credit Hours/30 Clock Hours

Students will learn how to create special effects using color theory, formulation and application.

BC1128 Salon and Spa Management

1.50 Quarter Credit Hours/30 Clock Hours

In this course the student will learn the basics of business management and Oklahoma State Board of Cosmetology Rule and Regulations that apply to salons and spas. Topics will include branding, types of business ownerships, the importance of record keeping, and other related topics.

BC1129 Client Services and Product Knowledge

1.50 Quarter Credit Hours/30 Clock Hours

This course focuses on the customer service and marketing skills needed to build and maintain a clientele, as well as provides tips and techniques to help ensure client satisfaction. Additionally, various product types and lines will be reviewed giving the student a broader understanding of professional products that are available.

BC1130 State Board Review I

1.50 Quarter Credit Hours/30 Clock Hours

This course is a comprehensive review of the Oklahoma State Board Rules, Regulations and Statutes as they apply to the field of Cosmetology.

Course Descriptions

BC1131 State Board Review II
1.50 Quarter Credit Hours/30 Clock Hours

Focusing on the written requirements of the Oklahoma State Board of Cosmetology students will review concepts and develop an individualized study plan in this course. Students will also complete a mock state board examination.

BC1132 State Board Review III
1.50 Quarter Credit Hours/30 Clock Hours

Students will review the requirements of the Oklahoma State Board. Focus will be on practical skills and a mock state board examination will be completed.

BC1133 State Board Review IV
1.50 Quarter Credit Hours/30 Clock Hours

This comprehensive class focuses on the written and practical requirements of the Oklahoma State Board of Cosmetology Licensure. In this course, student will continue their studies and complete a mock state board examination.

BC1134 Skin Disorders and Diseases
1.50 Quarter Credit Hours/30 Clock Hours

In this course, students will learn the process of skin analysis, along with common infections, disorders and diseases of the skin.

BC1135 Nutrition
1.50 Quarter Credit Hours/30 Clock Hours

This course will cover the fundamentals of nutrition. Students will learn the sources of basic nutrients, as well as review the USDA recommended daily guidelines, complete a food journal and develop a healthy weekly menu.

BC1136 Thermal Styling
1.50 Quarter Credit Hours/30 Clock Hours

This course will cover thermal styling tools and techniques, including marcel ironing, curling irons, blow dry styling and other related topics.

BC1137 Color Correction
1.50 Quarter Credit Hours/30 Clock Hours

This advanced course will continue to build the students' knowledge in color theory, how to provide a client consultation for color correction and prepare the formulation needed to correct the unwanted hues and tones.

BC1138 Advanced Chemical Texturing
1.50 Quarter Credit Hours/30 Clock Hours

This course expands the student's knowledge of chemical texturing. Focus will be placed on the procedures, techniques and tools used in chemical treatments.

BC1139 Cosmetology Clinic I
3.00 Quarter Credit Hours/60 Clock Hours

This course introduces basic salon services. Topics include hair color, style and design, haircutting, permanent waving, relaxing, braiding and wigs along with other related topics.

BC1140 Cosmetology Clinic II
3.00 Quarter Credit Hours/60 Clock Hours

This course provides experience in a simulated salon setting. Topics include nail application, scalp treatments, shampooing, rinsing, hair color, haircutting, chemical restructuring and other related topics.

BC1141 Cosmetology Clinic III
3.00 Quarter Credit Hours/60 Clock Hours

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate –level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring and other related topics.

BC1142 Cosmetology Clinic IV
3.00 Quarter Credit Hours/60 Clock Hours

An intermediate level course, the student will experience a simulated salon. Topics will include customer service, sanitation, hair removal, thermal styling, facials and other related topics.

BC1143 Cosmetology Clinic V
3.00 Quarter Credit Hours/60 Clock Hours

This course provides additional experience in a simulated salon setting. Focus will be placed upon customer care, professionalism, sanitation, client consultation, along with facials, thermal styling, permanent waving, color correction and other related topics.

BC1144 Cosmetology Clinic VI
3.00 Quarter Credit Hours/60 Clock Hours

This advanced course will complete the students experience in the simulated salon environment. Topics will include advanced haircutting, skin care, facials, nail care, hair design, chemical restructuring as well as other related topics.

ESTHETICIAN

The Esthetician program is the study of cosmetic products, skin care, and hair removal. The students will gain skills in basic massage, skin analysis, light therapy, facials and cosmetic applications to gain entry-level employment in the cosmetology field. Upon completion of the program, students will be able to sit for the State Board examination for an Esthetician license.

All course work meets Oklahoma State Board of Cosmetology minimum curriculum requirements.

Course Outline

Course Number	Course Name	Quarter Credit Hours	Clock Hours
ES1101	Introduction to Esthetics	1.00	25
ES1102	Sanitation and Infection Control	1.00	25
ES1103	Basic Chemistry	1.00	25
ES1104	State Board Rules, Regulations and Statutes	1.00	25
ES1105	Skin Physiology and Histology	1.00	25
ES1106	Facials	1.00	25
ES1107	Advanced Facials	1.00	25
ES1108	Electrical Esthetics	1.00	25
ES1109	Body Treatments	1.00	25
ES1110	Anatomy	1.00	25
ES1111	Hair Removal I	1.00	25
ES1112	Hair Removal II	1.00	25
ES1113	Advanced Waxing	1.00	25
ES1114	Skin Care Products I	1.00	25
ES1115	Skin Care Products II	1.00	25
ES1116	Advanced Esthetics I	1.00	25
ES1117	Advanced Esthetics II	1.00	25
ES1118	Nutrition	1.00	25
ES1119	Skin Care and Treatment Room & Machines	1.00	25
ES1120	Make-up I	1.00	25
ES1121	Make-up II	1.00	25
ES1122	Make-up III	1.00	25
ES1123	Advanced Make-up I	1.00	25
ES1124	Advanced Make-up II	1.00	25
ES1125	Advanced Peels and Body Treatments	1.00	25
ES1126	Microderm Abrasion I	1.00	25
ES1127	Microderm Abrasion II	1.00	25
ES1128	Working in a Med-Spa Environment	.50	10
ES1129	Salon Development	.50	15
ES1130	Career Development	1.00	20
ES1131	Communication and Ethics	1.00	20
	Total	30.00	740

Course Descriptions

ES1101 Introduction to Esthetics
1.00 Quarter Credit Hours/25 Clock Hours

This introductory course is an orientation into esthetics. Topics include the history of esthetics, client consultation, and basic sanitation.

ES1102 Sanitation and Infection Control
1.00 Quarter Credit Hours/25 Clock Hours

This course is an in-depth study of sanitation and infection control techniques used in the esthetics field. Sanitation of various tools including machines, beds, implements as well as Oklahoma State board requirements will be covered.

ES1103 Basic Chemistry
1.00 Quarter Credit Hours/25 Clock Hours

The course covers the basic chemistry of the skin. Topics include the PH scale as well as an introduction into skin care products.

ES1104 State Board Rules, Regulations & Statutes
1.00 Quarter Credit Hours/25 Clock Hours

This course is a comprehensive review of the Oklahoma State Board Rules, Regulations and Statutes as they apply to the field of Esthetics.

ES1105 Skin Physiology and Histology
1.00 Quarter Credit Hours/25 Clock Hours

This course introduces students to the structure and functions of the skin, as well as how to analyze skin with the various methods used in esthetics.

ES1106 Facials
1.00 Quarter Credit Hours/25 Clock Hours

This course provides students with the knowledge and skills necessary to perform a facial including proper sanitation, product selection and use as well as massage manipulations. Upon completion the student should be able to demonstrate competency of the facial service.

ES1107 Advanced Facials
1.00 Quarter Credit Hours/25 Clock Hours

Expanding on the basic facial, this course will cover the techniques and products used in an advanced facial. Additionally, the student will be able to perform a skin analysis and treat clients with special needs.

ES1108 Electrical Esthetics
1.00 Quarter Credit Hours/25 Clock Hours

In this course, students will receive an overview of the use of electricity and skin care. Topics include basic electrical properties, machine care and sanitation.

ES1109 Body Treatments
1.00 Quarter Credit Hours/25 Clock Hours

This course introduces various body treatments that can be offered within a spa setting. Topics will include sanitation, application techniques and product selection.

ES1110 Anatomy
1.00 Quarter Credit Hours/25 Clock Hours

This course covers basic human anatomy as it applies to esthetics.

ES1111 Hair Removal I
1.00 Quarter Credit Hours/25 Clock Hours

This introductory course covers the techniques of basic hair removal. Topics to include the hair growth pattern & cycle, methods of hair removal and proper sanitation procedures.

ES1112 Hair Removal II
1.00 Quarter Credit Hours/25 Clock Hours

Students will learn advanced hair removal methods and techniques. Focus will be placed on alternative hair removal techniques.

ES1113 Advanced Waxing
1.00 Quarter Credit Hours/25 Clock Hours

This advanced course focuses on advanced and specialty waxing. Emphasis will be on specialty waxing techniques and procedures, as well as additional sanitation requirements when performing these services.

ES1114 Skin Care Products I
1.00 Quarter Credit Hours/25 Clock Hours

This course provides knowledge of basic skin care products. Topics include the introduction to product lines, type and benefits.

ES1115 Skin Care Products II
1.00 Quarter Credit Hours/25 Clock Hours

This course provides an overview of advanced skin care products. Topics include product selection, facial peels and specialty masks.

Course Descriptions

ES1116 Advanced Esthetics I
1.00 Quarter Credit Hours/25 Clock Hours

This course is designed to introduce students to advanced topics in esthetics. Ancient and holistic treatments as well as other related topics will be covered.

ES1117 Advanced Esthetics II
1.00 Quarter Credit Hours/25 Clock Hours

This course expands on advanced topics in esthetics.

ES1118 Nutrition
1.00 Quarter Credit Hours/25 Clock Hours

This course will cover the fundamentals of nutrition. Students will learn the sources of basic nutrients, as well as review the USDA recommended daily guidelines, complete a food journal and develop a healthy weekly menu.

ES1119 Skin Care Treatment Room & Machines
1.00 Quarter Credit Hours/25 Clock Hours

The course provides an overview of treatment room set up, reviewing topics including ambiance, client comfort and efficiency as well as the proper use, care and sanitation of the basic skin care machines.

ES1120 Make-up I
1.00 Quarter Credit Hours/25 Clock Hours

This basic course introduces the fundamentals of make-up application and techniques. Topics include color theory, application techniques and sanitation.

ES1121 Make-up II
1.00 Quarter Credit Hours/25 Clock Hours

This course is designed to supplement the student's knowledge of make-up application and techniques.

ES1122 Make-up III
1.00 Quarter Credit Hours/25 Clock Hours

Students will learn enhanced make-up application and techniques in this course.

ES1123 Advanced Make-up I
1.00 Quarter Credit Hours/25 Clock Hours

In this course, students will be introduced to advanced topics in make-up.

ES1124 Advanced Make-up II
1.00 Quarter Credit Hours/25 Clock Hours

This course provides an overview of make-up application and techniques used in specialty settings.

ES1125 Advanced Peels and Body Treatments
1.00 Quarter Credit Hours/25 Clock Hours

Reinforcing the concepts of skin care, this course focuses on advanced facial peels and body treatments.

ES1126 Microderm Abrasion I
1.00 Quarter Credit Hours/25 Clock Hours

Students will be introduced to the microderm abrasion process. Topics in this course will include skin analysis, client consultation as well as proper machine use, maintenance and sanitation.

ES1127 Microderm Abrasion II
1.00 Quarter Credit Hours/25 Clock Hours

This in-depth course will cover advanced topics in the microderm abrasion process, including the use of microderm with other facial services and for clients with special needs.

ES1128 Working in a Med-Spa Environment
.50 Quarter Credit Hours/10 Clock Hours

This course is designed to introduce students to the medical spa environment. Topics include pre- and post-treatment, services offered, record keeping and client expectations. Basic medical terminology will also be covered.

ES1129 Salon Development
.50 Quarter Credit Hours/15 Clock Hours

Students will learn concepts related to salon and spa development. Topics to include marketing, physical design, pricing, and budgeting.

ES1130 Career Development
1.00 Quarter Credit Hours/20 Clock Hours

This course prepares students in workplace professionalism, resume writing, job search, interview skills and marketing.

ES1131 Communication and Ethics
1.00 Quarter Credit Hours/20 Clock Hours

In this course, students will review ethical standards and behavior, as well as proper communication techniques with both colleagues and clients.

MASSAGE THERAPY

The Massage Therapy program gives students a foundation in basic massage theory and technique. Students will gain skills in Swedish massage, Reflexology, Sports Massage and treating clients with special needs. All lab/clinic work emphasizes anatomy, physiology, and pathology, as well as client customer service and massage application. Upon completion of the program, students will be eligible to sit for the Federation of State Massage Therapy Boards (FSMTB), Massage & Bodywork Licensing Examination (MBLEX). Massage graduates will be eligible for-entry- level positions in the massage and spa industry.

Course Outline

Course Number	Course Name	Quarter Credit Hours	Clock Hours
MT1101	Introduction to Massage Therapy	1.50	25
MT1102	Sanitation and Safety	1.50	25
MT1103	Anatomy & Physiology I	1.50	25
MT1104	Anatomy & Physiology II	1.50	25
MT1105	Anatomy & Physiology III	1.50	25
MT1106	Anatomy & Physiology IV	1.50	25
MT1107	Anatomy & Physiology V	1.50	25
MT1108	Skeletal System	1.50	25
MT1109	Nervous System	1.50	25
MT1110	Body Systems	1.50	25
MT1111	Cardiovascular and Lymphatic Systems	1.50	25
MT1112	Digestive System	1.50	25
MT1113	Endocrine and Integumentary Systems	1.50	25
MT1114	Muscular System I	1.50	25
MT1115	Muscular System II	1.50	25
MT1116	Muscular System III	1.50	25
MT1117	Muscular System IV	1.50	25
MT1118	Massage Concepts I	1.50	25
MT1119	Massage Concepts II	1.50	25
MT1120	Massage Concepts III	1.50	25
MT1121	Massage Concepts IV	1.50	25
MT1122	Massage Concepts V	1.50	25
MT1123	Biomechanics and Kinesiology	1.50	25
MT1124	Spa Services	1.50	25
MT1125	Massage Business and Marketing	1.50	25
MT1126	Career Development	1.50	25
MT1127	Exam Review	1.50	25
MT1128	Massage Clinic	3.50	75
	Total	44.00	750

Course Descriptions

MT1101 Introduction to Massage Therapy
1.50 Quarter Credit Hours/25 Clock Hours

This course introduces fundamental massage concepts. Topics include the history of therapeutic massage, proper body mechanics and basic massage techniques.

MT1102 Sanitation and Safety
1.50 Quarter Credit Hours/25 Clock Hours

This course provides students with the proper and safe use of equipment and supplies, as well as safety practices for the massage industry. This course also includes an overview of professional ethics and the scope of practice for massage therapists.

MT1103 Anatomy & Physiology I
1.50 Quarter Credit Hours/25 Clock Hours

This course will introduce students to human anatomy and physiology.

MT1104 Anatomy & Physiology II
1.50 Quarter Credit Hours/25 Clock Hours

This course provides students with the understanding of the transmission and infection process of musculoskeletal and dermatologic pathologies and diseases.

MT1105 Anatomy & Physiology III
1.50 Quarter Credit Hours/25 Clock Hours

This course continues the student's study of human anatomy and physiology.

MT1106 Anatomy & Physiology IV
1.50 Quarter Credit Hours/25 Clock Hours

This course enhances the student's study of human anatomy & physiology, by providing an in-depth study of muscle groups.

MT1107 Anatomy & Physiology V
1.50 Quarter Credit Hours/25 Clock Hours

This advanced course completes the student's study of human anatomy & physiology.

MT1108 Skeletal System
1.50 Quarter Credit Hours/25 Clock Hours

Students will become familiar with the framework of the human body: the skeletal system. Upon completion, students will be able to list and describe the individual bones of the body by region.

MT1109 Nervous System
1.50 Quarter Credit Hours/25 Clock Hours

This course includes the study of functions of the Central Nervous System as well as the Peripheral Nervous System.

MT1110 Body Systems
1.50 Quarter Credit Hours/25 Clock Hours

This course includes the study of the respiratory, reproductive and urinary systems within the human body, as well as identifying pathologies, indications and contraindications of each system.

MT1111 Cardiovascular and Lymphatic Systems
1.50 Quarter Credit Hours/25 Clock Hours

Students will learn the components and functions of the cardiovascular and lymphatic systems.

MT1112 Digestive System
1.50 Quarter Credit Hours/25 Clock Hours

Students will learn the components and function of the digestive system to include basic nutrition concepts.

MT1113 Endocrine and Integumentary Systems
1.50 Quarter Credit Hours/25 Clock Hours

Students will learn the components and functions of the endocrine and integumentary systems. This course focuses on tissues and major hormones within the human body.

MT1114 Muscular System I
1.50 Quarter Credit Hours/25 Clock Hours

Students will be introduced to the human muscular system, learning the origin, insertion and action as well as palpation skills for muscles.

MT1115 Muscular System II
1.50 Quarter Credit Hours/25 Clock Hours

This intermediate course covers the human muscular system, learning the origin, insertion and action as well as palpation skills for muscles.

Course Descriptions

MT1116 Muscular System III
1.50 Quarter Credit Hours/25 Clock Hours

This course continues the student's study of the human muscular system, learning the origin, insertion and action as well as palpation skills for additional muscles.

MT1117 Muscular System IV
1.50 Quarter Credit Hours/25 Clock Hours

This course continues the study of the human muscular system, learning the origin, insertion and action as well as palpation skills for muscles.

MT1118 Massage Concepts I
1.50 Quarter Credit Hours/25 Clock Hours

This course introduces the concept of Swedish massage and provides an overview of indications and contraindications.

MT1119 Massage Concepts II
1.50 Quarter Credit Hours/25 Clock Hours

This basic course introduces reflexology of the hands and feet, to incorporate into massage sessions allowing additional benefits of organ stimulation.

MT1120 Massage Concepts III
1.50 Quarter Credit Hours/25 Clock Hours

This course will provide students with an understanding of the stages of pregnancy and the effectiveness of therapeutic massage modalities for support of health maintenance for pregnant clients. Students will also acquire additional skills to integrate massage techniques for clients from special populations.

MT1121 Massage Concepts IV
1.50 Quarter Credit Hours/25 Clock Hours

Students will learn various advanced massage techniques and styles directed toward the deeper structures of the muscle and fascia.

MT1122 Massage Concepts V
1.50 Quarter Credit Hours/25 Clock Hours

This course provides students with proper massage techniques for sports related injuries.

MT1123 Biomechanics and Kinesiology
1.50 Quarter Credit Hours/25 Clock Hours

This course will introduce students to the basic principles of biomechanics and kinesiology dysfunctional patterns.

MT1124 Spa Services
1.50 Quarter Credit Hours/25 Clock Hours

Students will learn various types of spa treatments and the benefits each can provide a client.

MT1125 Massage Business and Marketing
1.50 Quarter Credit Hours/25 Clock Hours

This course will introduce students to a variety of topics on business practices as suited to the massage therapy industry.

MT1126 Career Development
1.50 Quarter Credit Hours/25 Clock Hours

This course prepares students in workplace professionalism, resume writing, job search and interview skills.

MT1127 Exam Prep
1.50 Quarter Credit Hours/25 Clock Hours

This course provides students with proper study habits, review, and practice tests to prepare for the Massage & Bodywork Licensing Examination (MBLEX).

MT1128 Massage Clinic
3.50 Quarter Credit Hours/75 Clock Hours

This course is designed for students to demonstrate practical application of clinic services and procedures. Topics include client history, client intake, clinic and treatment protocol as well as other related topics.

MEDICAL ASSISTANT

The Medical Assistant program is designed to prepare students to function effectively as an integral member of the physician's health care team. Students will learn extensive and comprehensive training in body structure and the functions of the various body systems. This includes developing a working knowledge of specimen collection and various laboratory procedures to include infection control, EKG, injections, and sterilization. Students will also learn proper techniques in assisting in minor surgical procedures and preparation of patients for diagnostic tests. The Medical Assistant program develops administrative and clinical skills, preparing students for entry-level positions at physician offices, clinics, and hospitals. Upon completion of the program, students will be eligible to sit for the American Association of Medical Personnel (AAMP) Registered Medical Assistant and Registered Phlebotomist national exams.

Course Outline

Course Number	Course Name	Quarter Credit Hours	Clock Hours
MA1101	Infection Control and Safety	1.50	25
MA1102	Medical Law and Ethics	1.50	25
MA1103	Adult and Pediatric Vital Signs	1.50	25
MA1104	Integumentary System and Cells	1.50	25
MA1105	Cardiovascular System	1.50	25
MA1106	Nervous System	1.50	25
MA1107	Digestive System and Nutrition	1.50	25
MA1108	Immune and Endocrine Systems	1.50	25
MA1109	Urinary and Reproductive Systems	1.50	25
MA1110	Respiratory System	1.50	25
MA1111	Musculoskeletal System	1.50	25
MA1112	HIPPA & Office Communication	1.50	25
MA1113	Pharmacology	2.50	50
MA1114	Phlebotomy	2.50	50
MA1115	Minor Office Procedures	1.50	25
MA1116	Special Senses	1.50	25
MA1117	Medical Terminology I	1.50	25
MA1118	Medical Terminology II	1.50	25
MA1119	Medical Terminology III	1.50	25
MA1120	Medical Terminology IV	1.50	25
MA1121	Medical Terminology V	1.50	25
MA1122	Medical Administrative Procedures I	1.50	25
MA1123	Medical Administrative Procedures II	1.50	25
MA1124	Sim Chart	1.00	25
MA1125	Medical Coding and Billing	1.50	25
MA1126	Medical Emergencies	1.50	25
MA1127	Exam Prep	1.50	25
MA1128	Career Development	1.50	25
MA1201	Externship	6.50	200
	Total	50.00	950

Course Descriptions

MA1101 Infection Control and Safety
1.50 Quarter Credit Hours/25 Clock Hours

The student will participate in lecture, class discussion and practical procedures pertaining to infection control, medical, and surgical asepsis. Students will also gain an understanding of CLIA, CLC, and OSHA guidelines.

MA1102 Medical Law and Ethics
1.50 Quarter Credit Hours/25 Clock Hours

This course is designed to provide students with the legal and ethical practices within the medical field.

MA1103 Adult and Pediatric Vital Signs
1.50 Quarter Credit Hours/25 Clock Hours

This course will provide students with the knowledge and competencies to accurately check in and take vital signs on pediatric through geriatric patients.

MA1104 Integumentary System and Cells
1.50 Quarter Credit Hours/25 Clock Hours

Students will learn structures, functions and disorders of the integumentary system.

MA1105 Cardiovascular System
1.50 Quarter Credit Hours/25 Clock Hours

Students will learn structures, functions and disorders of the cardiovascular system, how to properly perform an electrocardiogram (EKG) and to distinguish between normal and abnormal EKG strips. Healthcare provider, CPR certification is included in this course.

MA1106 Nervous System
1.50 Quarter Credit Hours/25 Clock Hours

Students will learn structures, functions and disorders of the different nervous systems within the body.

MA1107 Digestive System and Nutrition
1.50 Quarter Credit Hours/25 Clock Hours

This course includes the study of the structures, functions and disorders of the digestive system. This includes an understanding of proper nutrition and how to provide patient education and dietary guidance.

MA1108 Immune and Endocrine Systems
1.50 Quarter Credit Hours/25 Clock Hours

Students will learn structures, functions and disorders of the immune and endocrine systems.

MA1109 Urinary and Reproductive Systems
1.50 Quarter Credit Hours/25 Clock Hours

Students will learn structures, functions and disorders of the urinary and reproductive systems. This includes how to properly set-up of a gynecologic exam, collect and perform a urine test, and how to perform a catheterization.

MA1110 Respiratory System
1.50 Quarter Credit Hours/25 Clock Hours

Students will learn the structures, functions and disorders of the respiratory system along with the different breathing tests performed.

MA1111 Musculoskeletal System
1.50 Quarter Credit Hours/25 Clock Hours

Students will learn the structures, functions and disorders of the skeleton and muscular systems. This course includes how to assist with physical therapy rehabilitation.

MA1112 HIPPA & Office Communication
1.50 Quarter Credit Hours/25 Clock Hours

Students will learn proper communication techniques with co-workers and patients to include the importance of privacy and security as it pertains to HIPPA guidelines.

MA1113 Pharmacology
2.50 Quarter Credit Hours/50 Clock Hours

Students will be taught how to properly administer and document medication, proper disposal techniques of needles and expired medications. This includes how to read and write prescriptions.

MA1114 Phlebotomy
2.50 Quarter Credit Hours/50 Clock Hours

Students will participate in lecture, class discussion and practical procedures pertaining to blood collection and proper tubing. This course includes microbiology.

MA1115 Minor Office Procedures
1.50 Quarter Credit Hours/25 Clock Hours

This course provides students with the knowledge and skills necessary to identify office surgical instruments, office procedure set-up, and sterilization techniques.

Course Descriptions

MA1116 Special Senses

1.50 Quarter Credit Hours/25 Clock Hours

Students will learn the structures, functions and disorders of the special senses to include how to administer an eye exam and flush the eyes and ears of debris.

MA1117 Medical Terminology I

1.50 Quarter Credit Hours/25 Clock Hours

This course will introduce the student to medical terminology using a systems approach. The student will learn basic and advanced root words, prefixes, suffixes and combining forms to build a vocabulary and apply in a medical setting.

MA1118 Medical Terminology II

1.50 Quarter Credit Hours/25 Clock Hours

This course will introduce the student to medical terminology using a systems approach. The student will learn basic and advanced root words, prefixes, suffixes and combining forms to build a vocabulary and apply in a medical setting.

MA1119 Medical Terminology III

1.50 Quarter Credit Hours/25 Clock Hours

This course will introduce the student to medical terminology using a systems approach. The student will learn basic and advanced root words, prefixes, suffixes and combining forms to build a vocabulary and apply in a medical setting.

MA1120 Medical Terminology IV

1.50 Quarter Credit Hours/25 Clock Hours

This course will introduce the student to medical terminology using a systems approach. The student will learn basic and advanced root words, prefixes, suffixes and combining forms to build a vocabulary and apply in a medical setting.

MA1121 Medical Terminology V

1.50 Quarter Credit Hours/25 Clock Hours

This course will introduce the student to medical terminology using a systems approach. The student will learn basic and advanced root words, prefixes, suffixes and combining forms to build a vocabulary and apply in a medical setting.

MA1122 Medical Administrative Procedures I

1.50 Quarter Credit Hours/25 Clock Hours

Students will participate in lecture, class discussion and practical procedures on how to properly manage hard copy medical records and gain an understanding of how an office operates efficiently as well as how to effectively manage the front reception area.

MA1123 Medical Administrative Procedures II

1.50 Quarter Credit Hours/25 Clock Hours

This course is designed to provide students with the history, background and purpose of a medical assistant. This course also teaches proper telephone techniques, appointment scheduling, and how to maintain office equipment.

MA1124 Sim Chart

1.00 Quarter Credit Hours/25 Clock Hours

This course provides students with the knowledge and skills to properly use electronic medical records.

MA1125 Medical Coding and Billing

1.50 Quarter Credit Hours/25 Clock Hours

This course provides the student with knowledge and basic skills of insurance billing and coding using ICD10 coding techniques.

MA1126 Medical Emergencies

1.50 Quarter Credit Hours/25 Clock Hours

Students will participate in lecture, class discussion and practical procedures on triage and identifying emergencies.

MA1127 Exam Prep

1.50 Quarter Credit Hours/25 Clock Hours

This course provides students with proper study habits, review, quizzes and practice tests to prepare for the national registry exams.

MA1128 Career Development

1.50 Quarter Credit Hours/25 Clock Hours

This course prepares students in workplace professionalism, resume writing, job search and interview skills.

MA1201 Externship

6.50 Quarter Credit Hours/200 Clock Hours

Upon successful completion of all lecture and practical skill components of the Medical Assistant program, students will complete an externship in a medical facility. Under facility supervision, students will perform administrative and clinical tasks learned in the program. Student's skill level progress, punctuality, attendance and professionalism will be evaluated on a weekly basis and upon completion of the externship.

Practical Nursing (AOS)

The Practical Nursing program is an Associate Degree in Occupational Studies and is designed to prepare the graduate to sit for the National Council licensure Examination (NCLEX) for Practical Nursing. Upon successfully passing the NCLEX the graduate will be prepared for an entry level position as a Licensed Practical Nurse in a variety of settings such as long-term care facilities, long term acute care facilities, hospitals, physicians offices etc.

The program prepares individuals to assist in providing basic medical care while working under the direction of a registered nurse, physician or dentist. The program is designed to prepare the graduate to effectively communicate with clients, families, and members of the healthcare team. Use critical thinking skills while taking vital signs, monitoring patient's health, providing wound care, administering medications, assisting patients with personal hygiene, doing routine lab tests, and providing status updates to RN's and doctors.

Clinical experiences of the program will provide the student opportunities to practice physical assessments, therapeutic communication, data collection, administer drug and IV therapy, with special considerations for working with children, pregnant patients, and the elderly. By the end of the program, the student will gain the knowledge, skills, and attitudes to confidently sit for the NCLEX-PN exam.

Course Outline

Course Number	Course Name	Quarter Credit Hours	Clock Hours
PN1101	Fundamentals of Nursing I	5.5	90
PN1102	Communications in Nursing	2.0	30
PN1103	Anatomy & Physiology I	4.0	60
PN1104	Dosage Calculations	4.0	60
PN1105	Introduction to Computers for Nursing	1.5	30
PN1106	Introduction to College Studies	2.0	30
PN1201	Fundamentals of Nursing II	7.0	120
PN1202	Anatomy & Physiology II	4.0	60
PN1203	Pharmacology I	5.5	90
PN1204	Clinical I- Basic Nursing	3.0	60
PN2101	Medical Surgical Nursing I	10	150
PN2102	Clinical II- Medical Surgical Nursing	6.5	120
PN2103	Pharmacology II	2.0	30
PN2104	Medical Surgical Nursing II	9	138
PN2105	Clinical III- Medical Surgical Nursing	5.0	96
PN2106	Mental Health Concepts	2.5	40
PN2107	Mental Health Concepts Clinical	1.0	24
PN2108	Transition to Practice	6.5	96
PN2109	Maternal/Newborn Nursing	4.0	64
PN2110	Pediatric Nursing	4.0	64
PN2201	Clinical IV- Leadership	3.5	72
	Total	92.5	1524

Course Descriptions

PN1101 Fundamentals of Nursing I

Prerequisites: None

5.50 Quarter Credit Hours/90 Clock Hours

This course introduces basic nursing concepts and skills of the Practical Nurse. The laboratory component of this course is designed to offer opportunity for the student to practice basic nursing skills including bed-making, personal hygiene, mobility, and safety measures.

PN1102 Communications in Nursing

Prerequisites: None

2.0 Quarter Credit Hours/30 Clock Hours

This course covers contemporary interdisciplinary communication in nursing, including medical terminology, interpersonal, intellectual, and written skills used within the healthcare setting.

PN1103 Anatomy & Physiology I

Prerequisites: None

4.00 Quarter Credit Hours/60 Clock Hours

This course covers the basics of human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and body systems.

PN1104 Dosage Calculations

Prerequisites: None

4.0 Quarter Credit Hours/60 Clock Hours

A review of basic math with an introduction to various math concepts used in medication calculation and administration.

PN1105 Introduction to Computers for Nursing

Prerequisites: None

1.50 Quarter Credit Hours/30 Clock Hours

This course is designed to introduce computer applications in Nursing. Examples include: electronic data collection, storage, electronic health records, personal health information; how to implement, manage, and secure computer-based patient record systems.

PN1106 Introduction to College Studies

Prerequisites: None

2.00 Quarter Credit Hours/30 Clock Hours

This course will assist student in coping with challenges of the nursing program, clarifying their goals and identifying their individual way of learning. Students will develop new learning strategies and skills that will help them succeed in a health science curriculum. Students will learn how critical thinking applies to everyday life and nursing clinical situations.

PN1201 Fundamentals of Nursing II

Prerequisites: All 1100 level courses

7.00 Quarter Credit Hours/120 Clock Hours

This course continues to build on basic nursing concepts and skills of the Practical Nurse. Basic nursing skills concepts of the nursing process, critical thinking, and documentation are examined. The laboratory component of this course is designed to offer the opportunity for the student to practice basic nursing skills including physical assessments, vital signs, medical asepsis, dressing changes, pain management, and nutrition.

PN1202 Anatomy & Physiology II

Prerequisites: All 1100 level courses

4.00 Quarter Credit Hours/60 Clock Hours

This course continues to cover the basics of human anatomy and physiology through the study of body systems.

PN1203 Pharmacology I

Prerequisites: All 1100 level courses

5.5 Quarter Credit Hours/90 Clock Hours

This course examines the legal implications of medication administration as a Practical Nurse. Pharmacokinetics, pharmacodynamics, and drug classifications will be explored. Various methods of medication administration and calculations will be learned. The laboratory component of this course emphasizes techniques involving the preparation and administration of medications.

PN1204 Clinical I- Basic Nursing

Prerequisites: All 1100 level courses

3.00 Quarter Credit Hours/60 Clock Hours

This clinical course emphasizes the development of basic nursing care and assessment. Application of nursing knowledge through the practice of clinical decision making, nursing assessment skills, and nursing interventions are explored.

PN2101 Medical Surgical Nursing I
Prerequisites: All 1100 and 1200 level courses
10.00 Quarter Credit Hours/150 Clock Hours

This course emphasizes the pathophysiological alterations as it relates to acute and chronic illness, nursing management, treatment, and interventions of body systems. The laboratory component of this course focuses on assessment techniques specific to acute and chronic illnesses of body systems.

PN2102 Clinical II- Medical Surgical Nursing
Prerequisites: All 1100 and 1200 level courses
6.50 Quarter Credit Hours/120 Clock Hours

This clinical course builds on the foundation of Medical Surgical I and the development of clinical decision making, nursing assessments, and interventions to promote the health of older adults.

P2103 Pharmacology II
Prerequisites: All 1100 and 1200 level courses
2.00 Quarter Credit Hours/30 Clock Hours

This course focuses on the pharmacotherapeutic concepts prescribed for various illnesses experienced across the lifespan while using a body systems approach.

PN2104 Medical Surgical Nursing II
Prerequisites: All 1100 and 1200 level courses
9.00 Quarter Credit Hours/138 Clock Hours

This course continues to build on the pathophysiological alterations as it relates to acute and chronic illness, nursing management, treatment, and interventions of body systems. The laboratory component of this course continues to build on assessment techniques specific to acute and chronic illnesses of body systems.

PN2105 Clinical III- Medical Surgical Nursing
Prerequisites: All 1100 and 1200 level courses
5.00 Quarter Credit Hours/96 Clock Hours

This clinical course continues to build on the theory and clinical practice from Medical Surgical II. Clinical decision making, nursing assessments, interventions, medication administration, and nursing care is emphasized.

PN2106 Mental Health Concepts
Prerequisites: All 1100 and 1200 level courses
2.50 Quarter Credit Hours/40 Clock Hours

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health.

PN2107 Mental Health Concepts Clinical
Prerequisites: All 1100 and 1200 level courses
1.0 Quarter Credit Hours/24 Clock Hours

In this clinical course, the application of therapeutic principles within a nurse-patient relationship in a psychiatric setting are explored.

PN2108 Transition to Practice
Prerequisites: All 1100 and 1200 level courses
6.50 Quarter Credit Hours/96 Clock Hours

This course aims to offer the student opportunities to gain knowledge and skills necessary to transition from student to practicing nurse.

PN2109 Maternal/Newborn Nursing
Prerequisites: All 1100 and 1200 level courses
4.0 Quarter Credit Hours/64 Clock Hours

This course focuses on the physiological, psychosocial, cultural and developmental needs of the maternal and child client. The laboratory component of this course focuses on assessment techniques specific to the maternal and newborn client. This course includes 18 hours of maternal and newborn clinical rotations.

PN2110 Pediatric Nursing
Prerequisites: All 1100 and 1200 level courses
4.00 Quarter Credit Hours/64 Clock Hours

This course focuses on the physiological, psychosocial, cultural and developmental needs of the well and ill child. The laboratory component of this course focuses on assessment techniques specific to the well and ill child. This course includes 18 hours of clinical rotations, with a pediatric population.

PN2201

Clinical IV- Leadership

Prerequisites: All 1100, 1200, and 2100 level courses

3.50 Quarter Credit Hours/72 Clock Hours

This clinical course continues to build on the theory and clinical practice from Medical Surgical I and II. Integration and consolidation of knowledge, skills, and abilities within the realities of the workplace is the aim of this course.

SURGICAL TECHNOLOGIST

The Surgical Technologist program is designed to prepare graduates, as an essential member of the surgical team, for entry-level positions in hospitals, surgery centers, and other various surgical settings. Students will learn the basic instruments, supplies, and equipment that will be necessary for all surgical procedures. Students will also learn relevant anatomy and medical terminology. Students will have an understanding of how to work quickly and effectively to anticipate the surgeon's needs during surgery. This includes knowledge of using aseptic technique, creating and maintaining a sterile field, providing pre-operative, intra-operative, and post-operative patient care, along with safe handling of specimens.

Central Oklahoma College is in the process of seeking programmatic accreditation for the Surgical Technologist program from the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The CAAHEP accreditation will allow graduates to be eligible to sit for the Certified Surgical Technologist (CST) Examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Graduates who attended Central Oklahoma College during the initial accreditation process will be eligible to sit for the CST examination, upon approval. Surgical Technologist graduates are eligible for employment in the state of Oklahoma without successful completion of the Certified Surgical Technologist (CST) examination.

Course Outline

Course Number	Course Name	Quarter Credit Hours	Clock Hours
ST1101	Introduction to Surgical Technology	1.00	15
ST1102	Strategies for Academic Success	1.00	15
ST1103	Medical Terminology	7.00	105
ST1104	Anatomy and Physiology	8.00	115
ST1105	Fundamentals of Surgical Technology	4.50	75
ST1106	Microbiology	9.00	130
ST1107	Disease and Pathophysiology 1	3.00	45
ST1108	Disease and Pathophysiology 2	5.50	80
ST1109	Surgical Procedures	9.00	150
ST1110	Career Development	1.00	20
ST1201	Surgical Externship 1	7.50	230
ST1202	Surgical Seminar 1	1.00	20
ST1203	Surgical Externship 2	7.50	230
ST1204	Surgical Seminar 2	1.00	20
	Total	66.00	1250

Course Descriptions

ST1101 Introduction to Surgical Technology
1.00 Quarter Credit Hour/ 15 Clock Hours

This course will introduce skills, behavior and knowledge related to the surgical technology field. Topics will include the surgery environment, safety standards, legal and ethical issues as well as the aseptic technique.

ST1102 Strategies for Academic Success
1.00 Quarter Credit Hour/15 Clock Hours

This course prepares students for academic success in the college classroom.

ST1103 Medical Terminology
7.00 Quarter Credit Hours/105 Clock Hours

In this course, students are introduced to medical terminology using a systems approach. The student will learn basic and advanced root words, prefixes, suffixes and combining forms to build a vocabulary to apply in a surgical setting.

ST1104 Anatomy and Physiology
8.00 Quarter Credit Hours/115 Clock Hours

Human anatomy and physiology is taught in this course. Students will learn anatomical terms, as well as the structure and organization of the body systems.

ST1105 Fundamentals of Surgical Technology
4.50 Quarter Credit Hours/75 Clock Hours

Through lecture and hands-on activities, students will gain the essential skills of the surgical technology field.

ST1106 Microbiology
9.00 Quarter Credit Hours/130 Clock Hours

This course covers the principles of microbiology.

ST1107 Disease and Pathophysiology 1
3.00 Quarter Credit Hours/45 Clock Hours

In this course, students will be introduced to human diseases and pathophysiology.

ST1108 Disease and Pathophysiology 2
5.50 Quarter Credit Hours/80 Clock Hours

This course continues the student's study of human diseases and pathophysiology.

ST1109 Surgical Procedures
9.00 Quarter Credit Hours/150 Clock Hours

Surgical procedures are covered in this course. Topics include related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment.

ST1110 Career Development
1.00 Quarter Credit Hour/20 Clock Hours

This course prepares students in workplace professionalism, resume writing, job search and interview skills.

ST1201 Surgical Externship 1
7.50 Quarter Credit Hours/230 Clock Hours

Upon successful completion of all the required coursework, students will complete an externship in a medical facility.

ST1202 Surgical Seminar 1
1.00 Quarter Credit Hour/20 Clock Hours

This course is designed to connect the externship experience to the core concepts of the surgical technology field. Preparation and review for the surgical technology licensing exam will also be covered.

ST1203 Surgical Externship 2
7.50 Quarter Credit Hours/230 Clock Hours

This course continues the externship experience for the student once the required coursework for the surgical technology program has been completed.

ST1204 Surgical Seminar 2
1.00 Quarter Credit Hour/20 Clock Hours

This course continues the connection of the externship experience to the core concepts of the surgical technology field. Preparation and review for the surgical technology licensing exam is also a focus in this course.

CONTINUING EDUCATION COURSES

BARBER CROSSOVER

The Barber Crossover course is designed to provide a current Oklahoma Licensed Cosmetologist with 300 hours of training specific to barbering techniques including shaving, clipper cuts and Cosmetology/Barber law. Upon successful completion of the Barber Crossover course and passing state board Barber examinations, individuals will be dual licensed in both Cosmetology and Barbering.

COSMETOLOGY CROSSOVER

The Cosmetology Crossover course is designed to provide a current Oklahoma Licensed Barber with 300 hours of training specific to cosmetology techniques including manicuring, pedicuring and Cosmetology/Barber law. Upon successful completion of the Cosmetology Crossover course and passing state board Cosmetology examinations, individuals will be dual licensed in both Cosmetology and Barbering.

An individual holding a current Oklahoma Barber or Cosmetology Master Instructor License and completes a crossover course will be eligible to submit an application for examination by the Oklahoma State Board of Cosmetology and Barbering. Upon successful passing the board exam, individuals will be considered licensed as a Master Instructor to teach both Barber and Cosmetology.

All course work meets minimum curriculum requirements and is approved by the Oklahoma State Board of Cosmetology & Barbering. Central Oklahoma College is licensed by the Oklahoma Board of Private Vocational Schools (OBPVS).

ADMISSIONS REQUIREMENTS

1. Graduation from a state approved high school, or;
2. Certificate of High School Equivalency, and;
3. Provide proof of current Oklahoma State Board of Cosmetology & Barbering licensure.

Foreign High School Diploma or Transcript

Central Oklahoma College will accept a high school diploma or transcript from a foreign school if it is equivalent to a U.S. High School Diploma. In all cases, 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 evaluating service.

ADMISSIONS PROCEDURE

1. Tour of the facility and interview with an admissions representative.
2. Complete an application for admission.
3. Remit a \$25 registration fee.

Each candidate for admission is considered without regard to race, color, national origin, sex, age, or disability. Central Oklahoma College complies with the provision of Title IV of the Civil Rights Acts of 1964 and 1974 and the Rehabilitation Act of 1973.

Barber and Cosmetology Crossover course Student Registration

Upon enrollment, each student is required to register with the Oklahoma State Board of Cosmetology and Barbering. Central Oklahoma College provides the registration form for students to complete, payment of the \$5.00 fee, and submits to the board.

EXAMINATION AND LICENSING REQUIREMENTS

Upon successful course completion, individuals are eligible to submit an application for examination for licensing by the Oklahoma State Board of Cosmetology and Barbering. After successfully completing the written and practical exams, a license will be issued.

This is in accordance with the Oklahoma State Board of Cosmetology and Barbering, Rules & Regulations and Licensing procedures.

Passing grades for the written and practical State Board Examinations:

- Barber License 75%
- Cosmetology License 75%
- Master Instructor 75%

Exam and Annual fees charged by State Board:

- Examination Registration \$35.00
- Barber License \$25.00
- Cosmetology License \$25.00
- Master Barber Instructor License \$50.00
- Master Cosmetology Instructor License \$50.00

REFUND POLICY

The Refund Policy applies to all terminations for any reason, by either party, including student decision, expulsion, course or program cancellation, or College closure.

Central Oklahoma College courses under 600 clock hours are not eligible for Title IV funds or other financial aid. Refunds will be calculated using the Institutional Refund Policy as defined below.

Cancellation

An applicant rejected by the College will be refunded of all monies paid.

All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment.

If a student cancels their enrollment after the three day cancellation period, but prior to starting classes, they shall be entitled to a refund of all monies paid to the College less the registration fee of \$25.00.

Withdrawal After Commencement of Classes

Institutional Refund Policy:

Enrollment time for refund computation purposes is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance. Applicable refunds due to the student will be made within 30 days of the students' cancellation or withdrawal date determination.

- During the first week of class, but after the three day cancellation period, entering school and starting the course of training, the College shall retain 10% of the tuition contract price, but in no event more than \$350.00.
- During the first 25% of a payment period, the College retains 25% of tuition charged in the payment period, plus any previous payment.
- During the second 25% of a payment period, the College retains 50% of the tuition charged in the payment period, plus any previous payment period costs.
- After more than 50% of a payment period, the College retains 100% of the tuition charged in the payment period, plus any previous payment period costs.
- Special cases. In case of student prolonged illness or accident, death in the family, or other extreme circumstance that makes it impossible or impractical to complete the course, the College shall make a settlement, which will be fair and reasonable to both parties.
- Discontinued class. If a class is discontinued by the College while students are still enrolled in that class, and the College is still offering training in other areas, all tuition monies (student loan, grant, etc.) paid to the College for students enrolled in the class will be refunded.
- Extra Expenses.
 1. Books and supplies are included in the cost of tuition and non-returnable; therefore, no refund is allowed.
 2. Students failing to complete the program as contracted shall be assessed fees according to the College refund policy after the Federal Return of Title IV Refund Policy has been applied.

Withdrawal Policy

Official Withdrawal: Any student wishing to withdraw should do so by contacting the College and completing withdrawal paperwork.

Unofficial Withdrawal: If a student fails to attend class, without notification, within a 14 calendar day period, he/she will be considered a withdrawal and terminated from the program.

Return of Title IV Refunds Policy:

(Complete policy requirements can be found in the Financial Aid Office):

This policy only applies to students receiving Federal Title IV funds or other Federal Financial Aid who withdraw officially, unofficially or fail to return from a leave of absence or dismissed from enrollment at the College.

The calculated amount of the Return of Title IV (R2T4) funds that are required for the students affected by this policy are determined according to the amount of time a student spent in academic attendance, and the total aid received. Title IV funds are awarded to the student under the assumption that he/she will attend the College for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined by a specific formula based on a pro-rata basis. If the amount disbursed is greater than the amount earned by the College, unearned funds must be returned.

Central Oklahoma College will return unearned aid in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Plus Loans
4. Federal Pell Grant

The College has 45 days from the date that it determines the student withdrew to return all unearned funds for which it is responsible.

The College is required to notify the student if they owe a repayment via written notice.

All Federal Aid Disbursements will be applied to the student's financial ledger until all school tuition and fees are paid in full. Credit balances noted on a student's ledger will be reconciled within 14 days of occurring; reconciliation of a credit balance will be in accordance with 34 CFR Return of Title IV funds.



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