

Oklahoma State University Correspondence Education



<i>Table of Contents</i>	<i>Page</i>
<u>General Information</u>	3
Academic Integrity	3
Enrollment	3
Completion Time	4
Contacting Your Instructor	4
Credit	4
Disclaimer	5
Extensions	5
Grades	5
Reenrollment	5
Temporarily/Permanently Closed Courses	5
Transcripts	5
<u>Financial Information</u>	6
Financial Aid	6
Materials	6
Overpayment Refunds	6
Resubmitting Assignments	6
Transfers	7
Tuition and Fees	7
<u>Course Procedures</u>	8
Examinations	8
Materials	9
Meeting Deadlines	10
Writing Assignments	10
<u>University Services</u>	12
Employee Tuition Assistance Plan	12
Military Personnel	12
Students with Disabilities	12
Vocational Rehabilitation	12
<u>Frequently Asked Questions</u>	13
<u>College Credit Courses</u>	14 – 26
OCampus	18
<u>Continuing Education Credit Courses</u>	27 – 28
<u>Online Non-Credit Courses and Certificates</u>	29
The Center for Legal Studies	29
Health Ed Today	30

NOTE:

An official name change occurred on 08/01/11.

However, some materials may still say Independent Study.

Contact Information:

Oklahoma State University

Correspondence Education

309 Wes Watkins Center

Stillwater, OK 74078-4061

Phone: (405) 744-6390

Fax: (405) 744-3420

E-mail: ics-inf@okstate.edu

Website: <http://ce.okstate.edu>

Facebook: Correspondence Education – Oklahoma State University



General Information

Academic Integrity

Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration on homework or assignments, plagiarism, multiple submissions of the same assignment, cheating on examinations, fabricating information, helping another person cheat, having unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: completing a substitute examination, quiz, or assignment; receiving a failing grade on an assignment, examination, or course; receiving a notation of a violation of academic integrity on your transcript ("F!"); and being suspended from the University. You have the right to appeal the charge.

Office of Academic Affairs
101 Whitehurst
Stillwater, OK 74078
(405) 744-5627, or go to
<http://academicintegrity.okstate.edu/>



Enrollment

The Correspondence Education (CE) Office offers two enrollment options by which you may take courses:

1. Yearlong Open Enrollment

Admission to the University is not required for enrollment in yearlong courses and they can be started at any time during the year, with 12 months to complete. Conversely, enrollment in these undergraduate-level courses does not constitute admission to OSU. Therefore, academic credit will not be applicable toward a degree or toward graduation at OSU until you have been formally admitted to OSU and have secured the approval of the appropriate academic officer for such credit. Up to one-fourth of the required hours for an OSU degree may be taken through the CE Office.

2. Semester-Based Enrollment

Students must be admitted to OSU and enroll through regular campus registration to take semester-based courses. Semester-based courses offered by the CE Office are resident credit and are treated the same as any other on-campus courses insofar as financial aid, enrollment, and drop/withdrawal date periods. Courses must be completed within the semester enrolled. Call the CE Office to see what courses are currently offered in the semester-based format, or go to <http://ocampus.okstate.edu/>.

All course guides are purchased through the CE Office. Assignments and exams are coordinated through the CE Office. The proper texts can be purchased elsewhere.

Completion Time

- **Yearlong Open Enrollment**

You have one year from your registration to complete a yearlong course. Your official completion date is the day the final exam is taken or the last assignment has been submitted—whichever comes last. If you have not completed the course within one year of your enrollment and no extension is obtained (see below), your enrollment is canceled and no academic report is made, nor refunds given.

- **Semester-Based Courses**

Students must complete semester-based courses during one OSU campus semester, usually consisting of 16 weeks during the fall and spring and eight weeks during the summer. If not completed or dropped during the drop/add period, students will receive an F for the course. Semester-based courses must be completed by the designated deadline for that course.

Contacting Your Instructor

As you complete your writing assignments and exams, you may have questions about the course content or procedure. If the CE staff cannot answer your questions, contact your instructor. If you have a question regarding contacting an instructor, call CE. Most of the instructors for CE courses are professional educators, working on campus in full-time positions. Please respect arrangements for contacting them.

Credit

- **OSU College Credit**

Credit is awarded for the semester in which the course work is completed. College credits are based on semester credit hours. After the instructor has assigned the final course grade, the grade is forwarded to the Registrar for posting on an official Oklahoma State University transcript. Credit earned through the CE Office may be applied toward a degree at another university. Check with your advisor at your university to verify their policies governing the acceptance of credit earned from the CE Office at Oklahoma State University before enrolling.

Yearlong courses are not considered residence credit at OSU. Therefore, credit hours for yearlong courses are not included in semester credit hours. Consider this if you need to maintain a certain number of credit hours for financial aid or full-time status.

- **Continuing Education Credit**

After successfully completing the work in a continuing education course, you will receive a certificate of completion from the CE Office at OSU showing the number of Continuing Education Units (CEUs) you have earned. The CE Office keeps a permanent record of CEUs earned in this manner. Upon request, college credit courses may be taken for continuing education credit rather than for college credit, but not for both. You may not change the credit to be awarded after starting the course.

Disclaimer

The CE Office reserves the right to change course instructors, revise courses and change textbooks, discontinue courses, and adjust costs as circumstances warrant and without notice. For the latest information, call the CE Office at (405) 744-6390.

Extensions

If you are unable to complete a yearlong course within the allotted 12-month time period, you may be able to purchase a non-refundable one-, two-, or three-month extension, depending on course availability. The extension begins the day after your 12 months expire. To apply for an extension, contact the CE Office (405) 744-6390.

Extensions do not apply to semester-based courses offered by CE.

Grades

In both yearlong and semester-based courses, the course guide describes the grading criteria for your particular course. Your final grade will be recorded after you complete all assignments and exams or the final project. After completion of the course, your instructor will calculate a final grade. The CE Office will notify you of that grade through a letter by U.S. mail. No yearlong final grade will be recorded if all course requirements are not completed within the allotted enrollment period.

- **Confidentiality and Grades**

The CE Office at OSU respects the privacy of students. **No grade information will be disclosed by telephone or email.** Students requesting information in person at the CE Office must present photo identification.

Reenrollment

If dropping a course and reenrolling at a later date, all assignments/exams must be resubmitted.

Temporarily/Permanently Closed Courses

It may be necessary to close a course temporarily or permanently. Tuition and material fees received for unavailable courses will be refunded in full, or, if requested, transferred to another course of equal value.

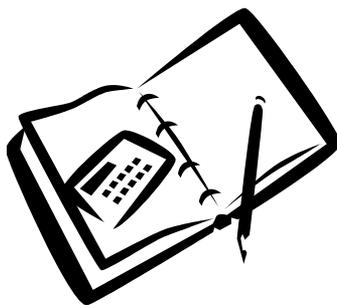
Transcripts

Earned college credit is recorded on an official OSU transcript. Admitted students can request transcript copies at:

Registrar: Transcripts Section
322 Student Union
Stillwater, OK 74078
(405) 744-8426

Or log into the Student Information System (SIS) and select "Student Records—Official Transcript Request."

Non-admitted students can access transcript requests at:
www.okstate.edu/registrar/TranscriptRequest.html



Financial Information

Financial Aid

Financial aid is not available through the CE Office. Contact your institution's financial aid office for pertinent information.

Materials

All print-based courses require purchasing a CE course guide from CE. Other materials that may be required for courses in any format may include textbooks, handbooks, workbooks, CD-ROMs, DVDs, material packets, and/or lab kits. Internet/Web courses require basic computer access. Full payment for materials is required at enrollment. Submit all payments by personal check, cashier's check, or international postal money order payable (in U.S. dollars) to Oklahoma State University, or you may charge your Visa/MasterCard. We charge \$25 for each returned check.

We cannot repurchase course guides, handbooks, workbooks, texts, www access, CD-ROMs, DVDs, materials packets, or lab kits. The CE Office cannot sell materials to non CE students.

Materials Shipping and Handling Charges

- ✓ Within the continental US, course materials are sent first class mail by United Parcel Service (UPS) at current prices (call (405) 744-6390 for those). Any additional charges will be billed when materials are sent. A signature will be required at delivery.

- ✓ Materials sent to APO and FPO mailing addresses will be shipped by United States Postal Service (UPS) at current prices (call (405) 744-6390 for those).
- ✓ Incorrect address or returned package charges will be billed to the student.
- ✓ For express delivery in the U.S., contact CE for pricing.
- ✓ Materials mailed outside the continental U.S. have a special shipping charge of \$55 for each course. (There may be additional fees for the return mailing of all assignments and exams.)
- ✓ Students in a foreign country must wait 90 days before requesting a duplicate shipment, even if the original shipment was sent by airmail.
- ✓ Materials lost in shipping are replaced at no cost after the appropriate waiting period.
- ✓ Duplicate shipments are delivered by the same method as the original shipment unless the CE Office is specifically directed to ship by some other method.

Overpayment Refunds

Overpayments in excess of \$5 are refunded.

Resubmitting Assignments

We encourage you to do your best work on all assignments submitted for grading. Occasionally, instructors will ask you to redo an assignment. A regrading fee of \$15 is required at the time of resubmission.

Transfers

Within 30 days of enrollment, you may transfer your enrollment from one course to another by paying a \$25 transfer fee plus the cost of grading on any previously submitted assignments, the cost difference in course guides (first course guide must be returned in person or at student's expense in "like-new" condition), and shipping charges. Tuition cannot be transferred from one student to another. **Transfers do not apply to CE semester-based courses.**

0 – 30 days	100% of tuition minus the cost of any grading
31 – 45 days	50% of tuition minus the cost of any grading
46+ days	No refund

Tuition and Fees

For current CE tuition and fees information, see the Price Information sheet enclosed with this catalog. If the current month/year is not printed at the top, e-mail ics-inf@okstate.edu, visit <http://ce.okstate.edu>, or call (405) 744-6390 for the latest information.



- **Tuition Refunds for Semester-Based Enrollments**

When you withdraw from, or drop, a semester-based course, your refund will be in keeping with OSU policy and will be processed by the Bursar's Office after you have completed the necessary steps as outlined in the OSU schedule of classes. No refunds are given on shipping.

- **Tuition Refunds for Yearlong Enrollments**

When you withdraw from, or drop, a yearlong course, your refund is based upon the time elapsed since the date of your enrollment. The refund process requires 4 – 6 weeks. **No refunds** are given on course extensions, course guides, administrative fees, or shipping. Additionally, the type of refund you receive is dependent on how you paid for the enrollment.

Course Procedures

Examinations

Examinations or equivalent projects are required for all courses and comprise a substantial part of the final grade. The number of examinations for each course is stated in the course description. It is a requirement for some courses and recommended for all other courses that all pertinent writing assignments are submitted and returned before an exam can be taken in the office or sent to your approved proctor. You are notified of exam grades, but no exams are returned to you. You may review your graded examinations in the CE Office. You do not need an appointment. Come to the office during business hours, making sure you allow enough time to complete your exam before the office closes. Photo identification, such as a driver's license or student ID, is required.

• On-Campus Students

If you are an OSU student or live in the Stillwater area, we require that you take your examinations in the CE Office. Come to the office during business hours, making sure you allow enough time to complete your exam before the office closes. Photo identification, such as a driver's license or student ID, is required.

• Off-Campus Students

To take your examinations at locations other than the Oklahoma State University main campus located in Stillwater, you must secure permission from the individual who will proctor your exam before requesting the exam (see Approved Exam Proctors below). Exam requests are included in each course guide. Exams are sent to proctors by mail only; allow 2 – 3 weeks for delivery. When you have

completed the exam, your proctor will send it back to our office. Exams cannot be faxed or sent by email. If there is a doubt about the originality of a student's work, CE reserves the right to require the student to come to the CE Office to take any exam.

You may also request exams by mail, fax at (405) 744-3420, or e-mail to ics-stu@okstate.edu. Include all required information, including the name of a proposed exam proctor, so that proctor can be approved by CE.

• Approved Exam Proctors

Students must take examinations under the supervision of an approved proctor, who must certify that the exam was completed without the assistance of books, notes, or any other outside help unless otherwise stated on the exam. Exams must be administered and proctored by the following who will require a picture ID:

- ✓ Company Education Coordinator;
- ✓ Qualified person at another university or college, such as a Dean or Registrar; or Testing Center and Independent Study Office personnel;
- ✓ High School Principal, Superintendent, or Counselor;
- ✓ Full-time school or public librarian, embassy official, or hospital education directors;
- ✓ County Extension Agent;
- ✓ Military Education Officer; or
- ✓ Personnel/Human Resource Manager.

Your proctor cannot be a relative of yours.

Contact CE, (405) 744-6390, for more details.

Materials

Course materials vary within individual courses. All courses, with the exception of some Internet/web courses, require the purchase of a CE course guide. Other materials may include textbooks, handbooks, workbooks, CD-ROMs, DVDs, material packets, or lab kits. The cost of new course materials is given on the update sheet, or CE website: ce.okstate.edu. Full payment for materials is required at enrollment. **Prices listed for materials may change without notice.** Check the most recent update sheet, or website, or call the office for current information before sending a check, money order, or cashier's check. We cannot sell course materials to persons not enrolled in our course(s).

- **Textbooks**

When enrolling in a course, the appropriate textbook(s) may be included in the course materials, **if stocked by the CE Office**. If used texts are available and requested, the materials cost will be adjusted accordingly. If you already have the correct edition of a required textbook, or care to purchase it elsewhere, you may do so. **Not all CE courses have the same text as their on-campus counterpart.** Regardless of where you purchase your texts, all students **must** purchase the course guide through Correspondence Education.

- **Course Guides**

Each CE course has been specifically designed for use by students who are studying independently. The course guide serves as a road map where courses are divided into lessons. A typical lesson includes learning objectives, an introduction or a discussion, a reading assignment, study activities, and a writing

assignment that is submitted to the course instructor through the CE Office for grading.

- **Audio Supplements**

Some courses still require accompanying instructional or conversational CDs. Instructional CDs provide directions on completing text exercises and/or answers to those text exercises, while conversational CDs supply pronunciation and controlled practice as well as listening comprehension and writing skills. According to your particular course guide, blank CDs may be purchased from CE or from any discount store. It will normally be returned to you.

- **CD-ROMs/DVDs**

CD-ROMs and DVDs provide a rich, expanded multi-media environment that supplements and enhances traditional materials. Students can receive educational opportunities on their own computers, on demand any time, and at their own pace. These CD-ROMs and DVDs often come shrink-wrapped with textbooks.

- **OSU Desire to Learn (D2L)**

If courses have a D2L computer component, you will be given access instructions at the time of enrollment.



Meeting Deadlines

For semester based courses, all assignments and exams must be completed by the last day of the semester. The final grade should normally be available in two weeks.

In general, you should realize that staff and instructors are often busier at the end of semesters and are not always immediately available during other university breaks, holidays, and summer sessions. You should not expect prompt grading if assignments and exams are not submitted in ample time to be evaluated. **Refer to the Guidelines Sheet given to you at the time of enrollment for specific dates.**

We advise those graduating OSU seniors who enroll in yearlong courses to complete their work at least four weeks before graduation. They should also check with the Registrar's office to make sure a current diploma application is on file. See university Academic Regulations, Section 7, in the *OSU Catalog*, for complete information.

Writing Assignments

Instructors are allowed two weeks from receipt at CE for grading, so please give three weeks for the return of your graded assignments. **Be sure to make a copy of your writing assignment before submitting to CE.** To receive the maximum educational benefit from your course, we recommend that you submit the first assignment by itself. Once the first graded assignment is returned to you, you may then submit up to three assignments in seven days, although a few courses require you to submit one assignment at a time. (Check your course guide for individual, specific course requirements.)

All assignments submitted as hard copy requiring the detachable writing assignment cover sheet from the course guide must:

- ✓ Have the cover sheet as the top page with your complete name.
- ✓ Be folded in thirds and placed in an envelope.
- ✓ Have the course ID number and assignment number(s) in the bottom left corner of the envelope (if using an envelope).

• In Person Submission

You may bring your assignments to the CE Office (309 Wes Watkins Center) in person and place them in the designated area or in the white CE drop box located on the north side of the Wes Watkins Center outside the back door.

• Fax Submission

You may fax your assignments to CE if you have made arrangements in advance. Please include the assignment cover sheet and number the pages. Faxed assignments should be typed or in black ink (if submitting tables, graphs, or graphics, clear readable copies must be used). If the instructor or office staff cannot easily read the materials, they will be returned ungraded. Your name and the course number should be on each faxed page. The CE fax number is (405) 744-3420.



- **Mail Submission**

CE pays returned graded assignment postage to addresses within the continental United States and to APO and FPO addresses. You will be billed the amount for any costs in excess of the general shipping charges described under the "Financial Information" section of this catalog. All assignments must have the cover sheet from the course guide as the top page and be submitted in an envelope and:

- ✓ Have your complete name and return address in the upper left corner.
- ✓ Have the course ID number and assignment number(s) in the bottom left corner.
- ✓ Be folded in thirds and placed in the envelope. More information is given in detail in the course guide. See the example below.
- ✓ Be weighed so that the proper postage can be affixed. The U.S. Postal Service will not deliver mail that has postage due.

JANE DOE
52858 DREAMSCAPE CIRCLE
HEAVENLY CA 10317

OKLAHOMA STATE UNIVERSITY
CORRESPONDENCE EDUCATION
309 WES WATKINS CENTER
STILLWATER OK 74078-4061

COURSE NUMBER (i.e., POLS 3613A)
ASSIGNMENT 1

- **Email Submission**

Contact the CE Office by phone (405) 744-6390 or email ics-stu@okstate.edu to find out if your course accepts assignments via email, as not all courses do. Be sure to keep a copy of your assignment. Students are responsible for their own email service.

- ✓ **E-mailing Assignments:** In the subject line, type your name, the course prefix, the course number, and the writing assignment number. On the top line of your message, type your name and on the second line, your e-mail address. If you are typing your assignment in the body of your e-mail message, number each question clearly and leave two blank lines (two returns) between each answer. If you are sending assignments as attached files, list the name and type of each file in the body of your e-mail message.
- ✓ **Attached Files:** You may be able to draft your assignments using your computer's word processing capability and attach these files to your e-mail message. Such files should be saved as Word documents unless other types of files have been approved. If graphics files are permitted, please keep them as files separate from the text files. (Be sure to always include in the body of the e-mail message your name, e-mail address, and a list of any file names and types attached.) Include your name, course prefix and number, and assignment number in the body of any other files when possible.



University Services

Employee Tuition Assistance Plan

If your employer participates in an employee assistance plan, please include with your enrollment application a letter printed on company letterhead detailing what they will pay. Their letter should include the following information: your name and Social Security number, the company name, the course name and number, the amount of tuition they will pay, the amount applied toward course materials, and an address for us to send an invoice. Billed amounts are payable upon receipt of invoice. Sending the application form without this paperwork will delay your enrollment in the course. We do not accept faxed or copied letters for payment.

Military Personnel

- **Veterans**

All college credit courses listed in this catalog are approved for veterans and other eligible persons covered in the provisions of the G.I. Bill. Under the terms of this approval, these courses are considered independent study courses for the Veterans' Administration (VA) purposes. For full details on benefits, contact your local VA office or:

OSU Veterans' Liaison Office
322 Student Union
Stillwater, OK 74078
(405) 744-6868

- **DANTES**

Unique continuing education opportunities are offered to active military

personnel through the CE Office. OSU is a regionally accredited institution offering collegiate home-study courses through Defense Activity for Non-Traditional Education Support (DANTES). Several categories of military assistance are available under DANTES. Each branch of the service maintains its own payment policy. Contact your education officer or nearest Military Education Center concerning individual veteran or tuition-supported enrollments. Course and registration listings are found in the DANTES *Independent Study Catalog*.

Students with Disabilities

Students with disabilities should call or write the CE Office before enrolling to ensure that any special needs can be met. Although all students are subject to established academic requirements, CE staff will make a reasonable effort to accommodate students with disabilities.

Vocational Rehabilitation

If vocational rehabilitation will financially assist you, please include with your enrollment application a letter printed on their letterhead detailing what they will pay. Their letter should include the following information: your name and Social Security number, the course name and number, the amount of tuition they will pay, the amount applied toward course materials, and an address for us to send an invoice. Sending the application form without this paperwork will delay your enrollment in the course. We do not accept faxed or copied letters for payment.

Frequently Asked Questions

How many courses may I take at once?

There is no limit to the number of courses you may take at once, but we recommend no more than two at a time. You should take into consideration your workload, activities, and other commitments.

How long does it take to complete a Correspondence Education course?

How long you take to complete a course depends completely on you—how motivated you are and how many other commitments you have. However, since CE courses are designed to cover a full semester of material, it normally takes a minimum of 12 to 16 weeks to complete a 3-hour course. Additionally, the OSU Registrar's Office requires that a student be enrolled for at least 30 days from enrollment date to completion date.

Why aren't some of the courses listed in the catalog offered?

The CE catalog is printed once a year. Courses that are anticipated being available during the year are included at that time. If you have questions about availability, call (405) 744-6390 or visit our Website at <http://ce.okstate.edu>. Courses close when they are undergoing revision, if a new edition of the textbook will be used in the near future, or if the instructors are unable to teach the course for the time being.

What do I do if my course has prerequisites I have not yet taken?

Prerequisites are geared toward OSU students, but they may apply at other schools. You should discuss the prerequisites with your advisor at your institution.

How and where do I take my exams?

If you are an OSU student and live in the vicinity of Stillwater, we request you come to the CE Office with your photo for identification. Please allow enough time to complete your exam before the office closes.

To take exams elsewhere, you must secure a proctor who is approved by CE. Exams are mailed to the proctor. After the exam is completed, the proctor will send it back to our office.

What is a proctor?

A proctor is someone who supervises test administration if the student is unable to come to the OSU Stillwater campus to take the test.

I've sent my request for an exam, but my proctor hasn't received it yet. What do I do?

After requesting an exam, allow at least two weeks for the exam to arrive. If that time period has passed and your proctor still has not received your exam, please call the CE Office and ask to speak with the Testing Supervisor. Exams are **not** faxed or emailed to proctors.

College Credit Courses

General Education Codes: Courses that can be used to fulfill general education requirements are identified by the following code letters that appear preceding the course titles:

A – Analytical and Quantitative Thought
D – Diversity
H – Humanities
I – International Dimension
L – Scientific Investigation
N – Natural Sciences
S – Social and Behavioral Sciences

ANIMAL SCIENCE

- **ANSI 1124: Introduction to the Animal Sciences**
Species adaptability, product standards and requirements, areas and types of production, processing and distribution of products, includes meat animals, dairy and poultry. (OSU Animal Science courses are approved for continuing education credit by the Oklahoma State Board of Veterinary Medical Examiners.)
Prerequisite: None
4 Semester Credit Hours; Assignments: 11; Exams: 7
- **ANSI 2123: Livestock Feeding**
Nutrients and their functions, nutrient requirements of the various classes of livestock; composition and classification of feed stuffs and ration formulation. Not required of animal science majors. (OSU Animal Science courses are approved for continuing education credit by the Oklahoma State Board of Veterinary Medical Examiners.)
Prerequisite: None
3 Semester Credit Hours; Assignments: 15; Exams: 4
- **ANSI 3423: Animal Genetics (Web)**
The basic principles of heredity including: kinds of gene action, random segregation, independent assortment, physical and chemical basis of heredity, mutations, sex-linkage, chromosome mapping, multiple alleles and chromosomal abnormalities. Also a brief introduction to quantitative inheritance and population genetics. (OSU Animal Science courses are approved for continuing education credit by the Oklahoma State Board of Veterinary Medical Examiners.)
Prerequisite: BIO 1114 (Introductory Biology) or equivalent.
3 Semester Credit Hours; Assignments: 12; Exams: 4

- **ANSI 3543: Principles of Animal Nutrition**
Basic principles of animal nutrition including digestion, absorption and metabolism of the various food nutrients; characteristics of the nutrients; measure of body needs; ration formulation. (OSU Animal Science courses are approved for continuing education credit by the Oklahoma State Board of Veterinary Medical Examiners.)
Prerequisite: CHEM 1215 (General Chemistry) or equivalent.
3 Semester Credit Hours; Assignments: 13; Exams: 5
- **ANSI 3753: Basic Nutrition for Pets**
Nutrients, nutrient requirements, feeding practices, food sources and diet management for pets and companion animals as well as exotic animals and birds. (OSU Animal Science courses are approved for continuing education credit by the Oklahoma State Board of Veterinary Medical Examiners.)
Prerequisite: None
3 Semester Credit Hours; Assignments: 13; Exams: 4
- **(I) ANSI 3903: Agricultural Animals of the World**
The production and utilization of agricultural animals by human societies. (OSU Animal Science courses are approved for continuing education credit by the Oklahoma State Board of Veterinary Medical Examiners.)
Prerequisite: None
3 Semester Credit Hours; Assignments: 15; Exams: 3

ELECTRICAL ENGINEERING TECHNOLOGY

- **EET 1104: Fundamentals of Electricity**
Elementary principles of electricity covering basic electric units. Ohm's law, Kirchoff's law, circuit solutions, network solutions, magnetism, inductance and capacitance. Materials include home lab kit.
Prerequisite: MATH 1513 (College Algebra) or equivalent
4 Semester Credit Hours; Assignments: 12; Exams: 3

ENGLISH

- **ENGL 1113: Composition I**
The fundamentals of expository writing with emphasis on structure, development and style. Not recommended for students whose native language is not English. Course structure builds on successive assignments so all assignments must be submitted one at a time. Typewriter or computer with printer required.
Prerequisite: None
3 Semester Credit Hours; Assignments: 15; Exams: 1

- ENGL 1213: Composition II**
 Expository composition with emphasis on technique and style through intensive and extensive readings. Not recommended for students whose native language is not English. Course structure builds on successive assignments so all assignments must be submitted one at a time. Typewriter or computer with printer required.
Prerequisite: ENGL 1113 (Composition I) or ENGL 1123 (International Freshman Composition I) or ENGL 1313 (Critical Analysis and Writing I) or equivalent.
3 Semester Credit Hours; Assignments: 17; Exams: 1
- (D, H) ENGL 2413: Introduction to Literature**
 Fiction, drama/film and poetry. Written critical exercises.
Prerequisite: None
3 Semester Credit Hours; Assignments: 14; Exams: 2
- (D) ENGL 2773: Survey of American Literature I**
 The Puritans through the Romantic period. Typewriter or computer with printer required.
Prerequisite: None
3 Semester Credit Hours; Assignments: 12; Exams: 2
- (D) ENGL 2883: Survey of American Literature II**
 The Romantic period to the present.
Prerequisite: None
3 Semester Credit Hours; Assignments: 15; Exams: 3
- ENGL 3030: Fiction Writing**
 Directed readings and practice in writing fiction with special attention to techniques. Typewriter or computer with printer required.
Prerequisite: ENGL 2513 (Introduction to Creative Writing) or equivalent.
3 Semester Credit Hours; Assignments: 10; Exams: 0
- ENGL 3040: Poetry Writing (Computer-assisted)**
 Directed readings and practice in writing poetry with special attention to techniques. Course supplemented with CD. Typewriter or computer with printer required.
Prerequisite: ENGL 2513 (Introduction to Creative Writing) or equivalent; CD-ROM required.
3 Semester Credit Hours; Assignments: 10; Exams: 0
- ENGL 3323: Technical Writing**
 Applied writing in areas of specialization. Intensive practice in professional writing modes, styles, research techniques and editing for specialized audiences and/or publications. Typewriter or computer with printer required.
Prerequisite: ENGL 1113 (Composition I), ENGL 1213 (Composition II) or ENGL 1313 (Critical Analysis and Writing) or equivalent and junior standing.
3 Semester Credit Hours; Assignments: 16; Exams: 2

- **(H) ENGL 3333: Short Story**
Origins, development, theory and craft of the short story.
Prerequisite: None
3 Semester Credit Hours; Assignments: 14; Exams: 2
- **(H) ENGL 4723: Studies in Shakespeare**
Focus on advanced topics in major plays and selected criticism.
Prerequisite: None
3 Semester Credit Hours; Assignments: 15; Exams: 2

FOREIGN LANGUAGES AND LITERATURE

- **FLL 3500: Independent Study in a Modern Foreign Language**
FLL is designed for anyone wishing to acquire a reading knowledge of French, but is especially aimed at students pursuing advanced degrees whose departmental policies require sufficient knowledge of how the language works to read and understand articles in French in their field of study. This ability is most often tested by having students translate short passages of French into natural, colloquial English. Typewriter or computer with printer required.
Prerequisite: None
3 Semester Credit Hours; Assignments: 3; Exams: 3



**Need Paralegal Training?
See Page 29!**

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**Health Care Training on
Page 30!**

FIRE PROTECTION AND SAFETY TECHNOLOGY

- **FPST 2050: Studies in Loss Control: Basic Principles of Automatic Fire Sprinkler Protection**
Problems in applied fire protection technology, occupational safety, industrial hygiene or hazardous materials management of particular interest to the loss control specialist.
Typewriter or computer with printer is required.
Prerequisite: None
3 Semester Credit Hours; Assignments: 10; Exams: 2
- **FPST 2153: Fire Protection Management**
Applied human relations, technical knowledge and skills for achieving optimum effectiveness from a protection organization.
Prerequisite: None
3 Semester Credit Hours; Assignments: 15; Exams: 1
- **FPST 2483: Fire Protection Hydraulics and Water Supply Analysis**
Fluid flow through hoses, pipes, pumps and fire protection appliances. Water supply and distribution analysis using hydraulic calculations. Testing techniques to detect anomalies in design or performance capabilities.
Prerequisite: FPST 1373 (Fire Suppression and Detection Systems) and MATH 1513 (College Algebra) or equivalent.
3 Semester Credit Hours; Assignments: 11; Exams: 1
- **FPST 3013: Industrial Safety Organization (Computer-assisted)**
Recognition, evaluation and control of occupational health and safety hazards. Accident prevention, accident analysis, training techniques, workman's compensation insurance, guarding and personal protective equipment.
Prerequisite: None; CD-ROM required.
3 Semester Credit Hours; Assignments: 12; Exams: 2
- **FPST 3713: Hydraulic Design of Automatic Sprinkler Systems**
Hydraulic calculation technique for the design and analysis of automatic sprinkler fire extinguishing systems.
Prerequisite: FPST 1373 (Fire Suppression and Detection Systems), FPST 2483 (Fire Protection Hydraulics and Water Supply Analysis) and MATH 1513 (College Algebra) or equivalent.
3 Semester Credit Hours; Assignments: 12; Exams: 1

- FPST 3723: Industrial Fire Pump Installations**
 Applications, design and analysis of industrial fire pump installations. Graphical analysis of fire pump contributions to existing fire protection water supply systems emphasized. Familiarity with basics of automatic sprinkler protection as well as standpipe and hose systems helpful in order to complete course.
Prerequisite: FPST 2483 (Fire Protection Hydraulics and Water Supply Analysis) and MATH 1513 (College Algebra) or equivalent.
3 Semester Credit Hours; Assignments: 10; Exams: 1
- FPST 3733: Sprinkler System Design for High-Piled and Rack Storage**
 Specific design techniques for sprinkler system protection of commodities stored in solid piles and racks over 12 feet in height. A working knowledge of the hydraulic design and calculation process is necessary in order to complete this course.
Prerequisite: FPST 2243 (Design and Analysis of Sprinkler Systems) and MATH 1513 (College Algebra) or equivalent.
3 Semester Credit Hours; Assignments: 10; Exams: 1
- FPST 4050.1: Structural Designs for Fire and Life Safety**
 Building construction standards and codes to assign maximum life and property safety from fires, explosions and natural disaster. Egress design specifications, occupancy and construction classifications and fire protection requirements for building construction and materials.
Prerequisite: FPST 1213 (Fire Safety Hazards Recognition) or equivalent.
3 Semester Credit Hours; Assignments: 14; Exams: 1
- FPST 4333: System Safety Analysis (Computer-assisted)**
 Fire and safety techniques to anticipate, recognize and control hazards. Fault Tree, HazOp, FMEA and other process safety techniques.
Prerequisite: FPST 2344 (Elements of Industrial Hygiene), 3013 (Industrial Safety Organization), 3143 (Structural Designs for Fire and Life Safety) and STAT 2013 (Elementary Statistics) or FPST 4013 (Statistical Methods I) or 4033 (Engineering Statistics) or equivalents; CD-ROM required.
3 Semester Credit Hours; Assignments: 11; Exams: 2

FRENCH

- FREN 1115: Elementary French I (Computer-assisted)**
 Main elements of grammar and pronunciation, with emphasis on the four basic skills of listening comprehension, speaking, reading and writing. Course supplemented with CDs.
Prerequisite: None; CD-ROM required.
5 Semester Credit Hours; Assignments: 7; Exams: 4

- **FREN 1225: Elementary French II (Computer-assisted)**
Continuation of Elementary French I. Uses some of the same materials as FREN 1115.
Prerequisite: FREN 1115 (Elementary French I) or equivalent; CD-ROM required.
5 Semester Credit Hours; Assignments: 5; Exams: 4

GENERAL TECHNOLOGY

- **GENT 2650: Advanced Electronic Problems: Fiber Optics**
Provides practical foundation for technicians needing to understand the basics of fiber optics, including necessary techniques needed to service typical systems. No prior knowledge of optics necessary.
Prerequisite: Completion of three semesters' work in a technical institute curriculum recommended.
3 Semester Credit Hours; Assignments: 18; Exams: 3

GEOGRAPHY

- **(I, S) GEOG 1113: Introduction to Cultural Geography**
A thematic approach to the study of human groups and activities around the world, including agricultural practices, demographic trends, political behavior, religious beliefs, language patterns, folk and popular cultures, ethnicity and ethnic landscapes, urbanization and industrialization.
Prerequisite: None
3 Semester Credit Hours; Assignments: 12; Exams: 2
- **(I, S) GEOG 2253: World Regional Geography**
The world's major culture regions, with emphasis on geographic aspects of contemporary economic, social and political relationships with the physical environment. Typewriter or computer with printer required.
Prerequisite: None
3 Semester Credit Hours; Assignments: 14; Exams: 3
- **(N) GEOG 3033: Meteorology (Web-assisted)**
A non-quantitative introduction to weather. Physical elements that cause and influence weather. Interpretation of weather maps and satellite imagery.
Prerequisite: None; Internet connection required.
3 Semester Credit Hours; Assignments: 15; Exams: 3
- **(S) GEOG 3703: Geography of Oklahoma**
Geographic interpretation of physical, economic, historical and scenic features.
Prerequisite: None
3 Semester Credit Hours; Assignments: 12; Exams: 3

- **(H) GEOG 4103: Historical Geography of the United States**
Examination of the spatial dynamics of frontier encounter and settlement, regional development and cultural landscape evolution of the United States from pre-European to modern times.
Prerequisite: None
3 Semester Credit Hours; Assignments: 15; Exams: 4
- **(H) GEOG 4223: Geography of Music**
Geographical and historical analysis of music as a cultural trait. The cultural significance of music and how it varies from place to place as well as how music helps shape the character of a place.
Prerequisite: None
3 Semester Credit Hours; Assignments: 15; Exams: 5

GERMAN

- **GRMN 1115: Elementary German I (Computer-assisted)**
Main elements of grammar and pronunciation, with emphasis on the four basic skills of listening comprehension, speaking, reading and writing. Course is supplemented with CDs.
Prerequisite: None; CD-ROM required.
4 Semester Credit Hours; Assignments: 7; Exams: 3
- **GRMN 1225: Elementary German II (Computer-assisted)**
Continuation of Elementary German I. Uses some of the same materials as GRMN 1115.
Prerequisite: GRMN 1115 (Elementary German 1) or equivalent; CD-ROM required.
5 Semester Credit Hours; Assignments: 6; Exams: 2
- **GRMN 3013: German for Reading Requirements I (Computer-assisted)**
Reading in the humanities and the sciences. Translation from German to English.
Prerequisite: None; internet connection required.
3 Semester Credit Hours; Assignments: 15; Exams: 3
- **GRMN 3023: German for Reading Requirements II (Computer-assisted)**
Learning the German grammar needed for intermediate and advanced readings in the humanities and sciences. Translation from German to English.
Prerequisite: GRMN 3013 (German for Reading Requirements I) or equivalent; internet connection required.
3 Semester Credit Hours; Assignments: 20; Exams: 3

HEALTH AND HUMAN PERFORMANCE

- **HHP 2222: Introduction to Health Aspects of Gerontology**
An introductory course on the physical and physiological aspects of aging combined with common pathology and intervention.
Prerequisite: None
2 Semester Credit Hours; Assignments: 10; Exams: 3

HISTORY

- **HIST 1103: Survey of American History**
Meaning, vitality, and uniqueness of U.S. history since 1492 through a thematic examination of the nation's past. Satisfies, with POLS 1113 (American Government), the Oklahoma State Regents requirement of six credit hours of American history and American government before graduation. No credit for OSU students with prior credit in HIST 1483 or 1493.
Prerequisite: None
3 Semester Credit Hours; Assignments: 9; Exams: 3
- **HIST 1483: American History to 1865**
From European background through Civil War. Satisfies, with POLS 1113 (American Government), the Oklahoma State Regents requirement of six credit hours of American history and American government before graduation. No credit for OSU students with prior credit in HIST 1103 (Survey of American History). Typewriter or computer with printer required.
Prerequisite: None
3 Semester Credit Hours; Assignments: 13; Exams: 3
- **HIST 1493: American History Since 1865**
Development of the United States including the growth of industry and its impact on society and foreign affairs. May be taken independently of HIST 1483. Satisfies, with POLS 1113 (American Government), the Oklahoma State Regents requirement of six credit hours of American history and American government before graduation. No credit for OSU students with prior credit in HIST 1103 (Survey of American History). Typewriter or computer with printer required.
Prerequisite: None
3 Semester Credit Hours; Assignments: 13; Exams: 3
- **(H) HIST 1613: Western Civilization to 1500**
History of Western civilization from ancient world to Reformation.
Prerequisite: None
3 Semester Credit Hours; Assignments: 10; Exams: 2

- **(H) HIST 1623: Western Civilization After 1500**
History of Western civilization from Reformation to present.
Prerequisite: None
3 Semester Credit Hours; Assignments: 10; Exams: 2
- **HIST 2323: Oklahoma History**
Early exploration and establishment of Indian Territory; the rise and demise of the Five Indian Nations; and the organization and development of the 46th state to the present. Required of all Oklahoma candidates for teacher's licensure/certification in social studies.
Prerequisite: None
3 Semester Credit Hours; Assignments: 14; Exams: 3
- **(H) HIST 3013: Ancient Egypt and Israel**
The Ancient Near East with a focus on Egyptian and Israelite history, from the earliest times to the 5th century B.C.
Prerequisite: None
3 Semester Credit Hours; Assignments: 9; Exams: 2
- **(H) HIST 3023: Ancient Greece**
The Greek world from the Bronze Age through Alexander the Great with special emphasis on politics, culture and institutions of Classical Greece.
Prerequisite: None
3 Semester Credit Hours; Assignments: 10; Exams: 2
- **(H) HIST 3033: Ancient Rome**
Political, social, economic and cultural history of the Roman Republic and Empire.
Prerequisite: None
3 Semester Credit Hours; Assignments: 9; Exams: 2

HORTICULTURE

- **HORT 1003: Home Horticulture**
An introduction to horticultural practices for the home gardener. Planning and care of home grounds, home orchards, and vegetable gardens; selection, use and care of indoor plants. Offered by correspondence only. Non majors only. Credit will not be substitute for required courses.
Prerequisite: None
3 Semester Credit Hours; Assignments: 14; Exams: 3

MATHEMATICS

- **MATH 1483: Mathematical Functions and Their Uses: Functions and Change**
Analysis of functions and their graphs from the viewpoint of rates of change. Linear, exponential, logarithmic and other functions. Applications to the natural sciences, agriculture, business and social sciences.
Prerequisite: Intermediate algebra or placement into MATH 1513 (College Algebra) or equivalent.
3 Semester Credit Hours; Assignments: 10; Exams: 3
- **MATH 2103: Elementary Calculus**
An introduction to differential and integral calculus. For students of business and social sciences. Faxed assignments are not accepted.
Prerequisite: MATH 1513 (College Algebra) or equivalent.
3 Semester Credit Hours; Assignments: 15; Exams: 3
- **MATH 2123: Calculus for Technology Programs I**
First semester of a terminal sequence in calculus for students in the School of Technology. Functions and graphs, differentiation and integration with applications. Faxed assignments are not accepted.
Prerequisite: MATH 1715 (College Algebra and Trigonometry) or MATH 1513 (College Algebra) and MATH 1613 (Trigonometry) or equivalent.
3 Semester Credit Hours; Assignments: 15; Exams: 4
- **MATH 3013: Linear Algebra**
Algebra and geometry of finite-dimensional linear spaces, linear transformations, algebra of matrices, eigenvalues, and eigenvectors. All graded assignments must be returned to you before taking exams and before exams are mailed to your proctor.
Prerequisite: MATH 2153 (Calculus II) or equivalent.
3 Semester Credit Hours; Assignments: 12; Exams: 3

POLITICAL SCIENCE

- **POLS 1113: American Government**
Organization, processes and functions of the national government of the United States. Satisfies, with HIST 1103 (Survey of American History), 1483 (American History to 1865) or 1493 (American History Since 1865), the Oklahoma State Regents requirement of six credit hours of American history and American government before graduation.
Prerequisite: None
3 Semester Credit Hours; Assignments: 4; Exams: 2

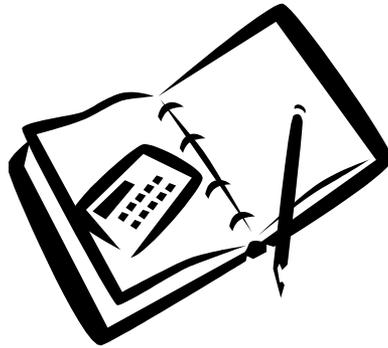
PSYCHOLOGY

- **(S) PSYC 1113: Introductory Psychology (Computer-assisted)**
Principles, theories, vocabulary and applications of the science of psychology. Typewriter or computer with printer is required.
Prerequisite: None; internet connection required.
3 Semester Credit Hours; Assignments: 14; Exams: 4

STATISTICS

- **(A) STAT 2023: Elementary Statistics for Business and Economics (Web)**
Basic statistics for undergraduate business majors. Descriptive statistics, basic probability, discrete and continuous distributions, point and interval estimation, hypothesis testing, correlation and simple linear regression. No credit for OSU students with credit in 2013 (Elementary Statistics) or 2053 (Elementary Statistics for the Social Sciences).
Prerequisite: MATH 1513 (College Algebra) or MATH 1483 (Mathematical Functions and Their Uses) or equivalent.
3 Semester Credit Hours; Assignments: 18; Exams: 4
- **STAT 3013W: Intermediate Statistical Analysis (Web)**
Applications of elementary statistics, introductory experimental design, introduction to the analysis of variance, simple and multiple linear regression, nonparametric statistics, survey sampling and time series. Data analysis using Excel included.
Prerequisite: STAT 2013, 2023 or 2053 (Elementary Statistics for Social Sciences)
3 Semester Credit Hours; Assignments: 22; Exams: 4
- **STAT 4033: Engineering Statistics**
Probability, random variables, probability distributions, estimation, confidence intervals, hypothesis testing and linear regression. No credit for OSU students with credit in STAT 4073 (Engineering Statistics with Design of Experiments). All graded assignments must be returned to the student before taking exams and before exams are mailed to the proctor.
Prerequisite: MATH 2163 (Calculus III) or equivalent.
3 Semester Credit Hours; Assignments: 20; Exams: 3

Continuing Education Credit Courses



ICS 0790: Review & Evaluation of Automatic Sprinkler System Plans & Designs

The objective of this course is to develop basic skills in sprinkler plan review for fire marshals, insurance industry employees and those with fire protection responsibilities in business and industry. Should already understand the composition of a sprinkler system and its purpose.

5 Continuing Education Units (CEUs); Assignments: 10; Exams: 2

ICS 2050: Basic Principles of Automatic Fire Sprinkler Protection

Problems in applied fire protection technology, occupational safety, industrial hygiene and hazardous materials management of particular interest to the loss control specialist.

5 Continuing Education Units (CEUs); Assignments: 10; Exams: 2

ICS 2153: Fire Protection Management

Applied human relations, technical knowledge and skills for achieving optimum effectiveness from a protection organization.

5 Continuing Education Units (CEUs); Assignments: 15; Exams: 1

ICS 2483: Fire Protection Hydraulics and Water Supply Analysis

Fluid flow through hoses, pipes, pumps and fire protection appliances. Water supply and distribution analysis using hydraulic calculations. Testing techniques to anomalies in design or performance capabilities.

5 Continuing Education Units (CEUs); Assignments: 11; Exams: 1

ICS 3013: Industrial Safety Organization (Computer-assisted)

Recognition, evaluation and control of occupational health and safety hazards. Accident prevention, accident analysis, training techniques, workman's compensation insurance, guarding and personal protective equipment. Requires use of CD-ROM.

5 Continuing Education Units (CEUs); Assignments: 12; Exams: 2

ICS 3713: Hydraulic Design of Automatic Sprinkler Systems

Hydraulic calculation technique for the design and analysis of automatic sprinkler fire extinguishing systems.

6 Continuing Education Units (CEUs); Assignments: 12; Exams: 1

ICS 3723: Industrial Fire Pump Installations

Applications, design and analysis of industrial pump installations. Graphical analysis of fire pump contributions to existing fire protection water supply systems emphasized. Familiarity with basics of automatic sprinkler protection as well as standpipe and hose systems helpful in order to complete course.

5 Continuing Education Units (CEUs); Assignments: 10; Exams: 1

ICS 3733: Sprinkler System Design for High-Piled and Rack Storage

Specific design techniques for sprinkler system protection of commodities stored in solid piles or racks over 12 feet in height. A working knowledge of the hydraulic design and calculation process is necessary in order to complete this course.

5 Continuing Education Units (CEUs); Assignments: 10; Exams: 1

ICS 4050.1: Structural Designs for Fire and Life Safety

Building construction standards and codes to assure maximum life and property safety from fires, explosions and natural disaster. Egress design specifications, occupancy and construction classifications and fire protection requirements for building construction and materials.

5 Continuing Education Units (CEUs); Assignments: 14; Exams: 1

Online Non-Credit Courses and Certificates



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Registration Forms available at:

The Center for Legal Studies
523 Park Point Drive
Suite 320
Golden, CO 80401
1-800-522-7737
www.legalstudies.com

Oklahoma State University
Correspondence Education
309 Wes Watkins Center
Stillwater, OK 74078
405-744-6390
ce.okstate.edu



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