

Dr. Glenn E. Mayle
President

Welcome to Northeastern Oklahoma A&M College!

We are extremely pleased to have you enroll and become involved in our educational programs and activities. Northeastern Oklahoma A&M College is one of the nation's premier two-year colleges and has a long tradition of serving the educational needs of our students with over 50 outstanding educational programs from which to choose.

In a future where computerization and robotics will dominate every workplace including the fast-food counter and assembly-line production, and every vocational and professional occupation, completing a higher education is essential to being able to compete with the skills and knowledge to do the jobs of the 21st century.

NEO continues to expand the Associate Degree and transfer curriculum, enabling students to complete their first two years of the higher education in a top quality educational program where the tuition and fees are still affordable. NEO continues to offer both vocational, certificate, transfer and degree programs to best meet the needs of our service area. Financial aid programs have expanded so that those students with a financial need may obtain grants and work-study funds. There are also many scholarships available. Student learning services such as tutoring and remedial programs are in place to ensure student success. Counseling is offered to meet the educational and personal needs of students and to help them overcome obstacles that might otherwise hinder the completion of their education.

NEO is on the cutting edge of technology by offering courses on the Internet to serve students at a time and place that is convenient. We eagerly accept the challenge of preparing students for this highly technical future, and stand ready to meet the ever-changing needs of a population that will be more dynamic than ever before.

CATALOG OF

NORTHEASTERN OKLAHOMA
AGRICULTURAL & MECHANICAL COLLEGE

Miami, Oklahoma

MEMBER OF

North Central Association of Colleges and Schools
American Association of Community Colleges
Oklahoma Association of Community Colleges
Council of North Central Two-Year Colleges
National Junior College Athletic Association
Oklahoma Junior College Athletic Association
American Library Association
National League for Nursing
National Accrediting Agency for Clinical Laboratory Sciences
American Physical Therapy Association

COURSE OFFERINGS AND COLLEGE PLAN FOR 2004-2005, 2005-2006

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ACADEMIC CALENDAR 2004-2005

FALL SEMESTER-2004

Faculty Return	August 16, 2004
Extended Day School Enrollment 6:30 p.m.	August 23-24
Classwork Begins 7:00 a.m. (Monday)	August 23
Last Day to Add Classes	September 3
Labor Day Holiday	September 6
Mid-Semester Grade Reports Due 12:00 Noon	October 7
Fall Recess	October 22
Last Day to Drop with a "W"	November 12
Thanksgiving Holiday	November 24-26
Classwork Resumes 7:00 a.m.	November 29
Classwork Ends	December 10
Semester Examinations	December 13-16
Final Grade Reports Due 4:00 p.m.	December 17
Semester Ends	December 17

SPRING SEMESTER-2005

Faculty Return	January 3, 2005
Extended Day Enrollment	January 10-11
Classwork Begins 7:00 a.m. (Monday)	January 10
Last Day to Add Classes	January 21
Mid-Semester Grade Reports Due 12:00 Noon	February 24
Spring Vacation Begins 5:00 p.m.	March 11
Classwork Resumes 7:00 a.m.	March 21
Last Day to Drop with a "W"	April 8
Classwork Ends & Last Day to Drop a Class	April 29
Semester Examinations	May 2-5
Commencement Exercises 8:00 p.m.	May 5
Final Grade Reports Due 4:00 p.m.	May 6
Semester Ends	May 6

SUMMER SESSION-2005

Enrollment	November, 2004 to May, 2005
Classwork Begins 7:00 a.m. (Tuesday)	June 6
Term Ends	July 28

Select four and/or eight week courses are offered for students with six different starting times during the academic year. These starting and closing dates are as follows:

	<u># Weeks</u>	<u>Operational Dates</u>
Fall Semester	(8)	August 23 to October 15, 2004
	(8)	October 18 to December 17, 2004
Spring Semester	(8)	January 10 to March 4, 2005
	(8)	March 7 to May 6, 2005
Summer Session	(4)	June 6 to June 30, 2005
	(4)	July 5 to June 28, 2005

2004-2005 Academic Calendar subject to change without prior notice.

ACADEMIC CALENDAR 2005-2006

FALL SEMESTER-2005

Faculty Return	August 15, 2005
Extended Day School Enrollment 6:30 p.m.	August 22-23
Classwork Begins 7:00 a.m. (Monday)	August 22
Last Day to Add Classes	September 2
Labor Day Holiday	September 5
Mid-Semester Grade Reports Due 12:00 Noon	October 6
Fall Recess	October 21
Last Day to Drop with a "W"	November 11
Thanksgiving Holiday	November 23-25
Classwork Resumes 7:00 a.m.	November 28
Classwork Ends	December 9
Semester Examinations	December 12-15
Final Grade Reports Due 4:00 p.m.	December 16
Semester Ends	December 16

SPRING SEMESTER-2006

Faculty Return	January 2, 2006
Extended Day Enrollment	January 9-10
Classwork Begins 7:00 a.m. (Monday)	January 9
Last Day to Add Classes	January 20
Mid-Semester Grade Reports Due 12:00 Noon	February 23
Spring Vacation Begins 5:00 p.m.	March 10
Classwork Resumes 7:00 a.m.	March 20
Last Day to Drop with a "W"	April 7
Classwork Ends & Last Day to Drop a Class	April 28
Semester Examinations	May 1-4
Commencement Exercises 8:00 p.m.	May 4
Final Grade Reports Due 4:00 p.m.	May 5
Semester Ends	May 5

SUMMER SESSION-2006

Enrollment	November 2005 to May 2006
Classwork Begins 7:00 a.m. (Tuesday)	June 5
Term Ends	July 27

Select four and/or eight week courses are offered for students with six different starting times during the academic year. These starting and closing dates are as follows:

	<u># Weeks</u>	<u>Operational Dates</u>
Fall Semester	(8)	August 22 to October 14, 2005
	(8)	October 17 to December 16, 2005
Spring Semester	(8)	January 9 to March 3, 2006
	(8)	March 6 to May 5, 2006
Summer Session	(4)	June 5 to June 29, 2006
	(4)	July 3 to July 27, 2006

2005-2006 Academic Calendar subject to change without prior notice.

GENERAL INFORMATION

HISTORY OF THE COLLEGE

Northeastern Oklahoma Agricultural and Mechanical College had its beginning in 1919 when Governor Robertson signed Senate Bill number 225 creating the Miami School of Mines. A special Board of Regents, authorized under House Bill number 552, organized the school so that it offered only college work, largely of a scientific nature. After holding classes for a year in the Mining and Exchange Building in Miami, the institution moved to its new location on forty acres of land given by interested citizens of Miami. Here the College operated as a school of mines until 1924, when during a special session of the legislature, the name of the school was changed to Northeastern Oklahoma Junior College and general collegiate courses were added to the curriculum.

Control of the College remained in the hands of the special Board of Regents until 1939 when Northeastern Oklahoma Junior College and the six teachers' colleges were placed under the Board of Regents for Agricultural and Mechanical Colleges. A 200 acre farm was purchased, agricultural courses were added, and shop buildings were constructed and equipped to carry on the mechanical work.

The College is fully accredited by our own state institutions and by the North Central Association of Colleges and Secondary Schools. It offers the Associate in Arts degree, the Associate in Science degree and the Associate in Applied Science degree, as well as numerous one and two-year certificate programs.

The College has shown a steady expansion in services offered to the community and in students taking advantage of its offerings.

MISSION AND PURPOSE

Northeastern Oklahoma A&M College is organized as a state supported comprehensive college offering associate degrees and/or certificates while remaining sensitive to the specialized educational needs of the local community. The basic curricula contain freshman and sophomore courses for students who intend to pursue a baccalaureate degree after leaving Northeastern Oklahoma A&M College. Occupational programs provide opportunities for those who plan to enter the work force upon graduation. Other educational programs provide for furthering the cultural, occupational, recreational, and enrichment opportunities for those in the community desiring to study, with or without credit, in specific areas of their interest.

To accomplish its mission the College:

- Offers transfer courses for students planning to pursue a baccalaureate or professional degree at a senior college or university.
- Provides programs designed for students whose formal studies will lead to employment.
- Provides a core of general education courses in each of the College's programs of study.
- Offers leadership development opportunities for students through participation in student government, student housing, honor societies, academic organizations, and social organizations.
- Provides developmental programs for students whose tests, academic records, and other factors indicate potential difficulty in doing satisfactory work while pursuing their stated objectives.
- Provides a student tutorial system.
- Provides faculty advising, financial aid counseling, health services, personal counseling, and referral.
- Offers community services which enhance the civic, cultural, economic, and recreational and social environment of the area served by the College.
- Provides continuing education enabling students to improve and update existing skills and to develop new skills.
- Serves as a resource-facilitator for educational systems, business-industrial organizations, and governmental entities in the College's service area and to assist in economic development of the area.

- Explores the need for extension classes, and makes them available when feasible.
- Provides the means through which students may receive advanced standing credit.
- Conducts on-going studies to identify the current educational needs and wants of the community and provides effective programs to meet them.
- Facilitates student learning through excellence in teaching by recruiting, maintaining and continuously upgrading a highly qualified faculty and staff.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Northeastern Oklahoma A&M College offers degree and certificate programs, credit and non-credit courses, and community service offerings. The College provides open admission, counseling, and placement services for all students, regardless of race, color, creed, religion, gender, national origin, disability, age, or veteran status.

EDUCATIONAL RIGHTS AND PRIVACY

The educational rights and privacy of students at Northeastern Oklahoma A&M College are governed by the Family Education Rights and Privacy Act of 1974. The act insures that students have access to official records directly related to them, and an opportunity for a hearing to challenge such records on the grounds the records are inaccurate, misleading, or otherwise inappropriate. The act further insures that Northeastern Oklahoma A&M College personnel must obtain written consent of the student before releasing personally identifiable data about students from the student’s record. Exceptions to this requirement relate to: 1) officials of the College who have a legitimate educational interest, 2) Guaranteed Student Loan and Pell granting institutions or agencies, and 3) parents of dependent students as documented by the most recent federal income tax form. Records which are kept by the College and are accessible to the student are:

OFFICE	DATA IN FILE	PURPOSE OF DATA
Enrollment Management and Student Records (Admissions)	Applications College Transcripts High School Record Admission Test Scores Academic Histories Personal Correspondence	This data is used for advisement, placement, permanent record, transcript evaluation, graduation check.
Financial Aid	Aid Application	To award financial aid.
Counseling	Vocational Testing Information Skills Test Information Job Placement Papers & Resume	For career decision making. For course placement. Job placement
Vice President for Student Affairs	Disciplinary Record	Official record.

Students who want to inspect their records must make an appointment with the administrator who is responsible for those records.

Educational records that are not governed by the law and not accessible to the student are:

XRecords kept by college personnel such as faculty, counselors, and administrators used only by the maker of the record or an official substitute and are not available to any other people.

XEmployment records for college employees that are kept only for business reasons.

XStudent records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in an official capacity. When these records are made, maintained or used only in connection with providing treatment to the student, the records will not be made available to anyone other than people providing treatment. However, such records can be personally reviewed by a physician or other appropriate professional of the student’s choice.

XParent confidential statements and need analysis statements for dependent students.

Prior to the release of directory information, the College must give public notice of the categories of information to be released. Students who want to challenge a record can do so by making an appointment with the respective administrator responsible for the record. If the matter is not resolved satisfactorily, the student will have an opportunity to request a hearing through the office of the Vice President for Student Affairs.

The educational rights and privacy policy of Northeastern Oklahoma A&M College is a part of the student handbook, the policies and procedures manual and will appear in a fall issue of the school paper.

ACCREDITATIONS

Northeastern Oklahoma A&M College is accredited by The Higher Learning Commission – North Central Association of Colleges and Schools - www.higherlearningcommission.org; (312) 263-0456. All programs offered by the College are approved by the Oklahoma State Regents for Higher Education (655 Research Parkway, Suite 200, Oklahoma City, OK 73104; 405-225-9100).

Northeastern Oklahoma A&M College's Medical Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (8140 W. Bryn Mawr, Suite 670, Chicago, IL; 773-714-8880).

Northeastern Oklahoma A&M College's Nursing Program is approved by the Oklahoma Board of Nursing (2915 N. Classen Blvd., Suite 524, Oklahoma City, OK 73106, 405-962-1800) and accredited by the National League for Nursing Accrediting Commission (61 Broadway – 33rd Floor, New York, NY 10006; 800-669-1656 EXT 153).

Northeastern Oklahoma A&M College's Physical Therapist Assistant Program is fully accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, Virginia, 22314; 800-999-2782).

CATALOG DISCLAIMER

The Oklahoma State Board of Regents for Higher Education and the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges, reserve the right to restrict or limit the enrollment of any program and to make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements, etc.) of this catalog when such action is deemed to be in the best interest of the student or College. The provisions of this publication do not represent, in any way, a contract between a student, prospective or otherwise, and the Boards or the College and should not be regarded as such. If any changes are made in the provisions listed in this catalog, the students, appropriate agencies, and personnel will be notified.

COLLEGE CATALOG

The student is held responsible for being knowledgeable of all information published in the Northeastern Oklahoma A&M College Catalog, Student Handbook, Course Outlines, General Notices, Memoranda, and Announcements placed on the bulletin boards or read aloud by the instructors. The College Catalog and Student Handbook are available on the College's website at www.students.neoam.edu/. Students desiring to receive information on placement rates, graduation rates by department and crime rates on campus should contact the Vice President for Student Affairs.

HARASSMENT

Northeastern Oklahoma A&M College recognizes its obligation to provide a learning and/or work environment based on mutual respect regardless of race, color, creed, gender, age, religion, national origin, marital status, sexual preference, status with regard to public assistance, disability, status as a veteran or other protected groups. Northeastern Oklahoma A&M College will not tolerate any form of harassment on the basis of age, color, disability, marital status, national origin, race, religion, or gender. Employees or students found guilty of such harassment will be disciplined.

ADVANTAGES OF NORTHEASTERN OKLAHOMA A&M COLLEGE

Northeastern Oklahoma Agricultural and Mechanical College has low cost tuition for residents of Oklahoma. The incidental fees are minimal and textbook costs have been reduced through the repurchase plan. Student housing and meals are available at a reasonable rate. Out-of-state tuition waivers are available for eligible students.

A well-trained and experienced faculty encourages students to achieve their goals. The faculty provides mentoring and personal attention to students. Student services such as advisement and counseling are available to promote student success. The

needs of the individual student are emphasized with a wide variety of opportunities for participation in leadership, organizations, activities, and campus and community life.

The College offers an opportunity for students to prepare for vocations as well as further educational preparation past the first two years of college.

LOCATION AND ENVIRONMENT

Northeastern Oklahoma A&M College is made easily accessible for students by U.S. Highways 66, 69, I-44 (Will Rogers Turnpike) and State Highway 10. The College is located at 200 "I" Street Northeast, eight blocks east of Main Street in Miami, Oklahoma.

Miami is a clean, progressive city with a population of fourteen thousand. The community provides excellent recreational, health care, library, and church facilities. The city park offers a swimming pool, tennis courts and other recreational facilities. The well-equipped, professionally staffed hospital provides emergency, inpatient and outpatient services. The Carnegie Public Library has a wide variety of books, magazines and other resources which are available to college students. The various churches welcome the students and offer activity programs which are valuable in the development of student character.

CAMPUS FACILITIES

The campus is beautifully landscaped with flowers, shrubs, graceful trees, chimes tower, and lighted fountains, and is within easy walking distance of downtown Miami. The modern facilities, covering approximately 140 acres, are grouped near Second and I Streets Northeast. The offices of administration, the central point of the campus, are housed in the Dayle Creech Library/Administration Building. The campus is arranged on a mall concept enabling easy access to all facilities. Parking facilities are provided in designated areas of the campus. Sidewalks make touring the campus enjoyable.

ABLES HALL

Named for Joe W. Ables, Chair of the Technology Division from 1945 to 1971, Ables Hall contains laboratories, faculty offices, and classrooms for electronics, drafting and design, agriculture, and other promising new technologies.

ART MUSEUM

The Art Museum provides a site for art-related cultural activities and houses the College art department. The building includes a studio and office space.

BRUCE G. CARTER STUDENT UNION

Named for Dr. Bruce G. Carter, President from 1943 to 1969, the student union contains the cafeteria, ballroom, game room, faculty lounge, student lounge, and the bookstore.

COMMONS HALL

Commons Hall was named for Senator Al Commons, State Senator from 1928 to 1936. Senator Commons was instrumental in the establishment of the College.

COPEN HALL

Named for Gladys Copen, Chair of the Business Division from 1944 to 1967, Copen Hall contains classrooms, laboratories, and faculty offices for business, computer science, and instrumental music.

CUNNINGHAM HALL

Named for Frank Cunningham, Chemistry instructor from 1941 to 1964, Cunningham Hall is especially designed for science classrooms, laboratories, and faculty offices.

DAYLE CREECH LIBRARY ADMINISTRATION BUILDING

Named for Dr. D. D. Creech, President from 1970 to 1982, this building contains administrative offices, the computer center, post office, and the Learning Resources Center.

DYER HALL

This building accommodates 90 students in the east wing of the three floor facility. The first floor of the west wing of Dyer Hall serves as the central location for the Student Affairs offices (counseling, International Program, student activities, ADA, Intramurals, and other student related services.) The west wing of the second floor houses the offices for the College yearbook and newspaper staff, the Child Development academic program, and two small classrooms. The west wing of the third floor serves as the site for the State Vocational-Rehabilitation offices, the Medical Assistant Program laboratory, and one classroom.

FARM

Located one mile east of the main campus, the two-hundred acre experimental farm was acquired by the College in 1946. A herd of pure-bred hogs, sheep and beef cattle, together with the experimental crop production, give students an opportunity for practical laboratory work in the care, management, and judging of all phases of farm livestock, farm management, field crops, soil management, and conservation.

FINE ARTS CENTER

This building, a cultural center of the performing arts, contains a television studio, classrooms, speech and drama faculty offices and the College Testing Center. The stage facilities, with an orchestra pit on an elevator lift, have the capabilities of accommodating the College's excellent theatre productions as well as a variety of community activities.

HEALTH AND PHYSICAL EDUCATION BUILDING

The physical education building contains a gymnasium seating 2,600 spectators, the College Wellness Center, a six-lane 75-foot swimming pool, steam room, weight-lifting room, wrestling room, facilities for use by the Norse Stars drill team, and offices for the physical education faculty.

HEALTH SCIENCES BUILDING

The Health Sciences building contains nursing, medical laboratory, and physical therapist assistant classrooms, laboratories, and faculty offices.

HOMA S. THOMAS BASEBALL FIELD

Named for Homa S. Thomas, baseball coach and Chair of the Business Division from 1948 to 1979, the baseball diamond is used for inter-collegiate athletics and intramural activities.

KAH-NE HALL

Kah-Ne-You-Ah is the Indian name of Mrs. Cornelia Chandler, Senator Al Commons' mother-in-law. Kah-Ne Hall houses the music program.

LEARNING RESOURCES CENTER

The LRC, located in the Dayle Creech Library Administration Building, is an integral part of the educational environment at NEO A&M College. See page 39 for a description of services provided in the LRC.

MAINTENANCE BUILDING

The maintenance building provides offices, motor pool, supply room, central receiving and a work area for maintenance personnel.

MULTIPURPOSE ARENA

The multipurpose arena serves as the classroom area for the Equine Science and Rodeo Programs and as a jointly developed location of many local community and area livestock activities. The arena includes offices and a ticket/reception area.

ROBERTSON FIELD (Stadium)

Named for S. A. (Red) Robertson, football coach and Financial Aid Director from 1945 to 1976, the Robertson Field has a football field, all-weather track, dressing facilities for athletes, and a reception area for alumni and Booster Club members. The bleachers on the east and west sides of the field provide adequate seating for 6,000 spectators.

SHIPLEY HALL

Named for Melvin Shipley, Dean of the College and Mathematics instructor from 1942 to 1963, this building contains classrooms, laboratories, Internet access and offices for mathematics, English, social sciences, and reading faculty.

STUDENT ACTIVITY CENTER

Constructed in 2003-04, the Student Activity Center is a 26,500 square-foot structure that houses a large glass-enclosed fitness center, two intramural basketball courts, a walking track, wellness center, television/study area, and lobby and concession area. The building is an extension of the Field House where NEO's swimming pool, exercise facilities, and intercollegiate basketball court are also located.

RESIDENCE HALLS

Seven residence halls provide housing for students and make Northeastern Oklahoma A&M College one of the largest residential housing two-year colleges in the nation:

DOBSON HALL, named for Nellie Dobson, benefactor of the college, houses 178 women.

DYER HALL, named for Don Dyer, Director of Housing from 1949 to 1967, houses men.

HARRILL HALL, named for Ray Harrill, a member of the Board of Regents for the Oklahoma State University and Agricultural and Mechanical College from 1950 to 1962, houses 178 women.

VANN HALL, named for Faye Vann, Dean of Women from 1933 to 1959, houses 180 men.

RUSSELL HALL, named for William R. Russell, Dean of Men from 1948 to 1965, houses 180 men.

CAMPUS APARTMENTS

These apartments are available for full-time students who are married, 21 years of age, or have dependent children living with them.

CHANEY APARTMENTS, named for Merrill Chaney, woodworking instructor from 1945 to 1973, contains 16 one-bedroom apartments.

LINDSEY APARTMENTS, named for Virginia Lindsey, history instructor from 1933 to 1955, contains 12 two-bedroom apartments.

NEED APARTMENTS, named for Oren E. Need, Chair of the Engineering Division, from 1946 to 1977, contains 12 two-bedroom apartments.

SPEAKER APARTMENTS, named for Mabel Speaker, home economics instructor from 1946 to 1964, contains 12 one-bedroom apartments.

Apartments are unfurnished except for kitchen appliances. Basic TV Cable is provided in each apartment.

NEO A&M COLLEGE-GROVE HIGHER EDUCATION CENTER

Northeastern Oklahoma A&M College and the city of Grove combined resources to build a higher education center at Grove. Located in the developing business park at 13th and Shundi, the 10,000 square foot facility provides a combination of traditional and non-traditional learning environments. NEO A&M College provides courses each semester to meet general education requirements. Various degree program courses are offered also (based on sufficient enrollment). Courses are taught by full-time and adjunct faculty in the classrooms at the Center, as well as by interactive video from the NEO campus in Miami to the Center simultaneously. The Center is equipped to receive Bachelor and Master Degree programs and courses via interactive television from various Oklahoma universities.

The NEO-Grove Higher Education Center also offers a wide range of non-credit continuing education and community service courses for personal and professional interest and enrichment. Computer classes and labs are available for training needs, and the facility hosts numerous community functions to promote community and economic development. To receive more detailed information on course offerings and program options please contact the Administrative Assistant at the NEO-Grove Higher Education Center at (918) 787-5475 or the NEO Coordinator at (918) 540-6204.

ADMISSION/ENROLLMENT

REGULAR ADMISSION

Applicants who are graduates of an accredited high school or have achieved a high school equivalency certificate based on the GED test (high school class must have graduated), participated in the American College Testing Program (ACT) or approved battery of tests, and meet high school curricular requirements are eligible for admission to NEO A&M College. Applicants must submit an official and complete high school transcript or GED certificate, ACT scores or approved equivalent, and NEO Admissions Application. Prior to enrolling, a student must fulfill the vaccination requirements stated on page 19.

Students admitted as regular Associate in Arts or Associate in Science degree-seeking students who do not meet high school curricular requirements (see Entry-Level Assessment, p. 19) must make up the deficiencies within the first 24 hours attempted or subsequent enrollment will be restricted until all deficiencies are removed. In addition, students must remove curricular deficiencies in a discipline area before taking a collegiate level course in that discipline.

Students entering an Associate in Applied Science degree or certificate programs must remove curricular deficiencies in a discipline area before taking a collegiate level course in that discipline. Students admitted under this provision may transfer to an Associate in Arts or Associate in Science program by meeting all the high school curricular requirements as stated previously.

CURRICULAR REQUIREMENTS

All student beginning college work after July 1, 1997, must have completed the following high school curricular requirements for admission:

Subject	Units (Years)	Description
English	4	Grammar, composition, literature
Laboratory Science	2	Biology, Chemistry, Physics or any lab science certified by the school district
Mathematics	3	Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus, Calculus, Advanced Placement Statistics
History and Citizenship	3	1 Unit of American History and 2 units from the subjects of History, Government, Geography, Economics, Civics, and/or Non-western Culture
Other	3	Select from any of the above subjects or Computer Science, Foreign Language

Four additional units are recommended for college preparation: 1 unit of lab science, 1 unit of mathematics, and 2 units of speech or fine arts (music, art, or drama).

SPECIAL ADMISSION ADULT ADMISSION

1. Applicants who are 21 years of age or older or who are on active military duty may be admitted upon completion of assessment by the Testing Center.
2. Applicant who (a) is not a high school graduate but whose high school class has graduated and (b) has participated in the ACT program or approved battery of tests is eligible for admission. Students utilizing a test other than ACT will have their scores converted to ACT equivalents.

Student admitted under the Adult Admission policy will be required to remove any academic deficiencies as stated in the Regular Admission policy. Prior to enrolling, a student must fulfill the vaccination requirements stated on page 19.

NON-DEGREE SEEKING

Students who do not plan to seek a degree from NEO may enroll in no more than nine credit hours without submitting academic credentials. Upon completion of nine hours, the student will be required to submit official credentials and meet formal admission or transfer criteria prior to any further enrollment. Proficiency assessments may be required before enrollment in collegiate level courses. Contact the Admissions Office for exceptions to this policy

HOME STUDY OR UNACCREDITED HIGH SCHOOL

Applicants who are graduates of an unaccredited high school or home study program and who have participated in ACT are eligible for admission if their high school class or peers have graduated. The student must satisfy the high school curricular requirements as specified under the Regular Admission Policy.

INTERNATIONAL STUDENTS

Students who are citizens of countries other than the United States and who have completed their secondary education or its equivalent may be eligible for admission to Northeastern Oklahoma A&M College. Certain educational, financial, and immigration documents are required, as well as proof of minimum proficiency in English. Please contact the International Programs Office at (918) 540-6229 for more information.

CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS

Eleventh and twelfth grade high school students may be eligible for enrollment in college level courses concurrent with their high school enrollment. The student must submit a current high school transcript; ACT scores; written permission from the principal, school counselor and parent; and achieve the established ACT cut-score or GPA as defined below.

1. A twelfth grade student must achieve a composite score of 19 on the ACT or 3.0 high school GPA to be eligible for provisional admission. The student must achieve a 19 in the ACT sub-score for English, math, and/or science prior to enrollment in the collegiate level course in the discipline. For all other courses, the student must achieve a 19 in the ACT Reading subscore.
2. An eleventh grade student must achieve a composite score of 21 on the ACT or 3.5 high school GPA to be eligible for provisional admission. The student must achieve a 21 in the ACT subscore for English, math, and/or science prior to enrollment in the collegiate level course in the discipline. For all other courses, the student must achieve a 21 in the ACT Reading subscore.

TRANSFER ADMISSION

Students transferring from other accredited colleges who are in good standing and have met all curricular requirements are eligible for regular admission to NEO A&M College. Students who do not meet curricular requirements must make up deficiencies as described in the Regular Admission Policy. Students who are accepted with a below "C" average and who do not meet the College retention standards may be admitted on probation. Students must submit official transcripts from all colleges attended to the Admissions Office.

PROGRAMS WITH SPECIAL ADMISSIONS REQUIREMENTS

The following health science programs require special admission to the program in addition to the admission to the College.

- Medical Laboratory Technician
- Nursing (Associate Degree)
- Physical Therapist Assistant

There is a deadline by which applicants must submit their applications to the appropriate health science program. The deadline dates and admission requirements are listed in the academic program section of this catalog.

AUDITING A COURSE

Auditing gives students the opportunity to participate in a course without concern for credits or grades. Students can also re-experience a course they have already been credited for taking.

To audit a course, follow the guidelines below :

- Note on the enrollment form that the course is being audited.
- Pay the appropriate fees, which are the same as for regular enrollment.
- Remember that no credit or grade will be given for the course.
- Check this catalog for prerequisite courses. Prerequisites still apply for audited courses.
- Make all changes from credit to audit, or the reverse, before the end of the add/drop period.

SENIOR CITIZEN AUDIT PARTICIPATION/ACTIVITIES PROCEDURES

Senior Citizen who are sixty-five (65) years of age or older and qualify as an Oklahoma resident, may be eligible to receive a tuition waiver for audited classes.

General Guidelines of Understanding for Senior Citizen Audit Waiver:

1. Senior citizens enrolled in academic courses for audit (without credit or a grade) may request a tuition waiver at the time of enrollment. Select classes (non-academic, physical activity, music performance and art courses) are not eligible for this tuition waiver.
2. Senior citizens may enroll (for audit) in any academic courses during the first two weeks of a regular daytime class that meets one to three times per week during the academic semester, or during the first two meeting times of an extension or evening course that only meets one to three nights per week. If the senior citizen enrolls prior to the first day of the academic session, he/she is obligated to pay full tuition and fees.
3. All classes must have a minimum of 10 non-senior citizens enrolled before senior citizens can enroll without paying tuition. Senior citizens must pay other activity and related fees. If the class has less than 10 non-senior citizens enrolled after the first two weeks of regular daytime classes or the first meeting of the second week for extension or evening classes, the senior citizen must pay full tuition and fees to attend the class.

Contact NEO's Continuing Education/Outreach Office and/or the Admissions Office to learn more about senior citizen audit discount benefits.

CO-ENROLLMENT AT OTHER COLLEGES

A student who desires to earn credits at another institution in regular classwork, through extension or correspondence, while currently enrolled in residence at Northeastern Oklahoma A&M College must secure advanced approval through the Dean of Enrollment Management and Student Records. Upon transferring to a four year institution or university, if such work appears on the student's transcript, then it may become necessary for the student to obtain signed statements from the Admission Office of each college authorizing this simultaneous work, otherwise, the credit may only be accepted from one institution. The total credit-hour enrollment at both institutions must be used to compute the student's academic workload.

CONTINUOUS ENROLLMENT (Catalog Time Limit)

A candidate for a degree may use, as a basis for degree requirements, the general catalog issued for any year following the date of the candidate's first registration at Northeastern Oklahoma A&M College. However, if a student misses two or more consecutive semesters, the student must re-enter under the most current catalog.

STUDENT VACCINATION REQUIREMENTS

Prior to enrolling as a full-time or part-time student at NEO A&M College, an individual must provide written documentation of vaccinations against hepatitis B, measles, mumps and rubella. First-time students living on-campus shall provide written documentation of vaccination against meningitis.

NEO A&M College shall notify students of the requirements and provide students with educational information about hepatitis B, measles, mumps, rubella, and meningitis upon enrollment. Such information shall also include the risks and benefits of each vaccination. NEO A&M College shall not be required to provide or pay for vaccinations against hepatitis B, measles, mumps, rubella, or meningitis.

The following are exceptions to the requirement for written documentation of vaccinations:

- Written statement from a licensed physician indicating the vaccine is medically contraindicated.
- Signed statement declaring the administration of the vaccine conflicts with the student's (parent or guardian for minor student) moral and religious tenets.
- Students who have attended a public, private, or parochial school in Oklahoma and have complied with the immunization requirements at those schools.
- Students that have graduated from a high school in a state that requires vaccinations for hepatitis B, measles, mumps, and rubella.
- Students transferring from another Oklahoma college or university.
- Students that have attended Higher Education Centers and other learning sites authorized by the State Regents.
- Adult students born before 1956.
- Concurrently enrolled high school students.
- Non-degree seeking students and students provisionally admitted.

ASSESSMENT

According to policy of the Oklahoma State Regents for Higher Education, "each institution will develop criteria, subject to State Regents' approval, for the evaluation of students at college entry to determine academic preparation and course placement; mid-level assessment to determine basic skill competencies; exit assessment to evaluate the outcomes in the student's major; and student perception of program quality including satisfaction with support services, academic curriculum, and the faculty."

ENTRY-LEVEL ASSESSMENT AND PLACEMENT

All students seeking admission into Associate in Arts, Associate in Science, or Associate in Applied Science Degree programs at Northeastern Oklahoma A&M College are required to participate in entry-level assessment and placement.

The preliminary screening instrument for recent high school graduates and non-graduates 20 years of age and younger, will be the Enhanced ACT, with established cut-scores in the sub-tests of English, Math, Reading and Science reasoning. Adult students 21 years of age and older will be screened with the Computerized Placement Test, using cut-scores established in the sub-tests and in compliance with the Northeastern Oklahoma A&M College Adult Admission Policy.

All students scoring below the established ACT cut-scores will be required to undergo additional evaluation with the Computerized Placement Test (CPT) to determine readiness for college-level work. Students obtaining CPT sub-test scores in the college-level range will have demonstrated competency and may pursue college-level course work, while those students with cut-scores below the college-level range will be required to take courses designed to improve basic skills in one or more of the following areas: Reading, English, Math, and Science.

Specific entry-level assessment information, including current cut-scores of the ACT/CPT, and other assessment instruments, can be obtained from the Admissions Office, Testing Center, deans, department chairs, and faculty.

CHEMISTRY PLACEMENT AND ACT COMPOSITE SCORE

Chemistry Placement

The Chemistry discipline offers two academic Chemistry tracks. Placement in a Chemistry track should be based upon the student's ACT scores and educational preparation. The recommendation for placement is as follows.

ACT Composite	No High School Chemistry	High School Chemistry
0-20*	Chemistry 1215	Chemistry 1215
21-24	Chemistry 1215 Chemistry 1314**	Chemistry 1314
25-up	Chemistry 1314	Chemistry 1314

*All deficiencies must be removed before enrollment.

**Approval of Chemistry instructor.

See course description for math prerequisite.

MID-LEVEL AND OUTCOMES ASSESSMENT

Oklahoma State Regents for Higher Education and the North Central Accreditation Association require assessment of student academic achievement for all accredited institutions. Northeastern Oklahoma A&M College's approved Assessment Plan asks that students completing our programs participate in outcomes assessment. The Basic Skills Outcomes Assessment will be accomplished through one of two tests—the Test of Adult Basic Education (TABE) for occupational program majors and the Academic Profile for non-occupational program majors. These assessment tests will be given at the beginning and the end of the student's program of study. Additional outcomes assessment may be required within specific programs and/or courses.

GENERAL FINANCIAL INFORMATION

TUITION AND FEES

Considering the high standards of the institution, the expense of attending Northeastern Oklahoma A&M College is extraordinarily low. This, coupled with the fact that many students can earn part of their expenses while attending college here, makes it possible for many to obtain a college education.

GENERAL TUITION AND FEES FOR OKLAHOMA STUDENTS.....\$64.65 per semester hour

GENERAL TUITION AND FEES FOR OUT-OF-STATE STUDENTS*\$160.15 per semester hour

*To be considered a resident of Oklahoma, you must meet specific requirements as defined by the Oklahoma State Regents for Higher Education. Contact the Dean of Enrollment Management and Student Records for detailed criteria.

SPECIAL FEES

In addition to the standard fees assessed per semester hour, some courses and services have an additional fee.

Remedial Supplementary Fee	\$13.00 per semester hour per Academic Readiness course
Internet Courses	\$10.00 per semester hour
Internet Remedial Courses.....	\$23.00 per semester hour
Private Lessons in Applied Music.....	\$60.00 per semester hour
Band and Orchestra Instrument Rental	\$20.00 per course plus cost of breakage
Choir Uniform and Supplies Fee.....	\$20.00 per course
Art and Industrial Arts	Cost of Materials
Science Laboratory Courses.....	Cost of Breakage
Advanced Standing Examination.....	\$5.00 per credit hour
Off-Campus Courses (except Grove & telenet courses)	\$10.00 per semester hour
Community Service Laboratory Fee	Cost of Services
Student Identification Card (For time of enrollment).....	\$8.00
Transcript Fee (per semester).....	\$5.00
Graduation Fee (final semester).....	\$20.00
Parking Permit (non-refundable).....	\$15.00
Wellness Linen Fee.....	\$10.00 per credit hour
Transcribing Fee for Technical Schools	\$7.00 per credit hour
Late Payment Fee of \$1.00 per day with a maximum late penalty of	\$5.00
Some Classes may have laboratory fees	Varies with class

Students will be charged actual cost of breakage in laboratory courses.
In courses that have private projects, students will be charged for material used.

Health Science programs have additional costs associated with enrollment in the program courses. See the Program of Study section of this catalog for the estimated costs of each health science program offered at NEO A&M College.

PAYMENT OF TUITION AND FEES

Enrollment fees are due at time of enrollment and are past due on the first day of classes. Beginning with the first day of classes, a late payment fee will be assessed according to the approved schedule. Students with sufficient approved financial aid awards will be exempt from the late payment fee. Enrollees with unpaid tuition and fees following the third week of class may have their enrollment suspended and be prohibited from attending classes until payment is made in full or until a financial aid award is made or assured by the Financial Aid Department. All tuition, living expenses, and fees are subject to change. All unpaid accounts sent to collection will be assessed collection agency fees in addition to unpaid tuition and fees.

REFUND POLICY FOR CHANGES OF ENROLLMENT AND WITHDRAWAL FROM AN APPROVED CLASS

This institution's Refund Policy is established by the Oklahoma State Regents for Higher Education. Changes in schedules and complete withdrawals from this institution before or during the Add/Drop Period (defined on page 48) will result in full charges for courses added and full credit (refund) for courses dropped. No refunds will be made after the

Add/Drop Period of a semester/session except as stipulated by the Federal Government for Title IV Federal Student Financial Aid recipients.

RESIDENTIAL LIVING COSTS*

RESIDENCE HALLS

Practically all rooms in the residence halls are the size designed to accommodate two students. Payment for housing and food services may be in eight installments, by the semester, or by the year.

1. All full-time (12 hrs.) students who are non-commuters, non-veterans, single, and under 21 years of age, are required to reside in the residence halls. A student is considered a commuter if they reside with their parents or legal guardians within a 50 mile radius of Miami.
2. Students may reserve rooms in the residence halls in advance of enrollment by depositing a \$75.00 fee. No refunds will be made after August 1 for the fall semester and after January 1 for the spring semester.
3. Basic TV cable is provided in each residence hall room.
4. Residence hall occupants must choose one of two cafeteria meal plans offered.
5. Telephone service for local calls and access to toll-free and long distance service is provided in room costs. Students must provide their own telephones and arrange for long distance service with the carrier of their choice. No long distance calls may be charged to the College; long distance costs will be the responsibility of the person placing the call or the person from whose number the call is placed.
6. Room costs include payment for a private box at the College Post Office located in the Library/Administration Building. (See POSTAL SERVICE on page 40.)
7. Residence hall occupants must complete a housing contract before they will be allowed to move into the residence hall. The contract specifies payment dates and general responsibilities of the resident.

RESIDENCE HALL PAYMENT PLANS (Fall & Spring Semesters; Double Occupancy)

	Academic Year	Per Semester	Installment Payments
Plan A-1	18 Meals per Week	\$3,244.00	\$1,622.00
			\$405.50
Plan A-2	14 Meals per Week	\$3,044.00	\$1,522.00
			\$380.50
Additional Cost for Single Room (When Available)		\$ 492.00	\$ 246.00
			\$ 61.50

Residence hall cost include telephone, post office box, and Internet service.

Residence Halls:

Men: Vann Hall, Russell Hall, and Dyer Hall

Women: Dobson Hall and Harrill Hall

PAYMENT OF RESIDENCE HALL PLANS

Payment due dates for the various Residence Hall Plans are as follows:

- X Installment Plan: Fall payments are due on the 15th day of August, September, October, November and delinquent after the 20th day of each of these months. Spring payments are due on the 1st day of January, February, March, and April and delinquent after the 5th of each of these months.
- X Semester Plan: Payment is due August 15th and January 1st.
- X Annual Plan: Payment is due August 15th.

SUMMER TERM RESIDENCE FACILITIES

Resident facilities will be available on a need basis for summer school students. The cost of resident facilities for the summer term will be published with the course schedule publication.

CAMPUS APARTMENTS

The College has one bedroom and two bedroom apartment units available for students who are enrolled full time. Students eligible to live in the apartments include those who are: married and/or have children; veterans; or over 21 years of age. If space allows, accommodations may be made for international students or students with special medical needs.

- X A \$150.00 deposit will reserve an apartment. A refund will not be made after August 1 for the fall semester and after January 1 for the spring semester.
- X The apartments are furnished with gas, water, basic TV cable, and Internet service. Electricity will be paid by the renter.
- X Apartment costs include payment for a private box at the College Post Office located in the Library/Administration Building. (See POSTAL SERVICE on page 40.)
- X Telephone service for local calls and access to toll-free and long distance service is provided in apartment costs. Students must provide their own telephones and arrange for long distance service with the carrier of their choice. No long distance calls may be charged to the College; long distance costs will be the responsibility of the person placing the call or the person from whose number the call is placed.

APARTMENT COSTS

Single Bedroom Apartment for 12 months (@ \$307per month).....	\$3,684.00
Two Bedroom Apartment for 12 months (@ \$332 per month).....	\$3,984.00

Apartment cost includes telephone, post office box, and Internet Service.

*All tuition, living expenses, and fees are subject to change.

POLICY ON THE USE OF SECURITY DEPOSITS

Security deposits required for residence hall and apartment housing (see above), and refrigerator rental are refundable providing the secured property is (a) properly returned or control thereof relinquished and (b) not damaged beyond fair wear and tear. Requests for refunds must be made no later than (a) the first of the month of the semester/term for which the deposit is made if the student did not attend that semester/term or (b) one (1) year after the student's departure from the College. Timely requests will be honored after determination is made that no outstanding fees, tuition, expenses, or other charges for the student exist. Any debts owed will be deducted from refundable deposits prior to actual refund. In the absence of a timely refund request, the security deposits are considered forfeited to the College.

LAUNDRY

Coin-operated laundry facilities are provided in the residence halls for student use.

STUDENT FINANCIAL AID

STUDENT ELIGIBILITY

To receive aid from the major student aid programs, you must:

- have **financial need**, except for some loan programs.
- have a **high school diploma** or a **General Education Development (GED) Certificate**, pass a test approved by the U.S. Department of Education, or meet other standards your state establishes that are approved by the U.S.
- be a **U.S. citizen** or **eligible noncitizen**.
- have a **valid Social Security Number**.
- make **satisfactory academic progress**.
- sign a **statement of educational purposes and a certification statement on overpayment and default** (both found on the Free Application for Federal Student Aid FAFSA).
- register with the **Selective Service**, if required.
- be enrolled or accepted for enrollment as a **regular student** working toward a degree or certificate in an **eligible program**.

ABILITY TO BENEFIT POLICY

To establish ability to be eligible to receive Title IV funds, an applicant must meet one of the following criteria:

1. High School graduate
2. Completed GED
3. Ability to Benefit

To establish ability to benefit, the applicant must participate in the following:

Score at or above the mean cut score on the Computerized Placement Test (CPT).

Tests will be administered in the Independent Testing and Placement Center.

FINANCIAL NEED

The U.S. Department of Education has the following major student financial aid (SFA) programs at Northeastern Oklahoma A&M:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Federal Work-Study (FWS)
- Federal Stafford Loans
- Federal PLUS Loans

Grants are financial aid you do not have to pay back.

Work-Study lets you work and earn money to help pay for school.

Loans are borrowed money that you must repay with interest.

Undergraduates may receive all four types of financial aid here at NEO, if you have eligibility.

Aid from most of the major programs is awarded on the basis of financial need (except for unsubsidized Stafford and PLUS loans).

When you apply for federal student aid, the information you report is used in a formula, established by the U.S. Congress, that calculates your Expected Family Contribution (EFC), an amount you and your family are expected to contribute toward your education. If your EFC is below a certain amount, you will be eligible for a Federal Pell Grant, assuming you meet all other eligibility requirements. The Expected Family Contribution also determines if you qualify for other types of financial aid. A student may not qualify for a Pell Grant but be eligible for other types of financial aid to assist with education expenses.

Classification as full-time, three-quarter time, half-time and less than half-time student is based on the following:

Fall or Spring Semester	Credit Hours	Summer Semester	Credit Hours
Full-Time	12 or more	Full-Time	6 or more
Three-Quarter Time	9, 10, or 11	Three-Quarter Time	4 or 5
Half-Time	6, 7, or 8	Half-Time	3
Less than Half-Time	5 or less	Less than Half-Time	1 or 2

SCHOLARSHIPS/TUITION WAIVERS OFFERED AT NEO

Applications for scholarships and tuition waivers may be secured from the Scholarship Office in the Financial Aid suite located on the second floor of the Library/Administration building. Several types of scholarships are available to students. They include, but are not limited to: Dobson Presidential Award, Merit Scholarship, Freshman Scholarship, Sophomore Scholarship, Norse Scholarship, Athletic Scholarship (awarded by coaches), Talent Scholarships (based on expertise in a special area such as band, music, drama, live-stock judging, etc.) and the Out-of-State Tuition Waiver. Most scholarships are provided from funds donated to the college.

FEDERAL PELL GRANTS

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned a bachelor’s or professional degree. Full-time, part-time and less than half-time students are eligible to apply. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. To determine if you are eligible financially, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. Your Student Aid Report (SAR) contains this number and will tell you if you are eligible.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need, that is, students with the lowest Expected Family Contributions (EFCs), and gives priority to students who receive Federal Pell Grants. An FSEOG does not have to be repaid.

OKLAHOMA TUITION AID GRANT (OTAG)

A scholarship grant, based on need, administered by the Oklahoma State Regents for Higher Education. You must be an Oklahoma resident to apply by using the Federal Application for Federal Student Aid (FAFSA). There is a deadline for application of this award.

FEDERAL WORK-STUDY & ON-CAMPUS STUDENT EMPLOYMENT

The Federal College Work-Study (FCWS) Program provides jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to your course of study. If you are interested in the America Reads or America Counts Program (tutoring to elementary students in the local area) please see the Office of Financial Aid. These positions are highly recommended for students who are interested in Elementary Education or a related field. A FCWS student is limited to 20 hours of employment per week, during the Fall and Spring semester and 40 hours per week during the summer session.

In addition to the FWS Program, a number of jobs are made available by NEO A&M for students who do not qualify for financial aid. These positions are called Student Employment Positions, and are not federally funded (this means the funds are paid by the respective department at NEO). All job positions known to the Office of Financial Aid are posted on a bulletin board outside the OFA.

Included in the student employment opportunities on campus are the following locations:

Administrative offices	Residence Hall Proctors	Maintenance
Bookstore	Instructors' secretaries	Parking assistants
Cafeteria	Lab assistants	America Reads
College Farm	Learning Center	America Counts

Off-campus local community service positions are also available. See the Office of Financial Aid for details.

FEDERAL FAMILY OF EDUCATIONAL LOAN PROGRAM (FFELP)

Stafford Loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays interest on the loan ("subsidizes" the loan) until you begin repayment and during authorized periods of deferment.

An unsubsidized loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized--that is, the interest will be added to the principal amount of your loan and will increase the amount you have to repay. If you choose to pay the interest as it accumulates, you will repay less in the long run.

After you graduate, leave school, or drop below half-time enrollment, you have six (6) months before you begin repayment. This is called a "grace period". During the grace period on a subsidized loan, you do not have to pay any principal, and no interest will be charged. During the grace period on an unsubsidized loan, you do not have to pay any principal, but interest will be charged.

The amount of your repayment depends on your loan amount and on the length of your repayment period. You are required to pay these loans within 10 years. The highest interest rate that can be charged for loans disbursed after July 1, 1993 is 8.25%. Your rate may be lower. The Office of Financial Aid will not process any loans during the last three weeks of each semester.

FEDERAL PLUS (Parent) LOANS

Federal PLUS loans enable parents with good credit histories to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half-time. The interest rate is variable, but it will never exceed 9%. The interest rate is adjusted each year on July 1. Repayment generally begins within 60 days after the final loan disbursement. There is no grace period for PLUS loans.

BUREAU OF INDIAN AFFAIRS GRANT

The United States Government, through the Bureau of Indian Affairs, provides annual scholarships to Native American students to enable them to attend institutions of higher learning. In order to qualify for an award, the student must show a tribal membership card or CDIB card to his/her home agency; be a high school graduate or GED graduate and be accepted for admission by the college of choice; prove need of financial aid through the FAFSA application process; and go through an interview with the home agency showing potential success for completing a college degree program.

Native American Students planning to attend Northeastern Oklahoma A&M College must complete the following.

1. Free Application for Federal Student Aid (FAFSA)
2. Application for admissions to NEO A&M College
3. Application for BIA grant from appropriate agency

VOCATIONAL REHABILITATION

The State of Oklahoma's Department of Rehabilitation Services operates a vocational rehabilitation-training program that assists individuals with severe physical and/or mental impairments to obtain job skills and prepare for employment. Services for individuals with qualifying impairments include, but are not limited to, assistance with tuition and fees, textbook allowance, transportation allowance, uniforms and supplies, mobility/accessibility, durable medical equipment, interpreters and other disability related services.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations (CRF 668.16) require that a student maintain satisfactory academic progress in the course of study being pursued, according to the standards and practices of the institution in which he/she is enrolled, in order to receive aid under the Higher Education Act. These programs at NEO A&M include Federal Pell Grant, Federal Work Study, Federal Supplemental Education Opportunity Grant, Oklahoma Tuition Aid Grant, FFEL Stafford Loans (subsidized and unsubsidized) and the Federal PLUS Loan Program.

The student is urged to become familiar with this satisfactory academic progress policy and any policy that may govern outside sources of financial aid the student may have qualified for such as Vocational Rehabilitation, JTPA, etc.

I. QUALITATIVE AND QUANTITATIVE REQUIREMENTS

- A. Both qualitative and quantitative standards for satisfactory academic progress shall be applied uniformly to ALL students whether or not the student has previously participated in Title IV programs.
- B. In order to satisfy both qualitative and quantitative requirements, ALL students must satisfy the minimum standards as described below:

<u>Hours attempted</u>	<u>1-30</u>	<u>31 or more</u>
Cumulative GPA	1.70	2.00
Percentage of total hours successfully completed	75%	75%

- C. For financial aid purposes, grades of F, W, AW, WP, WF, I and U shall be considered hours **ATTEMPTED**. However, these are **NOT** considered hours satisfactorily completed.
- D. Cumulative grade point average (calculated by College Registrar), and hours attempted (calculated by the Office of Financial Aid), shall be used in determining a student's eligibility to participate in the Title IV programs.
- E. Audited courses are not applicable when computing attempted or completed hours.

II. TRANSFER AND CONTINUING STUDENTS

- A. ALL transfer students entering Northeastern Oklahoma A&M and ALL continuing NEO A&M students who apply for financial aid for the first time must meet the minimum qualitative and quantitative requirements described in A and B above in order to receive federal aid.

III. EVALUATION INCREMENT PERIOD

- A. ALL students participating in the Title IV programs will be evaluated at the end of EACH semester to determine if satisfactory academic progress is being maintained.

IV. FINANCIAL AID PROBATION AND SUSPENSION

- A. In the event a student fails to meet minimum acceptable standards, as described in the table above, he/she will be placed on financial aid probation for the subsequent semester, during which time the student may continue to receive Title IV aid.

- B. If at the end of the probationary semester, the student fails to meet minimum criteria, he/she will be suspended from participating in ALL Title IV programs and must attend WITHOUT benefit of the Title IV assistance until such time as eligibility is re-established.
- C. In addition, any student receiving Title IV assistance who, during any semester, completes less than **ONE-HALF** the minimum number of hours in the status in which he/she enrolls (e.g. full time enrolled: must complete at least six (6) hours; three-quarter time enrolled: must complete at least five (5) hours; half-time enrolled: must complete three (3) hours; anyone receiving aid for less-than-half-time status must complete 100% of the hours awarded) **will be automatically suspended** from participation in the Title IV programs for the subsequent semester AND until such time as the student regains eligibility by meeting the minimum standards described above.

V. RE-ESTABLISHING ELIGIBILITY

- A. A student may re-establish eligibility to participate in the Title IV programs by completing sufficient hours to meet both qualitative and quantitative standards in the applicable category as described in the table above.

VI. APPEAL OF FINANCIAL AID SUSPENSION

- A. Students who are denied financial aid may appeal the decision if there are extenuating circumstances. **EXTENUATING CIRCUMSTANCES INCLUDE BUT ARE NOT LIMITED TO: DEATH IN FAMILY, ILLNESS AND HOSPITALIZATION.**
- B. The appeal must be submitted in written form **within ten (10) days** of notification and addressed to: Financial Aid Office, 200 "I" St. NE, Miami, OK 74354, explaining in detail the extenuating circumstances. The Appeal Committee consists of the Vice President for Student Affairs, Dean of Enrollment Management, and the Vice President for Fiscal Affairs. The student is advised to provide supporting documentation and is advised the Appeal Committee may request specific documentation of the reasons stated in the student appeal.
- C. The student will be notified, in writing, of the Appeal Committee's decision.

VII. LIMITATION OF STUDENT ELIGIBILITY

- A. ALL students enrolled in a degree or certification program may ATTEMPT 150% of the hours required in pursuit of the degree or certification: one year certificate program - 53 hours; 2 year degree - 98 hours; Nursing Degree - 105 hours. If these hours are exceeded, you may apply for a Credit Hour Extension.
- B. Students pursuing a second degree will be required to complete a Second Degree form and submit this second degree request to the Financial Aid Office. Funding will only be allowed for those courses required to obtain the new degree.
- C. A student may not receive financial assistance for more than three degrees completed at NEO. Example, you may receive ONE Associate of Arts Degree; ONE Associate of Science Degree and ONE Associate of Applied Science Degree. A Request for Second Degree Form will be required for any degree applied for after completion of the first degree, and only hours required for this degree will be eligible for financial aid payment.

VIII. STUDENT RESPONSIBILITY

- A. The student will be held responsible for knowing their eligibility status at the end of each semester. If in need of assistance, the student may come to the Financial Aid Office for counseling or verification of eligibility.

REFUND POLICY

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school may retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%. The Office of Financial Aid encourages you to read the **Return of Title IV Funds Policy** carefully. You may obtain a copy in the Financial Aid, Business or Admissions Offices. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Office of Financial Aid to see how your withdrawal will effect your financial aid repayment. If you stop attending your classes and fail to withdraw, you may be required to repay up to 50% of your financial aid awards for the semester. You will also automatically be placed on Financial Aid Suspension, thus making you ineligible to receive any federal aid in subsequent semesters, or until satisfactory progress has been re-established.

VETERANS ADMINISTRATION EDUCATIONAL BENEFITS

Assistance with programs of Veterans Administration educational benefits for students who are eligible is provided by the Veterans Coordinator in the Admissions Office located in the Dayle Creech Library-Administration Building. Veterans are assisted in obtaining benefits for their selected programs and certifications to the Veterans Administration.

Students desiring to receive V.A. benefits must check with this office at the beginning of each semester. It is the student's responsibility to keep this office promptly informed of any changes in enrollment.

The College also provides other services for those receiving V.A. benefits including counseling, job placement assistance, tutorial assistance, etc.

For details and additional information, contact the Admissions Office.

(NOTE) Classification as full-time, three-quarter and half-time student is based on the following:

Fall or Spring Semester	Credit Hours	Summer Semester	Credit Hours
Full-Time	12 or more	Full-Time	6 or more
Three-Quarter Time	9, 10, or 11	Three-Quarter Time	4 or 5
Half-Time	6, 7, or 8	Half-Time	3
Less than Half-Time	5 or less	Less than Half-Time	1 or 2

MEMORIAL LOAN FUNDS

Memorial loan fund is an emergency loan fund for college students. Students may borrow up to \$30 which must be paid back within three weeks. The only charge is \$1.00 which will be used to provide a scholarship to some worthwhile student with high academic ability.

The Bill Goodner Student Loan Fund, has been set up by Mrs. W. H. Goodner and Mrs. W. R. Goodner in memoriam to their husbands.

The Don Dyer Student Loan Fund, was established by students, faculty and friends as a memory of Don Dyer, House Director of Northeastern Oklahoma A&M College for twenty-two years.

The Joe Ables Student Loan Fund, was established by students, faculty and friends in memory of Joe Ables, Chairman of the Vocational-Technical Division of Northeastern Oklahoma A&M College for twenty-six years.

The Odin's Knights Student Loan Fund. This fund was established by Odin's Knights, service fraternity of the college.

The Ed Lowry Student Loan Fund, was established by students, faculty and friends in memory of Ed Lowry, Mathematics Instructor at Northeastern Oklahoma A&M College.

The John Thiesing Student Loan Fund, has been established in memory of John Thiesing, Mathematics instructor at Northeastern Oklahoma A&M College for twenty-seven years.

The Jim Tatum Student Loan Fund, has been established in memory of Jim Tatum, Director of Food Services and Student Union at Northeastern Oklahoma A&M College for eighteen years.

The Dr. H. W. Wendelken Student Loan Fund has been established in memory of Dr. H. W. Wendelken, a long time friend and medical advisor to the college.

The Coetta Ray Student Loan Fund was established by students, faculty and friends in memory of Coetta Ray, English instructor at Northeastern Oklahoma A&M College.

The Georgene Payne Student Loan Fund was established by faculty and friends in memory of Georgene Payne, reading instructor at Northeastern Oklahoma A&M College.

SCHOLARSHIPS AND WAIVERS

GENERAL INFORMATION

All consideration for scholarships and fee waivers is based on eligibility and availability of funds. Each student may receive only one type of NEO A&M tuition scholarship although that student may qualify for more than one type of scholarship.

Northeastern Oklahoma A&M College operates academically under a 4.0 scale. Any mention to grade point average refers to this system.

Scholarship and fee waiver applications should be mailed to the Financial Aid Office. The Scholarship Administrator shall consider the applications and make awards using the guidelines set forth by the Scholarship Board and the Financial Aid Office.

Scholarship funds shall be credited to the student's account; cash cannot be paid to the student. All scholarships and fee waivers will be credited to the student's account in accordance with federal and state guidelines and any guidelines set forth by NEO A&M and outside funding sources. If a student is awarded a restricted usage scholarship from an outside source and also has a restricted usage NEO A&M scholarship, the outside scholarship will be applied to the student's account first.

Scholarships are available both to full-time and part-time students enrolled in a minimum of 6 semester hours per academic semester or 3 semester hours during the summer term.

This information is subject to change. For a more detailed explanation of policy and procedure regarding scholarships and waivers, please contact the Financial Aid Office.

Types of Awards

Athletic/Activity Scholarship--Athletic/Activity Scholarships are awarded by the coaches or sponsors and approved by the Athletic Director. A Scholarship Agreement Form/Letter of Intent must be completed and on file in the Financial Aid Office before the award is valid. Athletic Scholarships will not pay for repeat classes and only apply to classes that count toward graduation. All athletes are required to file for federal financial aid. If a student drops out of an activity, his/her scholarship will be forfeited at the end of the semester of withdrawal.

Athletic/Activity Scholarships include but are not limited to the following:

Football	Baseball	Athletic Trainer
Men's Basketball	Rodeo	Norse Star
Women's Basketball	Softball	Volleyball
Livestock Judging	Cheerleader	Equine Judging

Book Scholarship-- Book scholarships are awarded by coaches or sponsors of athletics or activities. Books offered by this scholarship will be on a loan program. At the end of each semester when books are resold at the bookstore, the money collected will go back into the scholarship fund; cash cannot be given to the student. If the student fails to return the books at the end of the semester, he/she will be charged for the books, tax, and a late fee.

Boys State Scholarship--A scholarship will be offered to all participants in Boys State activities held on the campus of Northeastern Oklahoma A&M College. This is an offer limited to the academic year immediately following the participant's graduation from high school. A scholarship is also available for participants in the Boys State Band. This scholarship is worth up to \$200 tuition per semester or up to \$400 tuition for the academic year. The scholarship is renewable for the sophomore year in the same amount, provided the student passes 24 or more hours the fall and spring semesters with a 2.5 grade point average and enrolls for the next fall semester by the last day of the spring semester.

Concurrent Dependent Tuition Waiver--The Concurrent Dependent Tuition Waiver is for full-time, permanent employee dependents or retired employee dependents that are attending both high school and NEO. The waiver will pay all tuition and the student will pay all fees. The employee must complete a waiver form for each semester of student enrollment. Forms submitted after the semester is over will not be honored.

Dependent Tuition Waiver--The Dependent Tuition Waiver is intended to be a benefit for any full-time employee at Northeastern Oklahoma A&M College. Any full-time or part-time student, who is a dependent of a full-time employee of Northeastern Oklahoma A&M College and/or retired NEO employee through the Oklahoma Teachers Retirement System may be eligible for a waiver of in-state tuition. The waiver will pay all tuition and the student will pay all fees. The student must have a high school diploma, GED, or pass Ability to Benefit testing. The employee must complete a waiver form for each semester of student enrollment. Forms submitted after the semester is over will not be honored.

Dobson Presidential Award --

Freshman requirements:

1. Submit scholarship application to the Financial Aid Office by **March 1**
2. Attach resume to scholarship application
3. Have a 24 or higher ACT composite score
4. Be in top 25% of high school class

This scholarship is worth up to \$600 each fall and spring semester in tuition, fees, books, room, and board. The Scholarship Board will select 12 applicants for this scholarship.

Sophomore requirements:

1. Pass 24 or more hours the fall and spring semester with a 3.5 or higher grade point average.
2. Enroll full-time (3/4 time for students accepted into the Nursing program) for the next fall by the last day of the spring semester.

The sophomore renewal scholarship is worth up to \$750 each fall and spring semester for tuition, fees, books, room, and board. New applicants should submit the sophomore scholarship application to the Financial Aid Office by **March 1** and complete the renewal requirements. Priority will be given to students who had the scholarship as a freshman. Funding for new applicants will depend upon availability.

Employee Waiver--The College recognizes the need for advanced education and encourages employees to attain such credentials. However, regular absence from regularly assigned duties for purposes of class attendance is not permitted.

The responsibility for permission to be absent from duties lies with the School Dean or other immediate supervisor. Documentation of the request must be provided to the College through appropriate channels, with final approval and full knowledge of the President of the College.

Full-time, permanent employees may receive reduced general enrollment tuition for up to six (6) credit hours per semester. The discounted amount is one-half of the general enrollment tuition for all classes excluding the Wellness classes. All general enrollment tuition and the linen fees are discounted for the Wellness classes. The employee will pay any remaining general enrollment tuition as well as all fees. Employees must submit the NEO Employee Discount Application to the Financial Aid Office for each semester of enrollment. Forms submitted after the semester is over will not be honored.

Freshman/Sophomore Scholarship—

Freshman requirements:

1. Submit scholarship application to the Financial Aid Office by **March 1**
2. Have a 3.0 or higher cumulative high school grade point average OR a 24 or higher ACT composite score

This scholarship is worth up to \$200 each fall and spring semester for tuition only (no fees). Scholarship funds are limited. Students who make application for scholarships after the deadline will be considered and awards made based on eligibility and available funds.

Sophomore renewal requirements:

1. Pass 24 or more hours the freshman year with a 2.5 or higher grade point average.
2. Enroll full-time (3/4 time for students accepted into the Nursing program) for the next fall by the last day of the spring semester.

The sophomore renewal scholarship is worth up to \$400 each fall and spring semester for tuition only (no fees). New applicants should submit the sophomore scholarship application to the Financial Aid Office by **March 1** and complete the renewal requirements. Students who make application for scholarships after the deadline will be considered and awards made based on eligibility and available funds.

Leadership/Talent Scholarships--We offer a complete program of curricular and co-curricular opportunities at Northeastern Oklahoma A&M College and encourage having outstanding leadership in all areas. Recipients are selected from applicants who have demonstrated outstanding ability for leadership and performance during their high school or college careers. These abilities may be in any area of participation including but not limited to the following:

Agriculture	Music
Band	Newspaper
Drama	

The Department Chairs and/or School Deans of these areas submit names of award recipients; however, the official award letter comes from the Financial Aid Office.

Merit Residential Scholarship—

Freshman requirements:

1. Submit scholarship application to the Financial Aid Office
2. Enroll full-time (12 or more hours)
3. Pay housing deposit to live on campus
4. Have a 20 or higher ACT composite score

This scholarship is worth up to \$400 each fall and spring semester for tuition only (no fees). **August 1st** is the deadline to complete all requirements; however, funds may become exhausted before this date. Scholarship funds are limited to 100 total students, including both freshmen and sophomores. Priority will be given to returning renewal sophomores.

Sophomore renewal requirements:

1. Pass 24 or more hours the fall and spring semesters with a 3.0 or higher grade point average.
2. Enroll full-time (3/4 time for students accepted into the Nursing program) for the next fall by the last day of the spring semester.

The renewal scholarship is worth up to \$500 each fall and spring semester for tuition only (no fees). Students must have received the scholarship as a freshman in order to receive the scholarship as a sophomore.

Norse Scholarship—This scholarship is offered through the School of Agriculture and Natural Sciences, the School of Human Environmental Sciences, the School of Liberal Arts, and the Recruitment Office. Each area must submit scholarship nominee information to the Financial Aid Office by the last day of add/drop. This scholarship is worth up to \$400 each fall and spring semester for tuition only (no fees). There are 112 total scholarships available to both freshmen and sophomores, with first priority given to returning renewal sophomores. For sophomore renewal eligibility, students must pass 24 or more hours the fall and spring semesters with a 2.5 grade point average and enroll for the next fall semester by the last day of the spring semester.

Out-of-State Tuition Waiver--This waiver pays for nonresident tuition charges. See the Freshman or Sophomore Scholarship Application for deadline dates.

The qualifications for an out-state tuition waiver are as follows:

1. **First Time Freshman**--Applicant must have at least a 2.00 cumulative high school grade point average and a 15 ACT composite.

2. **Sophomore**—For renewal, student must have at least a 2.00 cumulative grade point average after the freshman year and enroll for the next fall semester by the last day of the spring semester.
3. **Talent**—An out-of-state tuition waiver may be awarded based on talent and is contingent upon the participation in or association with the department or activity for which it was awarded.
4. **Transfer Student**—Student must have at least a 2.00 cumulative college grade point average from transferring institution(s).
5. **Less Than Half-Time**—A student enrolled less than half-time (i.e., 5 or less hours for the fall or spring and 2 or less hours for summer) may be given a waiver by submitting the Freshman or Sophomore Scholarship Application to the Financial Aid Office by the last day of add-drop.
6. **Ability to Benefit**—A student who is eligible according to Ability to Benefit criteria may be awarded and out-of-state tuition waiver.
7. **Summer School**—A student that received the waiver for the previous fall and spring semester can qualify to have the waiver renewed for the summer semester by having a 2.00 or greater cumulative grade point average. New students must complete the Summer Out-of-State Tuition Waiver application and qualify according to the classifications set forth above.

Other Types of Waivers

- A. **Room Fee Waiver**--A limited number of Room Fee Waivers have been allocated to athletics/activities.

A Room Waiver Form must be completed and on file in the Financial Aid Office before any award is made. An official award letter will then be mailed to the student.

This waiver will provide campus housing for each semester of the academic year and covers only the room portion of housing costs. It does not include meal cost, post office box, Internet, or telephone. The student must enroll in a minimum of twelve (12) college credit hours each semester to be eligible for this waiver.

The student is expected to provide leadership and set a positive example in the residence hall in which he/she lives. Any disciplinary action taken will be reviewed by the Scholarship Board and may result in cancellation of the waiver. If the waiver is canceled, the student may be expected to pay the balance.

- B. **Twin/Triplet Room Waiver** -A Twin/Triplet Room Waiver will be awarded to twins/triplets upon application by the **June 1** deadline. A Twin/Triplet Room Waiver Application must be completed and on file in the Financial Aid Office before the award is made.

This waiver will provide campus housing for each twin/triplet for each semester of the academic year and covers only the room portion of housing costs. It does not include meal cost, post office box, Internet, or telephone.

Each twin/triplet must enroll in a minimum of twelve (12) college credit hours each semester. Sophomore twins/triplets must have a cumulative grade point average of at least a 2.00 to be eligible for the waiver.

The student is expected to provide leadership and set a positive example in the residence hall in which he/she lives. Any disciplinary action taken will be reviewed by the Scholarship Board and may result in cancellation of the waiver. If the waiver is canceled, the student may be expected to pay the balance.

Other Scholarship Programs —Other scholarships are available through the Oklahoma State Regents for Higher Education. Northeastern Oklahoma A&M College will follow the guidelines as set forth by the Regents on these scholarships.

1. Future Teachers Scholarship Program
2. Oklahoma Academic Scholars Program
3. Robert C. Byrd Scholarship
4. Heartland Scholarship
5. OHLAP

Sources of Funding—NEO scholarships are partially funded by the generous donations of the following:

Blue--A trust was established by Jean Ann Blue, Miami, Oklahoma, for scholarships for freshman or sophomore students. Consideration will be given to a student that indicates a need as long as he/she can demonstrate Indian blood.

Dobson--Mrs. Nellie Dobson, longtime resident of Miami and a great friend of the College, has left a sizeable fund to the College, the income of which is to be used for scholarships for worthy and needy students.

Fribley--Charlein O. and Jim K. Fribley, longtime residents of Miami and friends of the College, have left an estate to be used for student scholarships. Full consideration is to be given to the needs of students of minority races; however, all scholarships are to be granted on a non-discriminatory basis, insofar as race, creed, or national origin are concerned.

Slaughter--Bernice Lorene Slaughter, a longtime resident of Miami and a friend of the College, has left an estate, the income of which is to be used for scholarships for worthy students.

Merchants--The civic-minded business and professional men and women of Miami, together with civic groups, have made possible a number of scholarships that are given to deserving students annually throughout this area. The scholarships are primarily given on the basis of scholastic achievement plus financial need.

FOUNDATION SCHOLARSHIPS

All scholarships listed in this section are subject to available funds. Additionally, the amount of award is variable. Foundation Scholarship applicants should fill out the Scholarship application forms available through the Foundation. Completed applications must be submitted to the Foundation Office. All grade point average qualifications listed in Foundation Scholarships are based on a 4.0 system. To receive a scholarship the student must be enrolled as a full time student (12 credit hours). Questions about Foundation Scholarships should be directed to the Development Office at (918) 540-6207.

Benjamin Quapaw Scholarship--This is a trust created by Jean Ann Blue, Miami, Oklahoma, for scholarships for freshman or sophomore students. Consideration will be given to needy students of Indian descent as long as a student can show any amount of Indian blood.

#3BFT(#3 British Flyers Training School) Scholarship--Established by American and British veterans of a WWII flying school located in Miami. This scholarship is targeted to a graduate of Miami High School enrolling at NEO A&M College.

Business Accounting 2000 Book Scholarship—Recipient must be enrolled in business accounting coursework. Book scholarships will be awarded through the Business Department Committee.

Calcagno Art Scholarship – This scholarship was established in memory of Nick Calcagno. Dr. Calcagno was an art instructor at NEO who dedicated his life to the instruction of art and to a personal pursuit of artistic excellence. This recipient must be a Fine Arts Major enrolled in 15 hours each semester. The recipient must have a high school GPA of 3.0 and must maintain a 2.8 while enrolled as an Art Major at NEO.

Craig Foundation Scholarship – Established by the Craig Foundation in order to assist students interested in the Agricultural Field. Selection will be made by the Agriculture Department Faculty.

Peter M. & Carol Anne Crowe Communications Scholarship – Established by the Grove Sun in memory of Peter M. and Carol Anne Crowe. This student must be a communications major enrolled at the Grove Campus.

Dan and Tim Drury Memorial Training Scholarship – Recipient must be from Newcastle or Vinita Oklahoma and enrolled in the Athletic Training Program. Award will be selected by the Athletic Training Director.

Drama and Theatre Endowed Scholarship – Established by Russell "Jack" Horner. Preferred recipient a married student enrolled full time in drama and theatre. This scholarship is to enhance the student experience at NEO A&M College. This recipient will be selected by a committee and will be base on need.

Engineering Endowment Scholarship--Established by Eugene Prevett, now retired and former Engineering & Science Division Chair. To qualify for consideration an applicant must maintain the following criteria: must be an Engineering major, must maintain at least a 3.0 GPA, must have a composite score of 21 or better on the ACT, must carry at least 15 hours per semester, must be willing to assist the Engineering Program according to the direction of the Department Chair, scholarship will be renewable each semester, must adhere to all rules and regulations of Northeastern Oklahoma A&M College.

Janice Gatewood Scholarship--Established in memory of Janice Hutchison Gatewood, a teacher in the Miami Public Schools. Recipient must be an Education major and have a minimum composite ACT score of 21. This award is renewable if a GPA of 3.0 or above is maintained. The recipient of this scholarship is selected by a special committee.

Robert S. Gee Memorial Scholarship--Sponsored by Elizabeth Crews. To qualify for consideration an applicant must maintain the following criteria: Must have an ACT composite of at least 18, must enroll at NEO A&M College in a Business/Computer Science program, must carry a course load of 15 or more credit hours each semester, maintain at least a 3.0 GPA, maintain a good disciplinary record, actively participate in Phi Beta Lambda, must respond to donor, must assist with recruiting activities if called upon. This scholarship will be renewable each semester (with a maximum of 60 credit hours or four semester) upon evidence that the recipient is maintaining a respectable GPA and is continuing to exhibit those characteristics which were instrumental in his/her having received the original award. Applicant should complete NEO scholarship application form, submit two letters of recommendation from high school business instructor, counselor, principal, superintendent, or employer indicating that the criteria for selection has been met. The recipient of this scholarship will be determined by the Business Department faculty.

E.J. Grieshaber Social Science Scholarship--This scholarship is established in honor of E.J. Grieshaber, a long time teacher and administrator of Northeastern Oklahoma A&M College. To qualify for consideration the applicant must meet the following criteria: Be a sophomore Social Science major, and be academically sound. The scholarship application is available through the Social Science Department. The recipient of this scholarship is selected by a Social Science Department Committee.

Miami Area Chamber of Commerce Scholarship – Established by the Miami Area Chamber of Commerce to promote and encourage higher education to area students. An MACC member in good standing must sponsor the recipient. Selection will be based on financial need, GPA, and participation in extra-curricular and civic activities.

Miami Concrete Scholarship – Established by Evans and Associates manager Jimmie Bentley. Preference will be given to applicants who demonstrate leadership characteristics. The recipient must be an Oklahoma resident and be enrolled at NEO as a full-time student. The recipient must also maintain a minimum GPA of 2.5.

Miami Rotary Club Scholarship--This scholarship has been established to benefit Miami High School students wishing to continue their education at Northeastern Oklahoma A&M College. The recipient must be a Miami High School graduate, have ACT score above 20, finish in top one third of senior class, have shown service to school & community, performed well in honors classes, and will agree to come to Rotary once a quarter.

Mwaniki Murigu Memorial Scholarship – This scholarship was established in memory of Mwaniki Murigu, an international student who attended NEO in 2002. The recipient must be an international student and be enrolled full-time at NEO. The selection will be made by the International Student Sponsor and is based on financial need.

NEO Math Day Scholarships--Awarded to winners of the annual NEO Math Day competition as determined by the Math Department. Three scholarships are available annually.

Charles A Neal & Company Athletic Scholarship--Awarded to a male basketball player, preferably from Oklahoma. The recipient must meet the eligibility requirements set forth by the NJCAA and the NEO Basketball Program. This scholarship pays for tuition and fees and is renewable.

Osborn Drugs Athletic Scholarship--Awarded to a male basketball player from Oklahoma. Must meet the eligibility requirements set forth by the NJCAA and the NEO Basketball Program.

Carolyn L. Palmer Nursing Scholarship--Established in memory of Carolyn L. Palmer by her husband, Darel L. Palmer, and children, Phillip and Angela. To qualify for consideration an applicant must maintain the following criteria: exhibit an interest in Nursing as a career objective, enroll at NEO A&M College as a Nursing major, must maintain, each semester, enough hours (12 hrs) to qualify as a full-time student, make normal progress toward the Nursing Degree, academic achievement will be the top priority regarding the selection, must have above average high school grades in Science, Math, English, and Social Studies (strong emphasis in Science & Math preferred), have a composite score in range of 18 to 21 on the ACT. This scholarship will be renewable each semester upon evidence that the recipient is maintaining a respectable GPA and is continuing to exhibit those characteristics which were instrumental in his/her having received the original award.

Juanita Price Scholarship--Sponsored by Tri-State Arts & Crafts Club, Miami Oklahoma. To qualify for consideration an applicant must meet the following criteria: Be from the Miami area, definitely need financial assistance in order to attend, be serious about school and an education, must adhere to all the rules and regulations of Northeastern Oklahoma A&M College, is degree seeking. This scholarship will be renewable each semester upon evidence that the student is maintaining a respectable GPA and is continuing to progress toward a degree.

Catherine Randall Nursing Scholarship--Awarded to a first year, full-time, nursing student. The student must maintain a GPA of 3.0 or above in required nursing courses. The selected student will be considered upon recommendation of the NEO A&M College Nursing Faculty. This scholarship has been established by Mr. Bob Randall in honor of his mother, Mrs. Catherine E. Randall.

Simpson Co-ed Athletic Scholarship—Established in memory of Eddie and Ada Mae Simpson. Award criteria is as follows: must be incoming freshman, 2.50 GPA or better, and local area student. The scholarship can be used for tuition or books as needed.

Spinning Arrow Boys & Girls Scholarship--To be eligible for this award a student must be a graduating senior at Kansas High School, Kansas, Oklahoma, must be recommended by members of the high school faculty, have a need for financial aid--meet government guidelines based on household size and income, and be on the Kansas Children's Project. Exception: If no one on the project is interested in attending NEO, another senior can be selected (after project is phased out, this will not be a prerequisite).

B.J. Tunnell Memorial Scholarship--This scholarship is in memory of Brian J. Tunnell, a Miami Police Officer killed in the line of duty. To qualify for consideration an applicant must meet the following criteria: Be the son or daughter of a current law enforcement officer, Criminal Justice major with intent to become a law enforcement officer, a resident of Ottawa, Delaware, or Craig County, have a financial need, and maintain at least a 2.00 GPA.

Vietnam Veterans Physical Therapist Assistant Scholarship – This scholarship was established by the local chapter of Vietnam Veterans of America. The recipient must be enrolled in the Physical Therapist Assistant Program at NEO and must have completed 12 hours of prerequisite course work at NEO.

Don Ward Memorial Baseball Scholarship – Established in the memory of Donald C. Ward who played Basketball and Baseball at NEO in the late 1950's. The recipient will be selected based on financial need, GPA of 3.0, good leadership and integrity. The award will be determined by the NEO baseball coach.

Carol Sue (Moore) Welch Memorial Scholarship--Established in memory of Carol Sue Welch by her husband, Paul. Award criteria: Must be a Picher High School graduate, show a financial need, be a full-time student and maintain a GPA of 2.5. Applications will be accepted in the NEO Development Foundation and submitted to a committee for selection.

The Jake L. Whitecrow Scholarship--This fund was established to perpetuate the memory of Jake L. Whitecrow, Jr., a relentless advocate for American Indians and known nationally for his efforts on behalf of Native Americans. Award criteria are as follows: Preference to a Native American student, must be a Health Science major, and maintain a 2.50 GPA.

Charles Banks Wilson Art Scholarship--Established by the Miami High School Class of 1936 in honor of classmate, Charles Banks Wilson, a renowned artist from Miami. Recipients must be Art majors. Scholarship is renewable if GPA of 2.5 or above is maintained. The Recipients are selected by a special committee. Scholarship amount is variable.

Roy Wilson Scholarship for Agriculture – Established to encourage students involved in the agriculture field. Preferred recipient will be a graduate of Wyandotte Schools, enrolled full time in agriculture field and will be selected by a committee comprised of NEO Agriculture faculty and Wyandotte FFA advisor.

Ed Woodington Memorial Scholarship – This scholarship was established in memory of Ed Woodington, a member of the Ottawa Indian Tribe, and chairman of the Clear Creek Pow Wow for 39 years. The recipient must be a second year student at NEO and be enrolled in 12 hours; recipient must be an enrolled member of an Indian Tribe.

Bobbie Woods Nursing Scholarship – Established to honor Bobbie Woods as an outstanding member of the NEO nursing faculty. The student must be enrolled in the Nursing Program at NEO and will be selected by the nursing faculty.

STUDENT SERVICES

GENERAL INFORMATION

COUNSELING SERVICES

NEO provides counseling services for all students. Counselors work with students in a personal relationship. This may involve counseling oriented toward academic, vocational, social or personal problems. Information on all of these issues may be provided.

Social issues are addressed through presentations, workshops, support groups and individual counseling. The objective of the Counseling Center is to provide support to the students and aid in their academic, social and personal success. Referrals are made for needed services that are not available at the Counseling Center. Contact the Director of Counseling, Dyer Hall for information and/or counsel.

LEARNING RESOURCE CENTER

The LRC, located in the Dayle Creech Library Administration building, is an integral part of the educational environment at NEO A&M College. It provides a full range of information media and services to support the college's academic programs and related activities. Books, periodicals, microforms, videotapes, Internet access and other media formats are available for class assignments, cultural enrichment, or personal use. In addition to traditional media services, access to many full text databases is provided. Carrels for private study and conference rooms for group meetings are conducive to student needs. An open access computer laboratory compliments the other study area. The open stack library system allows students to browse freely and select materials as desired. A component of the LRC, the Educational Technology Center, supports interactive video courses, academic computing, and Internet course development and delivery to students.

STUDENT SUPPORT SERVICES

Student Support Services is a nation-wide program designed to assist students who are working toward a baccalaureate degree. The staff is committed to helping undergraduates be successful by providing opportunities that will enhance academic performance. Services which are provided free of charge may include one-on-one tutoring, group tutoring, career assessment, career counseling, transfer counseling and on-site visits.

To qualify a student must meet one of the following criteria: First generation college student (neither parent has a baccalaureate degree), financially disadvantaged (Pell Grant recipient), or disabled.

An application can be obtained by visiting Student Support Services which is located in Ables Hall Rooms 205, 207, and 208 or contact the program director at (918) 540-6263.

HEALTH SERVICES

When possible, the College expects the student to secure medical services through his/her own private physician. In cases of serious accident or illness, the College will refer a student to the nearest hospital for emergency care. It is understood that the student or his/her parents will assume full responsibility for the costs of such emergency care at the hospital - including ambulance charges.

A student's self-report, medical form should be filled out at the time of admission. This report, giving the student's medical history, will be kept in the student's file to be used in case of emergency. Tetanus boosters and tuberculosis testing are available from the Public Health Service free of charge to students.

CLINIC

A clinic has been established in Dobson Hall for the purpose of providing first-aid services. Clinic hours are from 8:00 a.m. until 12:00 noon, Monday through Friday. Students requiring such services should report to the clinic. If unable to report to the clinic, notify the Vice President for Student Services. Emergency care, if needed, will be secured.

DISABLED STUDENT SERVICES

For specific information review services listed under point 9, on inside front cover.

ACCIDENT INSURANCE

Student medical and accident insurance is available to students of the College at a nominal fee. Many students are not covered by their parent's insurance and/or employment programs; and, therefore, it is desirable to obtain low-cost insurance. Additional information concerning the health and accident insurance may be secured from the Office of Student Services, Dyer Hall, Room 113.

POSTAL SERVICE

A full-service Post Office is located in the basement of the Dayle Creech Library-Administration Building. Charges to residence hall and apartment occupants include the cost of a private postal box. After paying a postal box key deposit and presenting the receipt at the Post Office, these students may obtain their box number and key. Postal boxes are also available at a minimal cost for students not residing on campus. Mail to all College postal box patrons should be addressed using the student's name, box number, and "Northeastern Oklahoma A&M College."

PARKING

Specific parking regulations will be given to students when they register their cars or complete a non-car declaration during the enrollment period. Students are expected to familiarize themselves with these regulations and to obey them. Registration of a car is free. However, in order to park a car on campus, students must purchase a parking permit at \$15.00 per year.

BOOKSTORE

The Bookstore, located in the Bruce G. Carter Student Union, is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. New and used textbooks, supplies and equipment, sundries, clothing, pennants, jewelry, decals, etc. are for sale in the Bookstore.

During a specified period of time at the end of each semester, the student has the opportunity to sell his/her reusable textbooks. The student must have been enrolled in the particular class requiring the books presented for sale.

CONTINUING EDUCATION

CONTINUING EDUCATION

Continuing Education includes cultural, occupational, recreational, and enrichment opportunities for those in the community desiring to study without credit in specific areas of interest. NEO's Continuing Education Department offers a variety of non-credit and credit courses and programs as well as other specifically designed programs. This now includes professional development certificate programs via the Internet. Continuing Education units, as well as staff development points, are offered through seminars, all-day events, conferences, and workshops. Contractual training is available upon request. Public/private partnerships and interagency collaboration are highly encouraged.

OFF-CAMPUS SERVICES

The Continuing Education and Distance Education Departments are also responsible for the coordination of academic offerings in NEO's geographic community which includes Ottawa, Delaware, and Craig counties. Off-campus offerings maintain the same standards of excellence as those offered on campus. Special emphasis is given to individual student needs in an effort to assist students as they strive to improve their quality of life. Off-campus centers are located in Grove, Vinita, and Jay where area citizens may obtain more information and assistance for courses, training, and other college services.

CAMPUS COMPACT

Northeastern Oklahoma A&M College is a member institution of Oklahoma Campus Compact, an organization of Oklahoma college and university presidents who have committed to articulating the importance of civic responsibility as an outcome of higher education. OKCC provides leadership, networking and technical assistance to campuses and communities in three areas:

- Service Learning
- Civic Engagement
- Community Service

For more information about Campus Compact at NEO A&M College, visit our website at <http://www.neoam.edu/campuscompact/>.

STUDENT ORGANIZAITONS AND ACTIVITIES

A number of student organizations assist in making campus life interesting. Each of these organizations works with a faculty sponsor.

ELIGIBILITY

Students representing the College in athletic events, music contests, debating, and other contests; participating in drama, band, chorus, Meistersingers, Jazz Band, cheerleading, Norse Stars, Agriculture judging teams, or other activities, or serving as officers of organizations on the campus must be passing in at least 12 hours of college work. The students must also have enrolled in a minimum of 12 hours and maintained a 1.75 grade point average the preceding semester if enrolled at the college level.

HONOR SOCIETY — PHI THETA KAPPA

Phi Theta Kappa is an International Honor Society for two-year colleges which strives to promote leadership, scholarship, fellowship, and services not only to the college but also to the community. Students have the opportunity to enter regional and international competition in areas of visual arts, literary achievements, music compositions, and science projects. To be eligible for membership, students must have completed at least 12 hours credit at NEO A&M and must have an accumulative grade point average of 3.5. Students who have an interest in Phi Theta Kappa and have demonstrated academic excellence either in high school or college, but who have not completed the requirements for full membership may apply for provisional membership. Select for membership is made at the opening of each semester.

STUDENT BODY GOVERNMENT

The Student Body Government is a representative organization whose members are elected from the College organizations and student body at large. To be eligible, a student must maintain passing grades in 12 hours of college work. The president of the Student Body Government is elected from sophomores who have earned 15 hours of college credit at this institution. This office carries distinction and honor. The Student Body Government offers opportunity for the development of cooperative effort, initiative and leadership. Meetings are held regularly to originate and carry out activities related to the interest and welfare of the student body.

STUDENT CLUBS

The College offers a number of educational and pre-professional organizations designed to increase interest in the various fields. Membership in these organizations is comprised of students majoring in related courses or having similar interest. The student interest in these clubs range from social interaction to educational enrichment. The student organizations include:

Afro-American Society	Masquers Club
Aggie Society	Medical Laboratory Technician
Agricultural Education Club	Native American Student Association
Band	NEO Cheerleaders
Baptist Collegiate Ministries	NEO Nursing Students
Business Leaders of Tomorrow	NEO Student Nurses Association
Chi Alpha	Norse Stars
Child Development Club	Norse Wind
Choir/Meistersingers	Phi Theta Kappa
Christian Student Fellowship	Philosophy Club
Collegiate Republicans	Physical Therapist Assistant Association
Engineering Club	PreVet Club
Equine Club	Psychology Student Association
Farm and Ranch Management	Resident Life Council
Fellowship of Christian Athletes	Rodeo Club
Foreign Language Club	Social Work Student Association
Forestry and Wildlife Club	Student Ambassadors
Grove Higher Education Center	Wesley Foundation
History Club	Young Democrats
Livestock Judging Team	

STUDENT PUBLICATION

“Norse Wind”, the College newspaper, is published weekly by the students with the assistance of the journalism instructor, for the purpose of providing students and faculty with the campus news. Student interest and ability are the basis for participation.

ATHLETICS

The purpose of intercollegiate athletics at Northeastern Oklahoma A&M College is to develop more fully the athletic ability of the student, and to teach team play, sportsmanship, and cooperation to the fullest extent. A wholesome attitude is developed in athletics because scholastic requirements must be met before an athlete can represent the school. Norseman athletes cultivate the habit of study as well as the practice of athletics and practically all who have graduated in recent years have gone on to schools of higher learning to complete their education, as well as to carry on their athletic competition.

“The College is a member of the National Junior College Athletic Association competing in baseball, basketball, football, softball, and volleyball. Basketball and Softball are members of the Bi-State Conference. Football is a member of the Southwest Junior College Football Conference comprised of Oklahoma and Texas.” In addition, the College offers a golf program.

CHEERLEADERS

Leaders of spirit, pride and enthusiasm at NEO, this energetic group brings fans to their feet as the Golden Norsemen battle for number one rankings in the NJCAA Conference. They cheer for football and basketball home games, and travel to selected away games. Tryouts are held in April.

NORSE STARS

The Norse Stars have earned national recognition as an outstanding precision dance-drill team. Their performances are featured events at NEO football and basketball games as well as area high school and college games, parades and junior college bowl games. Rehearsal times are coordinated with the college schedule. They are recognized as campus leaders, contributing leadership for campus spirit. Tryouts are held in April with a possibility of an additional tryout in the Fall.

NORSE BAND

The Norse Band is composed of men and women regularly enrolled in the College. During the first semester, the Norse Band performs for pep rallies, parades, and half-time activities at the football games in addition to accompanying the Norse Stars. The second semester is devoted to concert playing and performing for high school assemblies. One credit hour per semester is offered.

The Norse Band offers concerts and performances at functions and ceremonies throughout the school year. It plays a major role in the enhancement of the spirit and character of this institution.

COLLEGE CHORUS

The chorus, a performing musical organization, is open to all men and women of the College. Membership is gained through enrollment in Chorus.

MEISTERSINGERS

The Meistersingers, a group of musicians selected by audition, is in great demand for performances.

INTRAMURALS

The intramurals program offers both individual and team sports, including bowling, basketball, softball, volleyball, tennis, golf, soccer, and flag football. Increase in leisure time has made the recreational phase of physical education one of the most important and valuable considerations of today's society. Training for wholesome use of this leisure time has become part of the problem of education today. This College is endeavoring to offer such a program of recreational opportunities for all persons interested in making wholesome and healthful use of leisure time.

ACADEMIC STANDARDS AND REGULATIONS

Northeastern Oklahoma A&M College wants every student to achieve success. To help retain motivated students and identify those who may need special attention, the College has adopted academic standards based on criteria established by the Oklahoma State Regents for Higher Education.

ACADEMIC READINESS

A truly comprehensive community college not only offers courses in specific fields of study such as biology, composition or history, but it also offers courses in how to study, how to read better and faster, how to listen, how to write using the best words to say what needs to be said, how to solve basic mathematics problems and/or how to take test.

Each semester the college offers a number of skills development courses. Also, during each session there are credit and non-credit short courses in a variety of topics that can help an individual be a better student and get the most out of the college learning experience.

Policies and procedures for the enrollment of students with special learning needs are available in the Admissions Office or in the Counseling Center. All courses listed in degree or certificate programs assume certain skill levels. Academic Readiness courses can help the student prepare for required courses.

COUNSEL AND GUIDANCE — Academic and Social

Each student will have an advisor, a member of the faculty in his/her major field, who will confer/assist them with all matters as desired by the student or made necessary by conditions. The Counseling Center, located on first floor of Dyer Hall, west wing, is available to students having special problems. Counselors are available to assist students and suggest means of vocational and educational adjustment. The Student Support Services program is available to assist eligible students. See page 39 for more information about the Student Support Services program.

The Office of Student Affairs seeks to have personal contact with students and to help in any difficulties pertaining to the student's educational and social activities. The office is responsible for the general supervision of student activities. The office endeavors to give personal attention to all new students and to act as interpreters of college regulations for all students.

ORIENTATION CLASS

Each academic school offers and requires a career opportunities class for in-coming students. A variety of topics are discussed to assist the student in being successful in college.

CLASS ATTENDANCE POLICY

Students are expected to attend class regularly and participate fully in the activities of each class. Regular attendance at class is important to success in college and is the responsibility of the student. The instructor is responsible for setting and communicating to the students the attendance requirements for each class.

A record of the student's attendance will be kept. All absences are considered unexcused until made up according to the instructor's make-up policy. Students who are required to participate in official college activities necessitating absences from class must meet with their instructors prior to the events and arrange to make up all work missed during the absence.

When a student continues to be absent from a class after having been reported, the instructor may request that the student drop or the instructor may administratively withdraw the student from the class. The accumulation of excessive absences in several classes will be considered grounds for suspension from the College.

TRANSCRIPTS

Transcripts of a student's record made in Northeastern Oklahoma A&M College will be furnished by the Dean of Enrollment Management. A transcript fee of \$5.00 per semester is charged. This fee includes the costs of preparing and forwarding an official transcript upon request of the student. A transcript will not be released if a student has a financial obligation to the College. For transcript request information, call (918) 540-6405 or visit the College's website at www.neoam.edu.

EXPLANATION OF COURSE NUMBERING SYSTEM

All courses are numbered in terms of four digits. The first digit indicates the class year in which the subject ordinarily is taken; the last digit indicates the credit hours and all four serve to denote the course. For example, a course numbered 1123 should be interpreted as a freshman course carrying three hours of credit. Some course numbers end in 0, e.g. 2120. This means that the credit carried varies. A course number which begins with 0 indicates that the course carries no credit. When the last digit of a course number indicates the semester credit hours carried by the course, a student cannot take the course for more or less than the designated credit hours.

EXPLANATION OF CREDITS AND GRADES

All college credit earned in this institution is estimated in terms of semester hours. A semester hour of credit is given for the equivalent of one hour of class work per week for a semester.

The grades of students are recorded on the following scale:

A	-	Superior
B	-	Good
C	-	Average
D	-	Inferior
F -		Failure
I	-	Incomplete
W	-	Withdrawal Before Evaluation
AW	-	Administrative Withdrawal
AU	-	Audit
P	-	Passing
N	-	No Grade
S	-	Satisfactory
U	-	Unsatisfactory

INCOMPLETE GRADE POLICY

If a student has finished a substantial amount of classwork and is not able to complete the class due to severe circumstances, the faculty member does have the option of awarding the student a grade of "I". At the time an incomplete grade is awarded, the faculty member must submit an Incomplete Grade form to his/her department head. The student has one calendar year to satisfy the requirements of the course. If the "I" grade has not been changed by the instructor to a credit-bearing grade within one year, the grade of "I" will remain on the transcript permanently. The faculty member should monitor the progress of students with incomplete grades.

GRADE POINTS

The quality of a student's work is measured by the grade points earned. Graduation, transfer of credits, membership in Phi Theta Kappa, and making the Dean's Honor Roll and the President's Honor Roll depend to a great extent on grade points earned.

Each semester hour of work earns these grade points:

- One hour of A equals 4 grade points
- One hour of B equals 3 grade points
- One hour of C equals 2 grade points
- One hour of D equals 1 grade point
- One hour of F equals 0 grade point

Letter grades of W, AW, I, AU, P, N, S, or U are considered neutral grades and will not be calculated in the grade point average.

REPEATED COURSE AND ACADEMIC REPRIEVE POLICY

The Oklahoma State Regents for Higher Education have set forth guidelines for academic forgiveness policies at state colleges and universities. The purpose of these policies is to provide current students a second opportunity for academic achievement. There are three provisions that will affect a student's retention and graduation grade point averages: repeated courses, academic reprieve, and academic renewal.

REPEATED COURSE POLICY

NEO A&M College's repeat course policy is implemented based on the following guidelines.

- (1) A student may repeat up to four courses (twelve hours maximum) where the original grade was a "D" or an "F" and only the second grade will average into the retention and graduation grade point averages even if it is a lower grade.
- (2) If a course is repeated for a third time, all attempts beyond the original grade will calculate into the grade point average.
- (3) Once the minimum of four courses has been repeated, all further courses will average into the retention and graduation grade point averages.
- (4) If a course where the original grade was a "C" or higher is repeated, both grades will be averaged into the grade point average.
- (5) This policy is retroactive and is initiated from the first repeated course.

ACADEMIC REPRIEVE POLICY

The Academic Reprieve provision has been implemented for the student who has had poor academic performance due to extenuating circumstances. NEO A&M College's Academic Reprieve policy is implemented based on the following guidelines:

- (1) At least three years must have elapsed between the period in which the grades being requested reprieved were earned and the reprieve request.
- (2) Prior to requesting the Academic Reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses. The student must be currently enrolled.
- (3) The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollment. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student's request is for two consecutive semesters, the institution may choose to reprieve only one semester.
- (4) The student must petition for consideration of an Academic Reprieve. A letter of request must be submitted to the Office of Admission, Dean of Enrollment Management for review by a committee. For more information, please contact the Admissions Office.
- (5) All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Course work with a passing grade included in a reprieved semester may be used to demonstrate competency in the subject matter. However, the course work may not be used to fulfill credit hour requirements.

ACADEMIC RENEWAL POLICY

The Academic Renewal provision has been implemented for the student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Under Academic Renewal, course work taken prior to a date specified by the institution is not counted in the student's graduation/retention GPA. NEO A&M College's Academic Renewal policy is implemented based on the following guidelines:

- (1) At least five years must have elapsed between the last semester being renewed and the renewal request.
- (2) Prior to requesting Academic Renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a "C" in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses.
- (3) The request will be for all courses completed before the date specified in the request for renewal.

- (4) The student must petition for consideration of Academic Renewal. A letter of request must be submitted to the Office of Admission, Dean of Enrollment Management for review by a committee. For more information, please contact the Admissions Office.
- (5) All courses remain on the student's transcript, but are not calculated in the student's retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirement.

GRADE APPEALS POLICY

A student may appeal a grade given by an instructor in cases in which he or she believes the grade awarded is inconsistent with announced grading policy. (See Student Handbook)

CHANGING SCHEDULES

ADD/DROP PERIOD -- Subject to the constraints specified below, course schedule changes shall be permitted as follows:

Fall or Spring Semesters -- First two (2) weeks of classes

8-Week classes -- First four (4) days of classes

4-Week classes -- First two (2) days of classes

Summer Session --

8-Week classes -- First four (4) days of classes

4-Week classes-- First two (2) days of classes

ADDING A COURSE -- Addition of courses after initial enrollment must be documented on a Class Change form and approved by the student's academic advisor. Addition of courses after the semester begins also requires the signature of the class instructor. Upon obtaining the advisor's and instructor's (if applicable) signature, the student must obtain a signature from the Financial Aid Office and then return the Class Change form to the Admissions Office for official enrollment in the course.

DROPPING A COURSE -- Withdrawal from a course must be documented on a Class Change form and approved by the student's academic advisor. Withdrawal after classes begin also requires the signature of the class instructor. Refunds of tuition and fees will only be made as specified below in the "Refund Policy" (see page 21). Students who withdraw from a course during the first twelve (12) weeks of a Fall or Spring semester or that same proportion of a Summer session will receive a "W" with no evaluation for the course/s from which he/she withdraws. After that twelve (12) week period, the student's performance in the course will be evaluated by the instructor. A student may receive a "W" for no evaluation or "F" for a failing grade. Students may not withdraw after finals week has begun.

WITHDRAWAL FROM COLLEGE

Students finding it necessary to withdraw from college at any time other than the end of the semester should officially withdraw by securing an official withdrawal form from the Admissions Office. To process the withdrawal, the student must obtain signatures from his/her academic advisor, the instructor of each course, and departments as designated on the form. Failure to do so will result in the student's receiving a grade of "F" in the course/s in which he/she did not complete. See page 21 for the Refund Policy.

ACADEMIC PROBATION/SUSPENSION/ALERT

ACADEMIC WARNING SYSTEM — The College has developed a system of positive intervention which will serve notice to students in jeopardy of failure in specific courses. Faculty has the right to drop a student from a course after appropriate notification to the student and his/her advisor and the student's failure to properly remedy the identified problem.

CUMULATIVE GPA REQUIREMENTS — A student must maintain a 2.0 cumulative GPA for the duration of his/her college experience, with the exception of freshmen on academic probation.

ACADEMIC NOTICE – Freshman students, 30 or fewer hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice.

Students on academic notice will be required, as a condition for continued enrollment, to participate in special academic support services.

ACADEMIC PROBATION — A student will automatically be placed on academic probation if the student's cumulative GPA is below 1.7 with 0 through 30 credit hours attempted or below 2.0 with greater than 30 credit hours attempted.

Students on academic probation will be required, as a condition for enrollment, to participate in special academic support services.

ACADEMIC SUSPENSION — Any student who was on academic probation the previous semester and who fails to raise his/her GPA to the required cumulative level in the semester following academic probation will be suspended from the institution. Students may not be reinstated until one regular semester (Fall or Spring) has elapsed. Failure to participate in special academic support services could lead to immediate suspension.

ACADEMIC SUSPENSION APPEALS — Students suspended for academic reasons have the right to appeal the suspension to the Academic Appeals Committee. The suspended student must document any extraordinary personal circumstances that contributed to his/her academic deficiencies.

READMISSION OF SUSPENDED STUDENTS — Academically suspended students will not be allowed to reenter the institution until one regular semester (Fall or Spring) has elapsed. Suspended students can be readmitted only one time. Students are readmitted on probationary status.

Should a reinstated student be suspended a second time from Northeastern Oklahoma A&M College, he/she cannot return to NEO A&M College until such time as he/she has demonstrated, by attending another institution, the ability to succeed academically by raising his/her cumulative GPA to the retention standards.

REINSTATEMENT OF SUSPENDED STUDENTS FROM OTHER INSTITUTIONS — Students suspended from other institutions will be treated the same as students suspended from Northeastern Oklahoma A&M College. Students would have the right to appeal to the Academic Appeals Committee for immediate admissions or to be readmitted after one regular semester. Students are readmitted on probationary status.

DEGREE AND CERTIFICATE REQUIREMENTS

The College awards three associate degrees and two certificates. Students may obtain the Associate in Arts Degree, the Associate in Science Degree, the Associate in Applied Science Degree, a One-Year Certificate and/or a Two-Year Certificate. Students must achieve a grade point average of 2.0 as a minimum on all course work attempted excluding any courses repeated or reprimed. The last fifteen hours of any degree or certificate must be earned in residence. One exception to the rule is that if a student has completed twenty-eight hours in residence, he/she may transfer six of his/her last fifteen hours. See the Programs of Study section of this catalog for individual program requirements.

DEGREE CHECK

At the time of enrollment for the last semester (prior semester for summer graduates), students seeking a degree should prepare for graduation. Students obtain an Application for Graduation and Degree Check form from their advisors. The completed forms must be returned to the Admissions Office. All declared candidates will be contacted by the Registrar with information about the graduation ceremony. Degrees will be awarded after final grades are submitted and the student's eligibility for a degree is verified.

CERTIFICATE COMPLETION CHECK PROCESS

At the time of enrollment for the final semester, students seeking a certificate should submit appropriate forms for eligibility verification. Students should obtain an Application for Degree/Certificate form from the Admissions Office and a Degree/Certificate Check form from their advisors. The completed forms must be returned to the Registrar's Office. Certificates will be awarded after final grades are submitted and the student's eligibility is verified.

COURSE SUBSTITUTIONS

Degree-seeking students should follow the curriculum pattern for the major academic area they select as it is outlined in the catalog.

In special cases, a student may be permitted to substitute a course of related subject matter for a required course. To initiate this procedure, students must first have the approval of their advisor. The student may then complete a request for course substitution form available in the Admissions Office or dean's office.

Substitution for any required course in a degree plan specified in the College catalog requires approval by the student's advisor, the dean of the school offering the degree, and the Vice President for Academic Affairs.

STATE-WIDE ARTICULATION POLICY

Northeastern Oklahoma A&M College cooperates fully with the faculty-agreed standard of the Oklahoma State Regents for Higher Education Articulation Policy. (An agreement between all state higher education institutions whereby several courses in 21 different disciplines are electronically transferable to any other state higher education institution.) This Articulation Policy allows transfer of fundamental courses among institutions in the Oklahoma State System of Higher Education. Check with your advisor for specific information regarding transferability to the four-year college or university of your choice.

TRANSFER OF CREDITS

Credits earned at this college are fully transferable to other institutions both in and out of state. The student should consult the catalog of his/her chosen senior college to see that he/she has taken courses required by that particular college in his/her particular field.

DISTANCE EDUCATION

NEO offers a variety of courses to students via distance education. NEO utilizes interactive television (I-TV), the internet and hybrid courses utilizing I-TV and internet) to offer a comprehensive selection of courses every semester.

The I-TV courses are taught primarily from the NEO campus in Miami, OK over the statewide telecommunication network (OneNet). These courses are offered to area high schools, the NEO Grove campus, and other institutions of higher education. NEO also serves as a receive site, accepting courses from other colleges across Oklahoma.

Internet, or Web courses are available to students anywhere access to the internet is available. NEO offers these courses via Web CT, making learning convenient, flexible, and user-friendly.

ADVANCED STANDING

Students with prior learning experiences outside the formal classroom may be eligible for advanced standing credit. Students interested in earning such credit must be able to validate their prior knowledge through: a) successful completion of an advanced standing examination, b) documentation of military experience, or c) career experiences that have been validated by a review process approved by the Oklahoma State Regents for Higher Education. The College Level Examination Program (CLEP) subject tests, the Advanced Placement (AP) Program of the College Entrance Examination Board tests, and examinations developed by the College's academic departments may serve as the advanced standing examination.

To receive credit for advanced standing, students must:

- (1) Be enrolled or eligible to re-enroll at NEO A&M College.
- (2) Submit official records or documentation of the training, experience, or tests for which credit is being requested. Training or tests must be judged to be equivalent to courses offered at NEO A&M College in order for credit to be awarded.
- (3) Make payment in advance of the assigned fees for departmentally developed examinations. No refund will be given once the advanced standing examination has been administered.
- (4) Successfully complete 12 or more credit hours at the College before advanced standing credit will be posted to the transcript. Advanced standing will be posted with a grade of "P".

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College is a participant in the College Level Examination Program (CLEP), thus enabling students to gain advance standing credit by examination. The cost for a CLEP examination is \$70. For more information, contact the Testing Center at (918) 540-6140.

ADVANCED PLACEMENT PROGRAM (APP)

Administered by the College Entrance Examination Board, this program enables high school students to take comprehensive examinations for credit at the college level. Inquiries concerning this program should be directed to the high school counselor and arrangements for taking the examination and scoring will be coordinated at the high school in which the student is enrolled. Inquiries regarding required scores for AP credit at NEO A&M College should be directed to the Dean of Enrollment Management, Admissions Office.

ADVANCED STANDING EXAMINATION

Some academic departments offer locally prepared examinations for which no CLEP examination exists. The cost for advanced standing examination is \$5 per credit hour. Students must pay the fee prior to the administration of the exam. No refund will be given if the examination is not completed successfully. For more information, contact the Testing Center at (918) 540-6140.

CO-OPERATIVE AGREEMENT WITH AREA VOCATIONAL/TECHNICAL SCHOOLS

College credit may be granted for work transferred from Technology Centers. Credit granted is based upon a course by course equivalency evaluation with participating technology centers and courses offered at Northeastern Oklahoma A&M College. Call (918) 540-6246 or contact your advisor, Dean, or the Admissions Office for further information.

HONORS AND ACADEMIC AWARDS

ACADEMIC AWARDS – At the close of each fall and spring semester, distinguished students are recognized for their academic achievements. To qualify for the **President's Honor Roll**, a student must be carrying at least 12 college credit hours (through NEO A&M) and have a 4.0 grade point average for the semester. For the **Deans' Honor Roll**, a student must be carrying at least 12 college credit hours (through NEO A&M) and have a 3.5 grade point average or higher for the semester. Pre-collegiate (academic readiness) courses do not apply toward the qualifications for academic awards. Recognition for these academic achievements will include designation of the honor on the academic transcript, a letter of commendation, and listing of the student's name in the school and/or local newspaper.

Students who maintain a cumulative grade point average of 3.5 or higher will receive recognition in the commencement program and have the opportunity to wear approved regalia during their commencement ceremony.

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY – See page 42 for the eligibility requirements for Phi Theta Kappa International Honor Society. The student's academic transcript will reflect the student's membership in Phi Theta Kappa. At the time of graduation, members are recognized in the commencement program and may choose to wear the approved regalia during the commencement ceremony.

WHO'S WHO IN AMERICAN JUNIOR COLLEGES® – NEO A&M College participates in the Who's Who Among Students in American Junior Colleges recognition program. Recipients are selected annually by the NEO Who's Who Selection Committee and the names of the honorees are submitted to the national office. Recipients of this honor receive a certificate and letter of commendation as well as recognition by the national office.

ACADEMIC PROGRAMS

GENERAL INFORMATION

PROGRAMS OF STUDY

Basic to planning a program of study is the selection of a degree program which is consistent with the objectives of the student. Each degree has certain general education requirements and certain specific requirements for each emphasis of study.

ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE DEGREE

The Associate in Arts and Associate in Science Degrees granted by the College are the basic transfer degrees of students in Oklahoma community colleges. An articulation policy has been adopted by all public colleges and universities in the state. This policy became effective for community colleges in the fall of 1976 and for students transferring to senior colleges and universities in the state in the fall of 1978. The policy was revised in 1987 and 1995. (See page 50.) The minimum requirements for an Associate in Arts or Associate in Science Degree are as follows:

Completion of a minimum of 60 semester hours of academic work with a grade point average of 2.0 or above exclusive of basic physical education activity courses and any courses repeated or reprieved (as detailed on page 47). The general education core consists of a minimum of 37 credit hours which shall include the courses noted as GENERAL EDUCATION REQUIREMENTS on pages 53 and 54.

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree is the Occupational/Technology Degree for students in Oklahoma community colleges. These programs are designed to lead the individual directly to employment in a specific career. Although the objective of this degree is to enhance employment opportunities, some bachelor's degree institutions have developed upper-division programs to recognize this degree for transfer purposes. The minimum requirements for an Associate in Applied Science Degree are as follows:

- (a) The completion of a minimum of 60 semester credit hours of academic work with a grade point average of 2.0 or above exclusive of basic physical education activity courses and any courses repeated or reprieved (as detailed on page 47). Individual programs may have additional requirements. See the Programs of Study section of this catalog for specific program requirements.
- (b) The completion, as a portion of the overall 60 semester credit hours, of a basic general education core of a minimum of 18 semester credit hours listed as transferable on the State System Course Equivalency Project matrices, instructed by general education faculty to include the courses noted as GENERAL EDUCATION REQUIREMENTS on page 55.

CERTIFICATES OF COMPLETION

Certificates are awarded by the College upon completion of work in one-year and two-year programs of study in occupational areas. Specific instructional program requirements are included in the programs of study section of this publication beginning on page 109. As a minimum requirement for a certificate, the student must complete the program requirements with a grade point average of 2.0 or above.

ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE DEGREE

GENERAL EDUCATION REQUIREMENTS

The following are the minimum general education requirements for the Associate in Arts or Associate in Science degree. These minimum requirements should not be interpreted as a program of study. A program of study may include additional requirements. Faculty and students are advised to refer to the Programs of Study in this publication for specific instructional program requirements.

The Associate in Arts and Associate in Science degree programs are designed to prepare students for transfer to a Bachelor's program. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs.

- | | | | | |
|----|---------------------|---------|--|--|
| A. | English Composition | 6 hours | ENGL 1113
ENGL 1213 | Freshmen Composition I
Freshmen Composition II |
| B. | Social Science | 6 hours | HIST 1483
HIST 1493
POLS 1113 | American History to 1865 (or)
American History from 1865 and
American Government |
| C. | Humanities | 6 hours | Select at least one course from the following: | |
| | | | ART 1803 | Introduction to Art |
| | | | ENGL 2413 | Introduction to Literature |
| | | | ENGL 2433 | World Literature I |
| | | | ENGL 2443 | World Literature II |
| | | | HIST 1613 | Western Civilization to 1500 |
| | | | HIST 1623 | Western Civilization after 1500 |
| | | | HUM 2103 | Humanities I |
| | | | HUM 2203 | Humanities II |
| | | | MUSC 2573 | Introduction to Music Appreciation |
| | | | PHIL 1113 | Introduction to Philosophy |
| | | | TH 2413 | Introduction to Theatre |

following: Select an additional course from the list above or one course from the

- | | |
|-----------|---|
| ART 1643 | Introduction to Art History I |
| ART 1743 | Introduction to Art History II |
| ENGL 1013 | American Indian Writers |
| ENGL 2123 | Literature of the Old Testament |
| ENGL 2223 | Literature of the New Testament |
| ENGL 2543 | Survey of British Literature I |
| ENGL 2653 | Survey of British Literature II |
| ENGL 2773 | Survey of American Literature I |
| ENGL 2883 | Survey of American Literature II |
| FL 1013 | Cherokee Language I |
| FL 1133 | Cherokee Language II |
| GEOG 1013 | World/Regional Geography |
| HIST 1043 | History of the Nine Tribes |
| HIST 1063 | History of the American Indian |
| HIST 1113 | Afro-American History |
| MCOM 2153 | History of Film |
| MUSC 1503 | American Music Appreciation |
| POLS 2043 | Introduction to International Relations |
| | Foreign Language – SPAN, FREN, GRMN |

- | | | | |
|----|--------------------|---------|---|
| D. | Science (with lab) | 8 hours | <u>Select from the following science offerings:</u>
Biological Science Courses
Chemistry Courses
Geology Courses
Physical Science Courses
Principles of Physics I & II
Fundamentals of Soil Science |
|----|--------------------|---------|---|

- | | | | |
|----|------|---------|---|
| E. | Math | 3 hours | <u>Select from the following math courses:</u>
MATH 1513 College Algebra
MATH 1483 Mathematical Functions & Their Uses
MATH 1493 General College Math
MATH 1715 College Algebra and Trigonometry
MATH 2145 Calculus (MATH 2155, MATH 2273) |
|----|------|---------|---|

F. Required Elective 3 hours Select from the following: Psychology, Foreign Language, Fine Arts(Art, Music, Drama), Social Sciences

Social Science courses:

AGEC 1114 Introduction to Agriculture Economics
CRJU 1113 Introduction to Criminal Justice
ECON 2013 Introduction to Macroeconomics
ECON 2023 Introduction to Microeconomics
GEOG 1013 World/Regional Geography
HIST 1043 History of the Nine Tribes
HIST 1063 History of the American Indian
HIST 1113 Afro-American History
HIST 1483 American History to 1865
HIST 1493 American History since 1865
HIST 1613 Western Civilization to 1500
HIST 1623 Western Civilization after 1500
HSIT 2323 The History of Oklahoma
MCOM1013 Introduction to Mass Communications
POLS 1023 American Indian Tribal Government
POLS 1033 Indian Tribal Sovereignty
POLS 1053 Tribal Demographics
POLS 2023 State Government
POLS 2033 Public Administration
POLS 2043 Introduction to International Relations
POLS 2053 Introduction to Law
SOC1 1113 Introduction to Sociology
SOC1 2113 Marriage and Family
SOC1 2123 Social Problems
SPCH 2713 Introduction to Speech Communication

G. Computer Proficiency

Select from the following computer courses:

(or successfully pass an advanced standing exam)

BADM 2103 Computer Applications in Business
CS 2103 Computer Concepts
CS 1223 Computer Science Orientation
CS 1313 Introduction to Microcomputers
CS 1373 Network Operating Systems
AG 2112 Microcomputer Techniques in Agriculture

H. Additional liberal arts and science courses needed to meet the minimum total of 37 credit hours required.

I. The remaining minimum of 23 semester credit hours of academic work shall be applicable to the student's major objective including any prerequisite courses necessary for an anticipated upper-division program. A majority of these credit hours should be taken in courses classified as liberal arts and sciences. Excludes physical education activity courses.

Students with a history curricular deficiency will be required to complete six (6) credit hours of history (one American History course and an additional course with a HIST prefix.)

ASSOCIATE IN APPLIED SCIENCE DEGREE

- | | | | |
|----|---|---|------------|
| 1. | General Education Requirements | | |
| | a. Communications | | 6 hours |
| | This must include either (1) a college-level communications course in general, applied technical writing or (2) a course in English grammar and composition or (3) a college-level oral communication course. | | |
| | b. U.S. History and U.S. Government | | 6 hours |
| | c. General Education Electives | | 6 hours |
| 2. | Technical-Occupational Specialty | | 27 hours |
| 3. | Support and Related Courses (to total a minimum of 60 hours) | | 0-15 hours |
| 4. | Computer Proficiency - To meet computer proficiency requirements students should satisfactorily complete one of the following courses or successfully pass the computer proficiency test. | | |
| | AG 2112 | Microcomputer Techniques in Agriculture | |
| | BADM 2103 | Computer Applications in Business | |
| | CS 1223 | Computer Science Orientation | |
| | CS 1313 | Introduction to Microcomputers | |
| | CS 1373 | Network Operating Systems | |
| | CS 2103 | Computer Concepts | |
| | | Total Minimum Semester Credit Hours | 60 hours |

The credit-hour requirement will depend upon the course requirements in general education and the technical-occupational specialty to total a minimum of 60 hours.

ACADEMIC PROGRAMS BY DEGREES/CERTIFICATES

The degree and certificate programs are housed in twelve departments within three schools:

- School of Agriculture and Natural Sciences
 - Department of Agriculture
 - Department of Math
 - Department of Natural Sciences
 - Department of Technology
- School of Human Environmental Sciences
 - Department of Allied Health
 - Department of Business
 - Department of Health and Physical Education
 - Department of Nursing
- School of Liberal Arts
 - Department of Behavioral Sciences
 - Department of Fine Arts
 - Department of Languages and Literature
 - Department of Social Sciences

The specific program title for each Associate in Arts, Associate in Science, and Associate in Applied Science degree has been assigned in compliance with the guidelines of the Oklahoma State Regents for Higher Education. The appropriate program title is presented with the plan of study in the curriculum section of this catalog.

ASSOCIATE IN ARTS /ASSOCIATE IN SCIENCE DEGREE PROGRAMS

By proper selection of elective courses within a degree plan as approved by the Department Chair, students may meet the lower division requirements for various specialties related to the degree offered by NEO A&M College. Faculty advisors will guide the students in the selection of courses directed to their educational and career goals.

ASSOCIATE IN ARTS DEGREE PROGRAMS

- | | |
|----------------------------|-------------------------|
| ART | MASS COMMUNICATION |
| CRIMINAL JUSTICE | Electronic Media Option |
| EARLY CHILDHOOD EDUCATION | Print Media Option |
| ENGLISH | MUSIC |
| FORESTRY AND WILDLIFE | NATIVE AMERICAN STUDIES |
| GENERAL STUDIES | PSYCHOLOGY & SOCIOLOGY |
| HISTORY (Social Sciences*) | Social Work Option |
| | SPEECH & THEATRE |

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

- | | |
|-------------------------|---------------------------------|
| AGRICULTURE | NATURAL SCIENCES |
| BUSINESS ADMINISTRATION | Biology Option |
| Pre-Accounting Option | Physical Science Option |
| EDUCATION-ELEMENTARY | Pre-Medicine Option |
| ENGINEERING-Pre | NURSING (Pre-BSN) |
| Math Education Option | PHYSICAL EDUCATION & RECREATION |
| | Athletic Training –Pre Option |
| | VETERINARY MED – Pre |

*Pending approval by the Oklahoma State Regents for Higher Education.

ASSOCIATE IN APPLIED SCIENCE/CERTIFICATES

Associate in Applied Science Degrees and Certificate Programs are designed for students desiring to begin working in the field of study upon completion of the degree/certificate at this College. By proper selection of elective courses within a degree plan as approved by the Department Chair, students may prepare for various specialties related to the degree/certificate offered by NEO A&M College. Faculty advisors will guide the students in the selection of courses directed to their educational and career goals.

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

ADMINISTRATIVE OFFICE SUPPORT

Legal Assistant Option
Medical Office Assistant Option

COMPUTER SCIENCE

Computer Support Specialist Option

DRAFTING AND DESIGN

EARLY CHILDHOOD EDUCATION

ELECTRONICS

FARM AND RANCH MANAGEMENT

Equine Option

INTEGRATED TECHNOLOGY

MARKETING AND MANAGEMENT

Accounting Option

MEDICAL LABORATORY TECHNICIAN

NURSING

PHYSICAL THERAPIST ASSISTANT

TWO YEAR CERTIFICATE PROGRAMS

ACCOUNTING

ADMINISTRATIVE ASSISTANT

BANKING

COMPUTER /INFORMATION SUPPORT

DRAFTING AND DESIGN

ELECTROMECHANICAL

ELECTRONICS ENGINEERING

FARM AND RANCH MANAGEMENT

LEGAL ASSISTANT

MANAGEMENT AND MARKETING

MEDICAL OFFICE ASSISTANT

ONE YEAR CERTIFICATE PROGRAMS

ACCOUNTING

ADMINISTRATIVE ASSISTANT

CHILD DEVELOPMENT (Certificate of Mastery)

DRAFTING AND DESIGN

ELECTROMECHANICAL

ELECTRONICS ENGINEERING

GENERAL OFFICE OPERATIONS

LEGAL ASSISTANT

MARKETING AND MANAGEMENT

MEDICAL OFFICE ASSISTANT

NANNY (Early Childhood Education)

ACADEMIC PROGRAMS BY COLLEGE DEPARTMENTS

CURRICULUM AND COURSES OF INSTRUCTION

- I. **School of Agriculture and Natural Sciences**
 - A. **Department of Agriculture**
 - Agriculture
 - Farm and Ranch Management
 - Equine Option
 - Farm and Ranch Management (Two Year Certificate)
 - Forestry and Wildlife
 - Pre-Veterinary Medicine
 - B. **Department of Mathematics**
 - Pre-engineering
 - Math Education Option
 - C. **Department of Natural Sciences**
 - Natural Sciences
 - Biology Option
 - Physical Science Option
 - Pre-Medicine Option
 - D. **Department of Technology**
 - Computer Science
 - Computer Support Specialist Option
 - Computer Information Specialist (Two Year Certificate)
 - Drafting and Design - CAD
 - Drafting and Design - CAD (Two Year Certificate)
 - Drafting and Design - CAD (One Year Certificate)
 - Electronics
 - Electronics Engineering (Two Year Certificate)
 - Electronics Engineering (One Year Certificate)
 - Electromechanical (Two Year Certificate)
 - Electromechanical (One Year Certificate)
- II. **School of Human Environmental Sciences**
 - A. **Department of Allied Health**
 - Medical Laboratory Technician
 - Physical Therapist Assistant
 - B. **Department of Business**
 - Accounting (Two Year Certificate)
 - Accounting (One Year Certificate)
 - Administrative Office Support
 - Legal Assistant Option
 - Medical Office Assistant Option
 - Administrative Assistant (Two Year Certificate)
 - Administrative Assistant (One Year Certificate)
 - Business Administration
 - Pre-Accounting Option
 - General Office Operations
 - Integrated Technology
 - Legal Assistant (Two Year Certificate)
 - Legal Assistant (One Year Certificate)
 - Marketing and Management
 - Accounting Option
 - Marketing and Management (Two Year Certificate)
 - Medical Office Assistant (Two Year Certificate)
 - Medical Office Assistant (One Year Certificate)

- C. **Department of Health and Physical Education**
 Physical Education and Recreation
 Athletic Training – Pre Option

- D. **Department of Nursing**
 Nursing (Associate Degree)
 Nursing - Pre BSN

- III. **School of Liberal Arts**
 - A. **Department of Behavioral Sciences**
 Child Development (Certificate of Mastery)
 Criminal Justice
 Early Childhood Education (AA and AAS)
 Education – Elementary (Pre)
 Nanny
 Psychology and Sociology
 Social Work Option

 - B. **Department of Fine Arts**
 Art
 General Studies
 Mass Communications
 Electronic Media Option
 Print Media Option
 Music
 Speech and Theatre

 - C. **Department of Languages and Literature**
 English

 - B. **Department of Social Sciences**
 History (Social Sciences*)
 Native American Studies

* Pending approval by the Oklahoma State Regents for Higher Education.

ART

ASSOCIATE IN ARTS DEGREE

This curriculum leads to an Associate in Arts Degree and is designed to prepare art majors for transfer to a Bachelor's program in Art. By proper advisement in the selection of electives, students may also prepare for four-year programs in **Commercial Art** or **Art Education**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs.

Courses have been designed for their foundational value and practical application. Students majoring in other fields may elect to take basic art courses, or they may take more advanced art courses with consent of the instructor. **For more information contact the Art Department at (918) 540-6322.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>
<i>History</i>	<i>3 hours</i>
<i>Political Science</i>	<i>3 hours</i>
<i>Humanities</i>	<i>6 hours</i>
<i>Life Science</i>	<i>4 hours</i>
<i>Physical Science</i>	<i>4 hours</i>
<i>College Math</i>	<i>3 hours</i>
<i>Required Elective</i>	<i>3 hours</i>

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History or
HIST 1493 American History
POLS 1113 American Government
Select from HUM listing on p. 53
Any Life Science course on p. 53
Any Physical Science course on p. 53
Any college-level MATH course on p. 53
One course from the following: Psychology,

Foreign Language, Fine Arts (Art,

General Ed Elective 3 hours

Music, Drama), Social Sciences
Additional liberal arts and science course(s).

Computer Proficiency 3 hours

See p. 54 for requirements.

Program Requirements:

Hours: 22

TH 1011 Career Opportunities in Fine Arts

21 hours as directed by advisor:

ART	1103	Drawing I
ART	1113	Drawing II
ART	1203	Design I
ART	1643	Art History I
ART	1743	Art History II
ART	1803	Introduction to Art
ART	1933	Introduction to Pottery
ART	1943	Watercolor I
ART	1953	Pottery II
ART	2113	Life Drawing
ART	2213	Design I
ART	2443	Sculpture I
ART	2853	Oil Painting I
ART	2933	Watercolor II
ART	2953	Oil Painting II

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**CRIMINAL JUSTICE
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare students for transfer to a Bachelor's program or for employment in a variety of rewarding careers. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Criminal Justice Program at (918) 540-6350.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

Communication 6 hours

History 3 hours

Political Science 3 hours
Humanities 6 hours
Life Science 4 hours
Physical Science 4 hours
College Math 3 hours
Required Elective 3 hours

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History or
HIST 1493 American History
POLS 1113 American Government
Select from HUM listing on p. 53
Any Life Science course on p. 53
Any Physical Science course on p. 53
Any college-level MATH course on p. 53
One course from the following: Psychology,

Foreign Language, Fine Arts (Art,

General Ed Elective 3 hours

Music, Drama), Social Sciences
Additional liberal arts and science course(s).

Computer Proficiency 3 hours

See p. 54 for requirements.

Program Requirements:

Hours: 22

CRJU 1113 Introduction to Criminal Justice
CRJU 2233 Elementary Criminal Law

16 hours as directed by advisor:

CRJU 1143 Police Identification Techniques
CRJU 1153 Introduction to Corrections
CRJU 2133 Criminal Investigation
CRJU 2223 Criminal Legal Procedures
CRJU 2273 Law Enforcement Internship
CS 2103 Computer Concepts
PSYC 1113 General Psychology
PSYC 1603 Developmental Psychology
SOC 1113 Introduction to Sociology
SOSC 1011 Career Opportunities in Social Science

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.*

**EARLY CHILDHOOD EDUCATION
ASSOCIATE IN ARTS DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Early Childhood Education. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact: (918) 540-6265.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

<i>Communication</i>	<i>6 hours</i>
<i>History</i>	<i>3 hours</i>
<i>Political Science</i>	<i>3 hours</i>
<i>Humanities</i>	<i>6 hours</i>
<i>Life Science</i>	<i>4 hours</i>
<i>Physical Science</i>	<i>4 hours</i>
<i>College Math</i>	<i>3 hours</i>
<i>Required Elective</i>	<i>3 hours</i>
<i>General Ed Elective</i>	<i>3 hours</i>
<i>Computer Proficiency</i>	<i>3 hours</i>

Hours: 38

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History <u>or</u>
HIST 1493 American History
POLS 1113 American Government
Select from HUM listing on p. 53
Any Life Science course on p. 53
Any Physical Science course on p. 53
Any college-level MATH course on p. 53
PSYC 1113 General Psychology
Additional liberal arts and science course(s).
See p. 54 for requirements.

Program Requirements:

Hours: 22

SOSC 1011 Career Opportunities in Social Science

21 additional hours as directed by advisor: (see requirements of transfer college)

ECON 2013	Introduction to Macroeconomics
FRCD 1113	Orientation to Child Care Services
FRCD 1313	Nutrition for Children
FRCD 2003	Dynamics of Family Relationships
FRCD 2013	Literature for Children
FRCD 2033	The Exceptional Child
FRCD 2103	Child Development
FRCD 2113	Human Development Within the Family
FRCD 2123	Infants and Toddlers
FRCD 2243	Health and Safety of the Preschool Child
FRCD 2303	Activity Planning
GEOG 1013	World/Regional Geography
HHP 2602	Community First Aid
NUTR 1113	Nutrition
SOCI 1113	Introduction to Sociology
	Approved electives (6 hours maximum)

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.*

**ELECTRONIC MEDIA
MASS COMMUNICATION
ASSOCIATE IN ARTS DEGREE**

This curriculum is designed to prepare for transfer to a Bachelor's program. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Television Program at (918) 540-6304.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 53
<i>Life Science</i>	<i>4 hours</i>	Any Life Science course on p. 53
<i>Physical Science</i>	<i>4 hours</i>	Any Physical Science course on p. 53
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p. 53
<i>Required Elective</i>	<i>3 hours</i>	PSYC 1113 General Psychology
<i>General Ed Elective</i>	<i>3 hours</i>	Additional liberal arts and science course(s).
<i>Computer Proficiency</i>	<i>3 hours</i>	See p. 51 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 13 hours

TH	1011	Career Opportunities in Fine Arts
MCOM	1123	Television Production I
MCOM	1133	Television Production II
MCOM	2163	Television Directing
MCOM	2213	Introduction to Broadcasting

Nine (9) hours as directed by advisor:

CS	1223	Computer Science Orientation
MCOM	1013	Introduction to Mass Communication
MCOM	1333	Beginning Photography
MCOM	2011	Television Production Activities
MCOM	2021	Television Production Activities
MCOM	2031	Television Production Activities
MCOM	2041	Television Production Activities
MCOM	2113	Mass Media Writing
MCOM	2153	History of Film
OIS	1103	Beginning Keyboarding
OIS	1213	Document Processing
SPCH	2713	Introduction to Speech Communication
TH	1533	Voice and Diction
TH	2263	Basic Scenery and Properties
TH	2283	Basic Stage Lighting and Sound
TH	2533	Oral Interpretation
TH	2543	Acting I
TH	2663	Technical Production I

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**ENGLISH
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and designed to prepare students for transfer to a Bachelor's program in English. By proper advisement in the selection of electives, students also may prepare for a four-year program in **English Education** or **Foreign Language**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Language and Literature Department at (918) 540-6398.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:
38

Hours:

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Approved Foreign Language courses
<i>Life Science</i>	<i>4 hours</i>	Any Life Science course on p. 53
<i>Physical Science</i>	<i>4 hours</i>	Any Physical Science course on p. 53
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p. 53
<i>Required Elective</i>	<i>3 hours</i>	PSYC 1113 General Psychology
<i>General Ed Elective</i>	<i>3 hours</i>	ENGL 2413 Intro to Literature
<i>Computer Proficiency</i>	<i>3 hours</i>	See p. 54 for requirements

Program Requirements:
Hours: 22

22 hours as directed by advisor:

ENGL 1011	Career Opportunities in Language and Literature
ENGL 2113	Advanced Composition
ENGL 2123	Literature of the Old Testament
ENGL 2223	Literature of the New Testament
ENGL 2433	World Literature I
ENGL 2443	World Literature II
ENGL 2543	Survey of British Literature I
ENGL 2653	Survey of British Literature II
ENGL 2773	Survey of American Literature I
ENGL 2883	Survey of American Literature II
SPCH 2713	Introduction to Speech Communication

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**FORESTRY AND WILDLIFE
ASSOCIATE IN ARTS DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program. By proper advisement in the selection of electives, students may prepare for a four-year program in **Forestry** and/or **Wildlife**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Agriculture Department at (918) 540-6248.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 53
<i>Science</i>	<i>8 hours</i>	Any Lab Science course on p. 53
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p. 53
<i>Required Elective</i>	<i>3 hours</i>	One course from the following:
		Psychology, Foreign Language, Fine Arts
		(Art, Music, Drama), Social Sciences
<i>General Ed Elective</i>	<i>3 hours</i>	SPCH 2713 Intro to Speech Communication
<i>Computer Proficiency</i>	<i>2 hours</i>	AG 2112 Microcomputer Tech in Ag

Program Requirements:

Hours: 23

23 hours as directed by advisor:

AG	1011	Career Opportunities in Agriculture
AG	2112	Microcomputer Techniques in Ag
AGEC	1114	Introduction to Agriculture Economics
BIOL	1114	Introduction to Biology
BIOL	1404	Plant Biology
BIOL	1604	Animal Biology
CHEM	1215	Principles of Chemistry
ENTO	2023	Introduction to Entomology
FOR	1001	Natural Resources Field Application
FOR	1114	Elements of Forestry
FOR	2003	Natural Resources Measurement
FOR	2013	Resource/Fire Certification
FOR	2023	Resource/Fire Certification
FOR	2134	Dendrology
FOR	2223	Wildland Firefighters Qualifications
GEOG	2023	Physical Geography
GEOL	1114	Physical Geology
MATH	1513	College Algebra
MATH	1613	Trigonometry
SOIL	2124	Fundamentals of Soil Science
SPCH	2713	Introduction to Speech Communication
STAT	2023	Elementary Statistics in Business and Economics for Business and Economics
		Approved Electives (maximum 6 hours)

**A course taken to meet the computer proficiency requirement may be applied as a "General Ed Elective."*

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**GENERAL STUDIES
ASSOCIATE IN ARTS DEGREE**

The General Studies curriculum is designed for students who plan to transfer to a four-year college or university. The plan of study includes 22 credit hours in a selected field of study in addition to the general education requirements. By proper advisement in the selection of electives, students may prepare for a variety of four-year programs of study. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Fine Arts Department at (918) 540-6302.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
		HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 53
<i>Life Science</i>	<i>4 hours</i>	Any Life Science course on p. 53
<i>Physical Science</i>	<i>4 hours</i>	Any Physical Science course on p. 53
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p. 53
<i>Required Elective</i>	<i>3 hours</i>	PSYC 1113 General Psychology <u>or</u>
		SOCI 1113 Introduction to Sociology
<i>General Ed Elective</i>	<i>3 hours</i>	SPCH 2713 Intro to Speech Communication
<i>Computer Proficiency</i>	<i>3 hours</i>	See p. 54 for requirements

Program Requirements:

Hours: 23

Career Opportunities in (area of choice)

21 additional hours as directed by advisor

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.*

**HISTORY (SOCIAL SCIENCE*)
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare students for transfer to a Bachelor's program in Social Science. By proper advisement in the selection of electives, students also may prepare for four-year programs in **Philosophy, Political Science** or **Social Studies Education**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Social Science Department at (918) 540-6355.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours
<i>History</i>	3 hours
<i>Political Science</i>	3 hours
<i>Humanities</i>	6 hours
<i>Life Science</i>	4 hours
<i>Physical Science</i>	4 hours
<i>College Math</i>	3 hours
<i>Required Elective</i>	3 hours
<i>General Ed Elective</i>	3 hours
<i>Computer Proficiency</i>	3 hours

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History <u>or</u>
HIST 1493 American History
POLS 1113 American Government
Select from HUM listing on p. 53
Any Life Science course on p. 53
Any Physical Science course on p. 53
Any college-level MATH course on p. 53
One course from the following:
Psychology, Foreign Language, Fine Arts
(Art, Music, Drama), Social Sciences
Additional liberal arts and science course(s).
See p. 54 for requirements

Program Requirements:

Hours: 22

SOSC	1011	Career Opportunities in Social Science
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21 hours as directed by advisor:

BADM	2153	World of Business
BADM	2223	Business Law
CRJU	1113	Introduction to Criminal Justice
CRJU	1153	Introduction to Corrections
CRJU	2223	Criminal Legal Procedures
ECON	2013	Introduction to Macroeconomics
GEOG	1013	World/Regional Geography
HHP	1152	Lifetime Fitness Concepts
HHP	2413	Personal and Community Health
HIST	1063	History of American Indians
HIST	1113	Afro-American History
HIST	1613	Western Civilization to 1500
HIST	1623	Western Civilization after 1500
HIST	2003	History of Russia/Soviet Union
HIST	2323	The History of Oklahoma
PHIL	1113	Introduction to Philosophy
POLS	1023	American Indian Tribal Government
POLS	1033	Indian Tribal Sovereignty
POLS	1053	Tribal Demographics
POLS	2023	State Government
POLS	2033	Public Administration
POLS	2043	Introduction to International Relations
POLS	2053	Introduction to Law
PSYC	1113	General Psychology
PSYC	1603	Developmental Psychology
SOCI	1113	Introduction to Sociology
SPCH	2713	Introduction to Speech Communication

*Pending approval by the Oklahoma State Regents for Higher Education.
 See course description section of catalog for prerequisite(s).
 See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**MASS COMMUNICATION
 ASSOCIATE IN ARTS DEGREE**

This curriculum is designed to prepare students for transfer to a Bachelor's program. Students may select an emphasis in either **broadcasting or print journalism**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses which will meet requirements for both the baccalaureate and associate degree programs. **For more information contact either (918)540-6303 (Broadcasting) or (918)540-6343 (Publications).**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

<i>Communication</i>	<i>6 hours</i>
<i>History</i>	<i>3 hours</i>
<i>Political Science</i>	<i>3 hours</i>
<i>Humanities</i>	<i>6 hours</i>
<i>Life Science</i>	<i>4 hours</i>
<i>Physical Science</i>	<i>4 hours</i>
<i>College Math</i>	<i>3 hours</i>
<i>Required Elective</i>	<i>3 hours</i>
<i>General Ed Elective</i>	<i>3 hours</i>
<i>Computer Proficiency</i>	<i>3 hours</i>

Hours: 38

ENGL 1113 Freshman Composition I
 ENGL 1213 Freshman Composition II
 HIST 1483 American History or
 HIST 1493 American History
 POLS 1113 American Government
 Select from HUM listing on p. 53.
 BIOL 1114 Introduction to Biology.
 PHYS 1014 General Physical Science.
 Any college-level MATH course on p. 53.
 One course from the following:
 Psychology, Foreign Language, Fine Arts
 (Art, Music, Drama), Social Sciences
 Additional liberal arts and science course(s).
 CS 2103 Computer Concepts or
 BADM 2103 Computer Applications in Business

Program Requirements:

Hours: 22

MCOM 1013 Introduction to Mass Communication
 MCOM 2113 Mass Media Writing
 MCOM 2153 History of Film
 TH 1011 Career Opportunities in Fine Arts

ELECTRONIC MEDIA OPTION : 12 hours as directed by advisor

MCOM 1123 Television Production I
MCOM 1133 Television Production II
MCOM 1333 Beginning Photography
MCOM 2163 Television Directing
MCOM 2213 Introduction to Broadcasting
MCOM 2873 Radio Production Techniques
TH 1533 Voice and Diction
TH 2533 Oral Interpretation
TH 2543 Acting I
TH 2553 Acting II: Acting for the Camera
Television Production Activities

PRINT MEDIA OPTION: 12 hours as directed by advisor

ECON 2013 Introduction to Macroeconomics
MCOM 1333 Beginning Photography
MCOM 2233 Newspaper Copy Editing and Reporting
PHIL 1113 Introduction to Philosophy
SOCI 1113 Introduction to Sociology
SPCH 2713 Introduction to Speech Communication

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**MUSIC
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare music majors for transfer to a Bachelor's program in Music. By proper advisement in the selection of electives, students also may prepare for a four-year program in **Music Education** or specialize in either **Vocal** or **Instrumental Music**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs.

Courses have been designed for their foundational value and practical application. Students majoring in other fields may elect to take basic music courses, or they may take more advanced music courses with the consent of the advisor. All students are welcome to enroll in Band or Chorus. **For more information contact: Instrumental Music (918) 540-6280 or Vocal Music (918) 540-6321.**

TOTAL PROGRAM HOURS: 66

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>	Select from HUM listing on p. 53
<i>Life Science</i>	<i>4 hours</i>	Any Life Science course on p. 53
<i>Physical Science</i>	<i>4 hours</i>	Any Physical Science course on p. 53
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p. 53
<i>Required Elective</i>	<i>3 hours</i>	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Ed Elective</i>	<i>3 hours</i>	Additional liberal arts and science course(s).
<i>Computer Proficiency</i>	<i>3 hours</i>	See p. 54 for requirements

Program Requirements:

Hours: 28

TH 1011 Career Opportunities in Fine Arts

27 hours as directed by advisor:

MUSC 1531	Sight Singing & Ear Training I
MUSC 1533	Theory of Music I
MUSC 1541	Sight Singing & Ear Training II
MUSC 1543	Theory of Music II
MUSC 2551	Sight Singing & Ear Training III
MUSC 2553	Theory of Music III
MUSC 2561	Sight Singing & Ear Training IV
MUSC 2563	Theory of Music IV
	Voice or Major Instrument*
	Piano (or voice for piano majors)
	Chorus or Band
	Master Class/Recital**

*Dependent on transfer institution, students may need additional hours in applied major and applied piano.

**Music majors enrolled in applied lessons are required to enroll in this second eight week class every semester.

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**NATIVE AMERICAN STUDIES
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare students for transfer to a Bachelor's program or for employment in a variety of rewarding careers. By proper advisement in the selection of electives, students may prepare for related four-year programs of study. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact: Social Sciences Department (918) 540-6335.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

<i>Communication</i>	<i>6 hours</i>
<i>History</i>	<i>3 hours</i>
<i>Political Science</i>	<i>3 hours</i>
<i>Humanities</i>	<i>6 hours</i>
<i>Life Science</i>	<i>4 hours</i>
<i>Physical Science</i>	<i>4 hours</i>
<i>College Math</i>	<i>3 hours</i>
<i>Required Elective</i>	<i>3 hours</i>
<i>General Ed Elective</i>	<i>3 hours</i>
<i>Computer Proficiency</i>	<i>3 hours</i>

Hours: 38

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History <u>or</u>
HIST 1493 American History
POLS 1113 American Government
Select from HUM listing on p. 53
Any Life Science course on p. 53
Any Physical Science course on p. 53
Any college-level MATH course on p. 53
One course from the following: Psychology,
Foreign Language, Fine Arts, (Art,
Music, Drama), Social Sciences
SPCH 2713 Intro to Speech Communication
See p. 54 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 19 hours

ENGL	1013	American Indian Writers
HIST	1043	History of the Nine Tribes
HIST	1063	History of the American Indian
POLS	1023	American Indian Tribal Government
POLS	1033	Tribal Sovereignty
POLS	1053	Tribal Demographics
SOSC	1011	Career Opportunities in Social Science

Three (3) additional hours as directed by advisor

ART	1012	Native American Art
FL	1013	Cherokee Language I
FL	1023	Modoc Language
FL	1033	Miami Language
FL	1043	Ottawa Language
FL	1053	Quapaw Language
FL	1063	Seneca-Cayuga Language
FL	1073	Eastern Shawnee Language
FL	1083	Wyandotte Language
FL	1093	Peoria Language
FL	1133	Cherokee Language II
MUSC	1212	Traditional Indian Singing
TH	1012	Traditional Indian Dance (Men)
TH	1022	Traditional Indian Dance (Women)

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**PRINT MEDIA OPTION
MASS COMMUNICATION
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare students for transfer to a Bachelor's program in Journalism. By proper advisement in the selection of electives, students also may prepare for a four-year program in **Journalism Education**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs.

Courses have been designed for their foundational value and practical application. Students majoring in other fields may elect to take basic journalism courses, or they may take more advanced journalism courses with the consent of the advisor. All students are welcome to participate on school publication staffs, but they should be able to type proficiently. **For more information contact the Journalism Program at (918) 540-6343.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>
<i>History</i>	<i>3 hours</i>
<i>Political Science</i>	<i>3 hours</i>
<i>Humanities</i>	<i>6 hours</i>
<i>Life Science</i>	<i>4 hours</i>
<i>Physical Science</i>	<i>4 hours</i>
<i>College Math</i>	<i>3 hours</i>
<i>Required Elective</i>	<i>3 hours</i>
<i>General Ed Elective</i>	<i>3 hours</i>
<i>Computer Proficiency</i>	<i>3 hours</i>

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History <u>or</u>
HIST 1493 American History
POLS 1113 American Government
Select from HUM listing on p. 53
Any Life Science course on p. 53
Any Physical Science course on p. 53
Any college-level MATH course on p. 53
PSYC 1113 General Psychology
MCOM 1013 Intro to Mass Comm
See p. 54 for requirements.

Program Requirements:

Hours: 22

22 hours as directed by advisor:

ECON 2013	Introduction to Macroeconomics
ENGL 1011	Career Opportunities in Language and Literature
MCOM 1333	Photography
MCOM 2113	Mass Media Writing
MCOM 2153	History of Film
MCOM 2223	Newspaper Copy Editing & Reporting
PHIL 1113	Introduction to Philosophy
SOCI 1113	Introduction to Sociology
SPCH 2713	Introduction to Speech Communication

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**PSYCHOLOGY AND SOCIOLOGY
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare students for transfer to a Bachelor's program. By proper advisement in the selection of electives, students also may prepare for a four-year program in **Psychology** or **Sociology**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Social Science Department at (918) 540-6355.**

TOTAL PROGRAM HOURS: 60

**General Education Requirements:
Hours: 38**

<i>Communication</i>	<i>6 hours</i>			ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST	1483	American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>			POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>			Select from HUM listing on p. 53
<i>Life Science</i>	<i>4 hours</i>			Any Life Science course on p. 53
<i>Physical Science</i>	<i>4 hours</i>			Any Physical Science course on p. 53
<i>College Math</i>	<i>3 hours</i>			Any college-level MATH course on p. 53
<i>Required Elective</i>	<i>3 hours</i>			One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences SPCH 2713 Intro to Speech Communication See p. 54 for requirements.
<i>General Ed Elective</i>	<i>3 hours</i>			
<i>Computer Proficiency</i>	<i>3 hours</i>			

**Program Requirements:
Hours: 22**

SOSC 1011 Career Opportunities in Social Science

21 hours as directed by advisor:

PSYC	1113	General Psychology
PSYC	1123	Psychology Self Management
PSYC	1603	Developmental Psychology
PSYC	2743	Social Psychology
PSYC	1753	Psychology and Adjustment
SOCI	1111	Social Work Field Experience
SOCI	1113	Introduction to Sociology
SOCI	2013	Introduction to Social Work
SOCI	2023	Basic Helping Skills
SOCI	2113	Marriage and the Family
SOCI	2123	Social Problems
SOCI	2353	Cultural Anthropology

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.*

**SOCIAL WORK OPTION
PSYCHOLOGY AND SOCIOLOGY
ASSOCIATE IN ARTS DEGREE**

This curriculum is designed to prepare students for transfer to a Bachelor's program in Social Work. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Social Work Program at (918) 540-6355.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>			ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST	1483	American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>			POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>			Select from HUM listing on p. 53
<i>Life Science</i>	<i>4 hours</i>			Any Life Science course on p. 53
<i>Physical Science</i>	<i>4 hours</i>			Any Physical Science course on p. 53
<i>College Math</i>	<i>3 hours</i>			Any college-level MATH course on p. 53
<i>Required Elective</i>	<i>3 hours</i>			One course from the following: Psychology, Foreign Language, Fine Arts
<i>General Ed Elective</i>	<i>3 hours</i>			(Art, Music, Drama), Social Sciences
<i>Computer Proficiency</i>	<i>3 hours</i>			SPCH 2713 Intro to Speech Communication See p. 54 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 13 hours

PSYC	1113	General Psychology
SOCI	1113	Introduction to Sociology
SOCI	2013	Introduction to Social Work
SOCI	2123	Social Problems
SOSC	1011	Career Opportunities in Social Science

Nine (9) hours as directed by advisor:

CRJU	2233	Elementary Criminal Law
ECON	2103	Introduction to Macroeconomics
FRCD	2103	Child Development
HIST	1113	Afro-American History
PSYC	2743	Social Psychology
SOCI	1111	Social Work Field Experience
SOCI	2023	Basic Helping Skills
SOCI	2113	Marriage and the Family
SOCI	2203	Fundamentals of Social Work Practice
SOSC	1000	Special Problems (variable credit)
SPCH	2713	Introduction to Speech Communication
STAT	2023	Elementary Statistics in Business and Economics
		Foreign Language course(s)

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**SPEECH AND THEATRE
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare speech and theatre majors for transfer to a Bachelor's program in Speech and Theatre. By proper advisement in the selection of electives, students also may prepare for a four-year program in **Speech and Drama Education** or specialize in either **Performance** or **Technical Theatre**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs.

Courses have been designed for their foundational value and practical application. Students majoring in other fields may elect to take basic speech or theatre courses, or they may take more advanced courses with the consent of the advisor. All students are welcome to audition for the theatre season's plays and musicals. **For more information contact the Fine Arts Department at (918) 540-6302.**

TOTAL PROGRAM HOURS:

60

General Education Requirements:

Hours:

38

<i>Communication</i>	<i>6 hours</i>			ENGL 1113 Freshman Composition I	
				ENGL 1213 Freshman Composition II	
<i>History</i>	<i>3 hours</i>	HIST	1483	American History	<u>or</u>
				HIST 1493 American History	
<i>Political Science</i>	<i>3 hours</i>			POLS 1113 American Government	
<i>Humanities</i>	<i>6 hours</i>			Select from HUM listing on p. 53	
<i>Life Science</i>	<i>4 hours</i>			Any Life Science course on p. 53	
<i>Physical Science</i>	<i>4 hours</i>			Any Physical Science course on p. 53	
<i>College Math</i>	<i>3 hours</i>			Any college-level MATH course on p. 53	
<i>Required Elective</i>	<i>3 hours</i>			One course from the following: Psychology,	
		Foreign		Language, Fine Arts	
<i>General Ed Elective</i>	<i>3 hours</i>			(Art, Music, Drama), Social Sciences	
<i>Computer Proficiency</i>	<i>3 hours</i>			SPCH 2713 Intro to Speech Communication	
				See p. 54 for requirements.	

Program Requirements:

Hours: 22

TH	1011	Career Opportunities in Fine Arts
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21 hours as directed by advisor:

TH	1112	Techniques in Theatre Touring
TH	1533	Voice and Diction
TH	2011	Theatre Production Activities
TH	2021	Theatre Production Activities
TH	2031	Theatre Production Activities
TH	2041	Theatre Production Activities
TH	2413	Introduction to Theatre
TH	2533	Oral Interpretation
TH	2543	Acting I
TH	2553	Acting II: Acting for the Camera
TH	2663	Technical Production
TH	2673	Technical Production II

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**ACCOUNTING – PRE OPTION
BUSINESS ADMINISTRATION
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor’s program in Accounting. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>			ENGL 1113 Freshman Composition I
				ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST	1483	American History <u>or</u>
				HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>			POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>			Select from HUM listing on p. 53
<i>Life Science</i>	<i>4 hours</i>			Any Life Science course on p. 53
<i>Physical Science</i>	<i>4 hours</i>			Any Physical Science course on p. 53
<i>College Math</i>	<i>3 hours</i>			MATH 1513 College Algebra
<i>Required Elective</i>	<i>3 hours</i>			PSYC 1113 General Psychology <u>or</u>
				SOCI 1113 Intro to Sociology
<i>General Ed Elective</i>	<i>6 hours</i>			SPCH 2713 Intro to Speech Comm <u>and</u>
				additional liberal arts and sciences course(s)
<i>Computer Proficiency*</i>				See p. 54 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 16 hours

ACCT	1103	Financial Accounting Procedures I
ACCT	1203	Financial Accounting Procedures II <u>or</u>
ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
BADM	1011	Career Opportunities in Business

Six (6) additional hours as directed by advisor:

ACCT	2523	Accounting for Microcomputer
BADM	2103	Computer Applications in Business
BADM	2113	Business Communications
BADM	2123	World of Business
BADM	2223	Business Law
CS	1313	Introduction to Microcomputers <u>or</u>
CS	2103	Computer Concepts
MATH	2103	Elementary Calculus
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
MGMT	2213	Principles of Management
MKTG	2123	Marketing
OIS	1103	Keyboarding <u>or</u>
OIS	1213	Document Processing
OIS	1133	Professional Development
OIS	2023	Excel Spreadsheets
OIS	2523	Microsoft Word for Windows
STAT	2023	Elementary Statistics in Business and Economics
		Approved Business Electives

* A course taken to meet the computer proficiency requirement may be applied as a "General Ed Elective."
 See course description section of catalog for prerequisite(s).
 See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**AGRICULTURE
 ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Agriculture. By proper advisement in the selection of electives, students may also prepare for a four-year program in **Ag Business, Ag Communication, Ag Economics, Ag Education, Ag Engineering, Agronomy, Animal Science Business, Entomology, Equine Science, Landscape Architecture**, or other agriculture related field. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Agriculture Department at (918) 540-6268.**

TOTAL PROGRAM HOURS: 60

**General Education Requirements:
 Hours: 37**

<i>Communication</i>	6 hours			ENGL 1113 Freshman Composition I
				ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483	American History	or
				HIST 1493 American History
<i>Political Science</i>	3 hours			POLS 1113 American Government
<i>Humanities</i>	6 hours			Select from HUM listing on p. 53
<i>Life Science</i>	4 hours			Any Life Science course on p. 53
<i>Physical Science</i>	4 hours			Any Physical Science course on p. 53
<i>College Math</i>	3 hours			Any college-level MATH course on p. 53
<i>Required Elective</i>	3 hours			One course from the following: Psychology,
	Foreign		Language,	Fine Arts
				(Art, Music, Drama), Social Sciences
<i>General Ed Elective</i>	3 hours			Additional liberal arts and science courses
<i>Computer Proficiency</i>	3 hours			AG 2112 Microcomputer Tech in Ag

**Program Requirements:
 23**

Hours:

AG 1011 Career Opportunities in Agriculture

22 hours as directed by advisor:

- ACCT 2103 Financial Accounting
- ACCT 2203 Managerial Accounting
- AG 1000 Agriculture Special Problems (variable credit)
- AG 2112 Microcomputer Techniques in Ag
- AGEC 1114 Introduction to Agriculture Economics
- AGEC 2203 Principles of Economics Applied to Ag
- AGED 2303 Personal Leadership Skills in Ag
- ANSI 1124 Introduction to Animal Science
- ANSI 2112 Live Animal Evaluation
- ANSI 2123 Livestock Feeding
- ANSI 2253 Meat Animal & Carcass Evaluation
- BIOL 1114 Introduction to Biology
- CHEM 1215 Principles of Chemistry I
- ENTO 2023 Introduction to Entomology
- FOR 1114 Elements of Forestry
- HORT 1013 Principles of Horticulture Science
- MATH 1483 Mathematical Functions and Their Uses
- MATH 1513 College Algebra
- MATH 2103 Elementary Calculus
- MCAG 1413 Introduction to Engineering in Ag
- MCOM 1333 Beginning Photography
- MCOM 2223 Newspaper Copy Editing and Reporting

PLNT	1213	Crop Production
PSYC	1113	General Psychology
SOCI	1113	Introduction to Sociology

Continued on next page

Agriculture continued from previous page

SOIL	2124	Fundamentals of Soil Science
SPCH	2713	Introduction to Speech Communication
STAT	2023	Elementary Statistics in Business and Economics
		Livestock Selection courses
		Rodeo Activities courses
		Approved Electives (maximum 10 hours)

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**ATHLETIC TRAINING – PRE OPTION
PHYSICAL EDUCATION AND RECREATION
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare students for transfer to a Bachelor’s program or for employment in a variety of rewarding careers. By proper advisement in the selection of electives, students may prepare for related four-year programs of study. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Physical Education Department at (918) 540-6327.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>			ENGL 1113 Freshman Composition I
				ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST	1483	American History <u>or</u>
				HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>			POLS 1113 American Government
<i>Humanities</i>	<i>6 hours</i>			Select from HUM listing on p. 53
<i>Science</i>	<i>4 hours</i>			BIOL 1114 Biology <u>or</u> BIOL 1604 Animal Biology
				BIOL 2114 Anatomy and Physiology
<i>College Math</i>	<i>3 hours</i>			Any college-level MATH course on p. 53
<i>Required Elective</i>	<i>3 hours</i>			PSYC 1113 General Psychology <u>or</u>
				SPCH 2713 Intro to Speech Communication
<i>General Ed Elective</i>	<i>3 hours</i>			Additional liberal arts or science course(s)
<i>Computer Proficiency</i>	<i>3 hours</i>			See p. 54 for requirements.

Program Requirements:

Hours: 22

22 hours as directed by advisor:

ACCT	2103	Financial Accounting
HHP	1011	Career Opportunities in Health/Physical Education
HHP	1123	Leadership and Team Building
HHP	1152	Lifetime Fitness Concepts
HHP	1953	Foundations of Health/Physical Education
HHP	2413	Personal and Community Health
HHP	2612	Sports Safety Training/FA-CPR
HHP	2653	Applied Anatomy
HHP	2663	Care and Prevention of Athletic Injuries
HHP	2673	Advanced Care and Prevention
MGMT	1133	Human Relations
NUTR	1113	Nutrition
OIS	1113	Medical Terminology

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**BIOLOGY OPTION
NATURAL SCIENCES
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare students for transfer to a Bachelor's program in Biology. By proper advisement in the selection of electives, a student may prepare for a four-year program in **Biology, Botany, Microbiology, Zoology, Science Education**, or other biological science related field. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Science Department at (918) 540-6275.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	6 hours		ENGL 1113 Freshman Composition I
			ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483	American History <u>or</u>
			HIST 1493 American History
<i>Political Science</i>	3 hours		POLS 1113 American Government
<i>Humanities</i>	6 hours		Select from HUM listing on p. 53
<i>Lab Sciences</i>	8 hours		Satisfied by any two lab sciences listed below
<i>College Math</i>	3 hours		MATH 1513 College Algebra
<i>Required Elective</i>	3 hours		PSYC 1113 General Psychology <u>or</u>
		SOCI 1113	Intro to Sociology
<i>General Ed Elective</i>	3 hours		Additional liberal arts and science course(s)
<i>Computer Proficiency</i>	3 hours		See p. 54 for requirements.

Program Requirements:

Hours: 23

Minimum of 13 hours selected from the following:

BIOL	1011	Career Opportunities in Science
CHEM	1314	General Chemistry I
CHEM	1514	General Chemistry II
PHYS	1114	Principles of Physics I <u>or</u>
PHYS	2015	Engineering Physics I
PHYS	1214	Principles of Physics II <u>or</u>
PHYS	2115	Engineering Physics II

Additional hours as directed by advisor

BIOL	1404	Plant Biology
BIOL	1604	Animal Biology
BIOL	2101	Animal Biology Lab
CHEM	2344	Introduction to Organic and Biochemistry
ENTO	2023	Entomology
FOR	2003	Natural Resources Measurement
FOR	2134	Dendrology
MATH	1613	Trigonometry
MATH	2145	Calculus I
MATH	2155	Calculus II
MATH	2273	Calculus III
MCRO	2124	Introduction to Microbiology
MCRO	2301	Microbiology Lab
STAT	2023	Elementary Statistics for Business and Economics
		Approved Elective (3 hours maximum)

* A course taken to meet the computer proficiency requirement may be applied as a "General Ed Elective".

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**BUSINESS ADMINISTRATION
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Business Administration. By proper advisement in the selection of electives, students may prepare for a four-year program in **Accounting, Business Education**, or other business related field. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

		Hours: 38	
<i>Communication</i>	6 hours		ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483	American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	3 hours		POLS 1113 American Government
<i>Humanities</i>	6 hours		Select from HUM listing on p. 53
<i>Lab Science</i>	8 hours		Any two Lab Science courses on p. 53
<i>College Math</i>	3 hours		Any college-level MATH course on p. 53
<i>Required Elective</i>	3 hours		PSYC 1113 General Psychology <u>or</u> SOC 1113 Intro to Sociology
<i>General Ed Elective</i>	6 hours		SPCH 2713 Intro to Speech Comm <u>and</u> additional liberal arts and sciences course(s)
<i>Computer Proficiency*</i>			See p. 54 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 13 hours

ACCT 2103	Financial Accounting
ACCT 2203	Managerial Accounting
ECON 2013	Introduction to Macroeconomics
ECON 2023	Introduction to Microeconomics
BADM 1011	Career Opportunities in Business

Six (9) additional hours as directed by advisor:

ACCT 2523	Accounting for Microcomputer
BADM 2103	Computer Applications in Business
BADM 2113	Business Communications
BADM 2123	World of Business
BADM 2223	Business Law
CS 1313	Introduction to Microcomputers <u>or</u>
CS 2103	Computer Concepts
MATH 2103	Elementary Calculus
MGMT 1223	Small Business Management
MGMT 2023	Human Resources Management
MGMT 2213	Principles of Management
MKTG 2123	Marketing
OIS 1103	Keyboarding <u>or</u>
OIS 1213	Document Processing
OIS 1133	Professional Development
OIS 2033	Excel Spreadsheets
OIS 2523	Microsoft Word for Windows
STAT 2023	Elementary Statistics in Business and Economics
	Approved Business Electives

* A course taken to meet the computer proficiency requirement may be applied as a "General Ed Elective."

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**ELEMENTARY EDUCATION (PRE)
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Elementary Education. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact: (918) 540-6355.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours			ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483		American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	3 hours			POLS 1113 American Government
<i>Humanities</i>	6 hours			Select from HUM listing on p. 53
<i>Life Science</i>	4 hours			BIOL 1114 Introduction to Biology
<i>Physical Science</i>	4 hours			PHYS 1014 General Physical Science
<i>College Math</i>	3 hours			MATH 2413 Math Structures I <u>or</u> Any college-level MATH course on p. 53
<i>Required Elective</i>	3 hours			ART 1803 Introduction to Art
<i>General Ed Elective</i>	3 hours			Additional liberal arts and sciences course(s)
<i>Computer Proficiency</i>	3 hours			See p. 54 for requirements

Program Requirements:

22

Hours:

Core Requirements: 7 hours

PSYC	1113	General Psychology
SOSC	1011	Career Opportunities in Social Science
SPCH	2713	Introduction to Speech

15 additional hours as directed by advisor: (see requirements of transfer college)

ART	1103	Drawing I
ART	1203	Design I
CIED	1121	Advanced Study Skills
CIED	1123	Reading
FREN	1113	French I
GEOG	1013	World/Regional Geography
HHP	2413	Personal and Community Health
HHP	2602	Community First Aid
HUM	2103	Humanities I
HUM	2203	Humanities II
MATH	1513	College Algebra
MATH	1613	Trigonometry
MATH	1715	College Algebra and Trigonometry
MATH	2233	Differential Equations
MATH	2513	Math Structures II
MUSC	2673	Fundamentals of Music
PHIL	1113	Introduction to Philosophy
SOCI	1113	Introduction to Sociology
SPAN	1113	Spanish I
SPAN	1115	Beginning Spanish
TH	2533	Oral Interpretation

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**ENGINEERING - PRE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to fulfill in part the course requirements for entry into a school of Engineering. By proper advisement in the selection of electives, students may prepare for a four-year program in **Mathematics**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Mathematics Department at (918) 540-6145.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	6 hours			ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST	1483	American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	3 hours			POLS 1113 American Government
<i>Humanities</i>	6 hours			Select from HUM listing on p. 53
<i>Lab Science</i>	9 hours			CHEM 1314 General Chemistry I <u>and</u> PHYS 2015 Engineering Physics I
<i>College Math</i>	3 hours			MATH 1513 College Algebra
<i>Required Elective</i>	3 hours			One course from the following: Psychology, Foreign Language, Fine Arts (Arts, Music, Drama), Social Sciences
<i>General Ed Elective</i>	4 hours			Additional liberal arts and sciences course(s) To meet the 37 credit hours required
<i>Computer Proficiency*</i>				See p. 54 for requirements.

Program Requirements:

Hours: 23

MATH 1011 Career Opportunities in Math/Engineering

22 hours as directed by advisor

CHEM	1514	General Chemistry II
DRFT	1012	Engineering Drawing
DRFT	1013	Engineering Drawing
DRFT	1223	CAD and Design I
ENGR	2113	Statics
ENGR	2123	Elementary Dynamics
MATH	1022	Engineering Problems
MATH	1613	Trigonometry
MATH	2145	Calculus I
MATH	2155	Calculus II
MATH	2233	Differential Equations
MATH	2273	Calculus III
PHYS	2115	Engineering Physics II

* A course taken to meet the computer proficiency requirements may be applied as a "General Ed Elective".

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**MEDICINE – PRE OPTION
NATURAL SCIENCES
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare to fulfill in part the requirements for entry into a school of Medicine. By proper advisement in the selection of electives, students may prepare for entry into schools of **Dentistry, Mortuary Science, Optometry, Pharmacy, or Physician’s Assistant**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Science Department at (918) 540-6275.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	<i>6 hours</i>	ENGL 1113	Freshman	Composition	I
				ENGL 1213 Freshman Composition II	
				HIST 1483 American History <u>or</u>	
				HIST 1493 American History	
				POLS 1113 American Government	
<i>History</i>	<i>3 hours</i>			Any two courses from HUM listing on p. 53	
<i>Political Science</i>	<i>3 hours</i>			Satisfied by any two Sciences listed below.	
<i>Humanities</i>	<i>6 hours</i>			MATH 1513 College Algebra	
<i>Lab Science</i>	<i>8-9 hours</i>			PSYC 1113 General Psychology <u>or</u>	
<i>College Math</i>	<i>3 hours</i>			SOC 1113 Intro to Sociology	
<i>Required Elective</i>	<i>3 hours</i>			and science courses to	
<i>General Ed Elective(s)</i>	<i>5 hours</i>	Additional liberal arts		meet 37 credit hours required.	
<i>Computer Proficiency*See</i>		p. 54		for requirements	

Program Requirements: Hours: 23

Minimum of 13 hours selected from the following:

BIOL 1011	Career Opportunities in Science
CHEM 1314	General Chemistry I
CHEM 1514	General Chemistry II
PHYS 1114	Principles of Physics I <u>or</u>
PHYS 2015	Engineering Physics I
PHYS 1214	Principles of Physics II <u>or</u>
PHYS 2115	Engineering Physics II

Additional hours as directed by advisor:

ACCT 2103	Financial Accounting
BIOL 1604	Animal Biology
BIOL 2101	Animal Biology Lab
CHEM 2344	Introduction to Organic and Biological Chemistry
ENGL 2413	Introduction to Literature
MATH 1613	Trigonometry
MATH 2145	Calculus I
MATH 2155	Calculus II
MATH 2273	Calculus III
MCRO 2124	Introduction to Microbiology
MCRO 2301	Microbiology Lab
	Approved Elective (3 hours maximum)

* A course taken to meet the computer proficiency requirement may be applied as a “General Ed Elective”.

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**NURSING - PRE BSN
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Nursing. By proper advisement in the selection of electives, students may prepare for other four-year programs in professional health science related fields. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and Pre BSN degree programs. **For more information contact the Nursing Program at (918) 540-6316.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 53
<i>Science</i>	8 hours	BIOL 1604 Animal Biology
		BIOL 2114 Anatomy and Physiology
<i>College Math</i>	3 hours	Any college-level MATH course on p. 53
<i>Required Elective</i>	3 hours	PSYC 1113 General Psychology
<i>General Ed Elective</i>	3 hours	Additional liberal arts and science course(s).
<i>Computer Proficiency</i>	3 hours	See p. 54 for requirements.

Program Requirements:

Hours: 22

ALTH 1011 Career Opportunities in Health Science

21 hours as directed by advisor:

BIOL 2101	Animal Biology Lab
BIOL 2121	Anatomy and Physiology Lab
CHEM 1215	Principles of Chemistry I
CHEM 1314	General Chemistry I
ECON 2013	Introduction to Macroeconomics
HHP 1152	Lifetime Fitness Concepts
MCRO 2124	Introduction to Microbiology
MCRO 2301	Introduction to Microbiology Lab
NUTR 1113	Nutrition
PSYC 1603	Developmental Psychology
SOCI 1113	Introduction to Sociology
SOCI 2123	Social Problems
SPCH 2713	Introduction to Speech Communication
STAT 2023	Elementary Statistics in Business and Economics

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**PHYSICAL EDUCATION AND RECREATION
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Physical Education and Recreation. By proper advisement in the selection of electives, students may prepare for a four-year program in **Wellness**. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Physical Education Department at (918) 540-6327.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	<i>6 hours</i>	ENGL 1113	Freshman	Composition	I
				ENGL 1213 Freshman Composition II	
<i>History</i>	<i>3 hours</i>			HIST 1483 American History <u>or</u> HIST 1493 American History	
<i>Political Science</i>	<i>3 hours</i>			POLS 1113 American Government	
<i>Humanities</i>	<i>6 hours</i>			Select from HUM listing on p. 53	
<i>Life Science</i>	<i>4 hours</i>			Any Life Science course listed on p. 53	
<i>Physical Science</i>	<i>4 hours</i>			Any Physical Science course listed on p. 53	
<i>College Math</i>	<i>3 hours</i>			Any college level MATH course on p. 53	
<i>Required Elective</i>	<i>3 hours</i>	One course	from the following:	Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences	
<i>General Ed Elective</i>	<i>3 hours</i>			Additional liberal arts and science course(s).	
<i>Computer Proficiency</i>	<i>3 hours</i>			See p. 54 for requirements.	

Program Requirements:

Hours: 22

HHP 1011 Career Opportunities in Health/PE

21 hours as directed by advisor:

HHP 1123	Leadership and Team Building
HHP 1133	Recreation and Society
HHP 1152	Lifetime Fitness Concepts
HHP 1953	Foundations of Health, PE and Recreation
HHP 2052	Sports Officiating
HHP 2223	Wellness Practicum I
HHP 2233	Wellness Practicum II
HHP 2272	Theory of Coaching Football
HHP 2353	Theory of Coaching Basketball
HHP 2413	Personal and Community Health
HHP 2423	Social Recreation Management
HHP 2472	Theory of Coaching Baseball
HHP 2612	Sport Safety Training
HHP 2653	Applied Anatomy
HHP 2663	Care/Prevention of Athletic Injuries
HHP 2692	Water Safety Instruction
HHP 2992	Lifeguarding
LEIS 1232	Golf and Bowling
LEIS 1272	Walking & Jogging for Health
LEIS 1292	Cardio/Aerobic Combo II
LEIS 1352	Weight Training
LEIS 1392	Cardio/Aerobic Combo II
LEIS 2372	Beginning/Intermediate Swimming
NUTR 1113	Nutrition
SPCH 2713	Introduction to Speech Communication

See course description section of catalog for prerequisite(s).
 See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**PHYSICAL SCIENCE OPTION
 NATURAL SCIENCES
 ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Physical Science. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Science Department at (918) 540-6275.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 53
<i>Lab Sciences</i>	8 hours	Satisfied by any two lab sciences listed below
<i>College Math</i>	3 hours	MATH 1513 College Algebra
<i>Required Elective</i>	3 hours	PSYC 1113 General Psychology <u>or</u> SOC 1113 Intro to Sociology
<i>General Ed Elective(s)</i>	5 hours	Additional liberal arts and science courses to meet 37 credit hours required. See p. 54 for requirements.
<i>Computer Proficiency*</i>		

Program Requirements:

Hours: 23

Minimum of 13 hours selected from the following:

BIOL	1011	Career Opportunities in Science
CHEM	1314	General Chemistry I
CHEM	1514	General Chemistry II
PHYS	1114	Principles of Physics I <u>or</u>
PHYS	2015	Engineering Physics I
PHYS	1214	Principles of Physics II <u>or</u>
PHYS	2115	Engineering Physics II

Additional hours as directed by advisor:

CHEM	2344	Introduction to Organic and Biological Chemistry
CHEM	2345	Organic Chemistry
ENGR	2113	Statics
ENGR	2123	Elementary Dynamics
ENGR	2613	Intro to Electrical Science
GEOL	1114	Physical Geology
MATH	1022	Engineering Problems
MATH	1613	Trigonometry
MATH	2145	Calculus I
MATH	2155	Calculus II
MATH	2273	Calculus III

*A course taken to meet the computer proficiency requirement may be applied as a "General Ed Elective".

See course description section of catalog for prerequisite(s).
 See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**VETERINARY SCIENCE - PRE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to fulfill in part the course requirements for entry into a school of Veterinary Science. Students should consult the catalog of the college or university to which they plan to transfer and carefully select courses that will meet requirements for both the baccalaureate and associate degree programs. **For more information contact the Agriculture Department at (918) 540-6268.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	6 hours	ENGL 1113	Freshman	Composition	I
<i>History</i>	3 hours			ENGL 1213 Freshman Composition II HIST 1483 American History <u>or</u> HIST 1493 American History POLS 1113 American Government Select from HUM listing on p. 53	
<i>Political Science</i>	3 hours				
<i>Humanities</i>	6 hours				
<i>Lab Science</i>	8 hours			Approved science courses from listing on p. 53	
<i>College Math</i>	3 hours			Any college level MATH course on p. 53	
<i>Required Elective</i>	3 hours	One course	from the	following:	Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Ed Elective(s)</i>	3 hours	Additional liberal	arts and	science courses	to
<i>Computer Proficiency</i>	2 hours			meet 37 credit hours required. AG 2112 Microcomputer Techniques in Ag	

Program Requirements:

Hours: 23

23 hours as directed by advisor:

AG	1011	Career Opportunities in Agriculture
AG	2112	Microcomputer Techniques in Ag
AGEC	1114	Introduction to Ag Economics
ANSI	1124	Introduction to Animal Science
ANSI	2253	Meat Animal & Carcass Evaluation
BIOL	1114	Introduction to Biology <u>or</u>
BIOL	1414	Cellular Physiology <u>or</u>
BIOL	2114	Anatomy and Physiology
BIOL	1604	Animal Biology
CHEM	1314	General Chemistry I
CHEM	1514	General Chemistry II
CHEM	2345	Organic Chemistry
MATH	1513	College Algebra
MATH	1613	Trigonometry <u>or</u>
STAT	2103	Elementary Statistics in Business and Economics
MCRO	2124	Introduction to Microbiology
PHYS	1114	Principles of Physics I
PHYS	1214	Principles of Physics II
PLNT	1213	Crop Production
SPCH	2713	Introduction to Speech Communication
		Approved Electives (maximum 6 hours)

* A course taken to meet the computer proficiency requirement may be applied as a "General Ed Elective".

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**ACCOUNTING OPTION
MARKETING AND MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares the student for entry level employment by developing skills needed to function in a variety of positions in the accounting field. **For more information contact: Business Department (918) 540-6294.**

TOTAL PROGRAM HOURS: 62

General Education Requirements:

Hours: 22

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Science</i>	4 hours	Physical Science, Biology <u>or</u> Chemistry
<i>General Ed Elective</i>	3-6 hours	Additional liberal arts and/or science course(s).
<i>Computer Proficiency*</i>		See p. 55 for requirements.

Program Requirements

Hours: 40

Technical/Occupational Specialty: 22 hours

ACCT	1103	Financial Accounting Procedures I
ACCT	1203	Financial Accounting Procedures II
ACCT	2203	Managerial Accounting
ACCT	2523	Accounting for Microcomputers
BADM	1011	Career Opportunities in Business
BADM	2153	Consumer Math
ECON	2013	Introduction to Macroeconomics
OIS	2033	Excel Spreadsheets

Technical/Occupational Support: 16-19 hours as directed by advisor

BADM	1211	Basic Investments
BADM	2102	Principled Styled Leadership
BADM	2103	Computer Applications in Business
BADM	2113	Business Communications
BADM	2123	World of Business
BADM	2223	Business Law
BADM	2303	Business Internship
ECON	2023	Introduction to Microeconomics
MGMT	1133	Human Relations
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
MGMT	2213	Principles of Management
MKGT	2123	Marketing
OIS	1103	Keyboarding
OIS	1133	Professional Development
STAT	2023	Elementary Statistics in Business and Economics in Business and Economics
		Approved Business Electives

* Course taken to meet the computer proficiency requirement may be applied as a "General Ed Elective", or as a "Technical Support Course."

See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**ADMINISTRATIVE OFFICE SUPPORT
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares the student for entry level employment in Administrative Office Support. The program provides the opportunity to develop skills to meet office needs for document processing, machine transcription, accounting, information processing, and other office support procedures. **For more information contact: Business Department (918) 540-6294.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 18

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>General Ed Elective</i>	<i>3-6 hours</i>	Approved liberal arts and/or science course(s).
<i>Computer Proficiency*</i>		See p. 55 for requirements.

Program Requirements

Hours: 42

Technical/Occupational Specialty: 16 hours

ACCT	1103	Financial Accounting Procedures I
BADM	1011	Career Opportunities in Business
OIS	2033	Excel Spreadsheets
OIS	2313	Production Keyboarding
OIS	2503	Microsoft Office
OIS	2523	Microsoft Word for Windows for Windows

Technical/Occupational Support: 26 hours as directed by advisor

ACCT	2523	Accounting for Microcomputers
BADM	2103	Computer Applications in Business
BADM	2113	Business Communications
BADM	2303	Business Internship
OIS	1013	Business English
OIS	1103	Keyboarding
OIS	1133	Professional Development
OIS	1183	Machine Transcription
OIS	1193	Machine Transcription
OIS	1213	Document Processing
OIS	2113	Records Management
		Approved Business Electives

* Course taken to meet the computer proficiency requirement may be applied as a "General Ed Elective", or as a "Technical Support Course."

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**COMPUTER INFORMATION SYSTEMS
ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Computer Science Curriculum is designed to provide an option for students to transfer to a university or seek immediate employment upon graduation. Emphasis will be placed on computer software design which requires knowledge of programming, operating systems, and database management systems. **For more information contact the Computer Science Department at (918) 540--6283.**

TOTAL PROGRAM HOURS: 64

General Education Requirements:

Hours: 21

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Mathematics</i>	3 hours	MATH 1513 College Algebra
<i>General Ed Elective</i>	6 hours	ECON 2013 Macroeconomics
<i>Computer Proficiency</i>	3 hours	CS 2103, CS 1313 <u>or</u> CS 1373

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 37 hours

CS	1011	Career Opportunities in Computer Science
CS	1373	Network Operating Systems
CS	2023	Advanced Basic Programming
CS	2043	Database Programming II
CS	2054	Web Database Systems
CS	2134	BASIC Programming
CS	2143	Programming in "C"
CS	2173	JAVA Programming
CS	2303	Database Programming I
CS	2424	Systems Design and Development
ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting

Technical/Occupational Support: 6 hours as directed by advisor

CS	1313	Introduction to Microcomputers
CS	1633	Flowcharting & Documentation
CS	1743	Multimedia Computing
CS	2103	Computer Concepts
CS	2163	RPG II Programming
CS	2204	COBOL Programming
CS	2214	COBOL Programming I
CS	2313	Job Control Language
CS	2323	Advanced Programming in 'C'
CS	2423	Telecommunications and Networking
CS	2433	Advanced Networking

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**COMPUTER SUPPORT SPECIALIST OPTION
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum will provide a background to allow a student to seek immediate employment upon graduation as a "Computer Support Specialist". Emphasis will be placed on developing a technical understanding such that graduates can provide hardware, operating system, application software, and network support including purchasing/sales, installation, configuration, application, and training. **For more information contact the Computer Science Department at (918) 540--6283.**

TOTAL PROGRAM HOURS: 63

General Education Requirements:

Hours: 21

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Mathematics</i>	<i>3 hours</i>	MATH 1513 College Algebra
<i>General Ed Elective</i>	<i>3 hours</i>	PSYC 1113 General Psychology
<i>Computer Proficiency</i>	<i>3 hours</i>	CS 2103, CS 1313, <u>or</u> CS 1373

Program Requirements:

Hours: 42

Technical/Occupational Specialty: 33 hours

CS	1011	Career Opportunities in Computer Science
CS	1373	Network Operating Systems
CS	1743	Multimedia Computing
CS	2023	Advanced BASIC Programming
CS	2103	Computer Concepts
CS	2134	BASIC Programming
CS	2303	Database Programming I
CS	2423	Telecommunications & Networking
CS	2433	Advanced Networking
CS	2424	Systems Design and Development
ACCT	2103	Financial Accounting

Technical/Occupational Support: 9 hours as directed by advisor

CS	1313	Introduction to Microcomputers
CS	1633	Flowcharting & Documentation
CS	2043	Database Programming II
CS	2054	Web Database Programming
CS	2143	Programming in "C"
CS	2163	RPG II Programming
CS	2173	JAVA Programming
CS	2204	COBOL Programming I
CS	2214	COBOL Programming II
ELEC	1103	Essentials of Electricity
ELEC	1213	Electronic Devices and Amplifiers
OIS	2033	Excel Spreadsheet
OIS	2503	Microsoft Office
OIS	2523	Microsoft Word for Windows for Windows

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**DRAFTING AND DESIGN TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares the student for entry level employment in the various fields of **Computer Aided Design and Drafting Technology** by providing training in the techniques, procedures, and processes required in mechanical design and manufacturing processes. **For more information contact the Drafting and Design Program at (918) 540-6259.**

TOTAL PROGRAM HOURS: 67

General Education Requirements:

Hours: 22

<i>Communication</i>	<i>6 hours</i>
<i>History</i>	<i>3 hours</i>
<i>Political Science</i>	<i>3 hours</i>
<i>Mathematics</i>	<i>3 hours</i>
<i>General Ed Elective</i>	<i>4 hours</i>
<i>Computer Proficiency</i>	<i>3 hours</i>

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History <u>or</u>
HIST 1493 American History
POLS 1113 American Government
MATH 1513 College Algebra
MATH 2123 <u>or</u> MATH 2133
PHYS 1014, PHYS 1114
See p. 55 for requirements.

Program Requirements

Hours: 45

Technical/Occupational Specialty: 17 hours

ELEC	1103	Essentials of Electricity
PLAS	1103	Industrial Materials
PLAS	1114	General Plastics
PLAS	1213	Plastics Testing
TEC	1011	Career Opportunities in Technology
TEC	2053	Industrial Safety
		6 hours approved electives

Technical/Occupational Support: 28 hours as directed by advisor

DRFT	1122	Industrial Drafting
DRFT	1124	Architectural Drawing
DRFT	1133	Industrial Drafting
DRFT	1223	CAD and Design I
DRFT	1843	Descriptive Geometry
DRFT	2213	Pipe Drafting
DRFT	2214	Machine Drafting
DRFT	2223	CAD and Design II
DRFT	2233	Structural Drafting

*A course taken to meet the computer proficiency requirements may be applied to the General Ed Elective requirement.

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**EARLY CHILDHOOD EDUCATION
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum leads to an Associate in Applied Science Degree and is designed for students who desire to pursue a career in Early Childhood Education upon graduation. **For more information contact the Early Childhood Program at (918) 540-6265.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 18

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
		HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Mathematics</i>	<i>3 hours</i>	Any college-level MATH course on p. 50
<i>Computer Proficiency</i>	<i>3 hours</i>	See p. 55 for requirements.

Program Requirements

Hours: 42

Technical/Occupational Specialty: 34 hours as directed by advisor

FRCD	1113	Orientation to Child Care Services
FRCD	1313	Nutrition in Children
FRCD	2003	Dynamics of Family Relationships
FRCD	2013	Literature for Children
FRCD	2033	The Exceptional Child
FRCD	2103	Child Development
FRCD	2113	Human Development Within the Family
FRCD	2123	Infants and Toddlers
FRCD	2243	Health & Safety of Preschool Child
FRCD	2303	Activity Planning
NUTR	1113	Nutrition
SOSC	1011	Career Opportunities in Social Science

Technical/Occupational Support: 8 hours as directed by advisor

GEOG	1013	World/Regional Geography
HHP	2602	Community First Aid
MATH	2413	Math Structures I
PSYC	1113	General Psychology
SOCI	1113	Introduction to Sociology
SOCI	2113	Marriage and Family
SPCH	2713	Introduction to Speech
		Humanities course(s)

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**ELECTRONICS
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum is designed to prepare a student for employment upon graduation. By proper advisement in the selection of electives, a student may prepare for a career in **Computer Electronics Technology**. For more information contact the Electronics Department at (918) 540-6363.

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 22

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Mathematics</i>	3 hours	MATH 1513, MATH 1613, MATH 1483 <u>or</u> MATH 1493
Science	4 hours	PHYS 1114, PHYS 1214, PHYS 1014,
<i>General Ed Elective</i>	3 hours	CHEM 1114 <u>or</u> GEOL 1114
<i>Computer Proficiency*</i>		Approved liberal arts and/or science course(s) See p. 55 for requirements.

Program Requirements

Hours: 38

Technical/Occupational Specialty: 26 hours

CS	1313	Introduction to Microcomputers <u>or</u>
CS	2103	Computer Concepts
CS	1743	Multimedia Computing
DRFT	1013	Engineering Drawing
DRFT	1223	Computer Aided Drafting
ELEC	1103	Essentials of Electricity
PLAS	1103	Industrial Materials
PLAS	1114	General Plastics
TEC	1011	Career Opportunities in Technology
TEC	2053	Industrial Safety

Technical/Occupational Support: 12 hours as directed by advisor

CS	1373	Network Operating Systems
ELEC	1102	Introduction to Electricity (for low ACT)
ELEC	1104	Fundamentals of Electricity
ELEC	1124	Circuit Analysis
ELEC	1213	Electronic Devices & Amplifiers
ELEC	1225	Electronic Amplifiers
ELEC	2144	Digital Electronics
ELEC	2214	Communication Circuits & Systems I
ELEC	2634	Linear Devices

*A course taken to meet the computer proficiency requirements may be applied to the General Ed Elective requirement.

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**EQUINE OPTION
FARM AND RANCH MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum is designed to prepare the student for a career in equine science upon graduation. **For more information contact the Agriculture Department at (918) 540-6268.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 18

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>General Ed Elective</i>	<i>4 hours</i>	Approved liberal arts and/or science course (s).
<i>Computer Proficiency</i>	<i>2 hours</i>	AG 2112 Microcomputer Techniques in Ag

Program Requirements

Hours: 42

Technical/Occupational Specialty: at least 15 hours as directed by advisor

EQNE 1101	Equine Selection
EQNE 1103	Introduction to Equine
EQNE 1112	Basic Horseshoeing
EQNE 1121	Equine Selection
EQNE 2012	Basic Horsemanship
EQNE 2112	Advanced Horseshoeing
EQNE 2123	Equine Health Disease
EQNE 2124	Equine Training Management I
EQNE 2133	Equine Reproduction
EQNE 2134	Equine Training Management II
EQNE 2143	Advanced Equine Reproduction
EQNE 2212	Equine Selection

Additional hours to meet minimum 42 hours as directed by advisor

AG 1000	Agriculture - Special Problems (variable credit)
AG 1011	Career Opportunities in Agriculture
AGEC 1114	Intro to Agriculture Economics
ANSI 1124	Introduction to Animal Science
ANSI 2112	Live Animal Evaluation
ANSI 2123	Livestock Feeding
EQNE 2222	Marketing the Performance Horse
FRMT 1004	Agri-Ranch Records and Finance
FRMT 1122	Livestock Production Sales Management
FRMT 1123	Applied Animal Health Practices
FRMT 2111	Artificial Insemination Practice
FRMT 2112	Theory of Artificial Insemination
FRMT 2113	Swine Feeding
FRMT 2213	Swine Reproduction
FRMT 2313	Swine Health and Disease
FRMT 2400	Work Experience (variable credit)
FRMT 2413	Issues in Swine Industry
MCAG 1413	Introduction to Engineering in Agriculture
PLNT 1213	Crop Production
SOIL 2124	Fundamentals of Soil Science
	Livestock Selection
	Rodeo Activities
	Approved Electives (maximum of 10 hours)

* A course taken to meet the computer proficiency requirements may be applied to the General Ed Elective requirement.

See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**FARM AND RANCH MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum is designed to prepare the student for a career in farm and ranch management upon graduation. Students may also select an option in **Equine Science** (see page 95). **For more information contact: Agriculture Department (918) 540-6268.**

TOTAL PROGRAM HOURS: 63

General Education Requirements:

Hours: 18

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>General Ed Elective</i>	<i>4 hours</i>	Approved liberal arts and/or science course(s).
<i>Computer Proficiency</i>	<i>2 hours</i>	AG 2112 Microcomputer Techniques in Ag

Program Requirements:

Hours: 45

Select three of the following courses:

EQNE	1103	Introduction to Equine
FRMT	1213	Beef Production
FRMT	1223	Sheep Production
FRMT	2103	Swine Production
FRMT	2203	Feedlot Management
POSC	2354	Poultry Production I
POSC	2364	Poultry Production II
POSC	2554	Poultry Biology

Additional hours to meet minimum 45 as directed by advisor

AG	1000	Agriculture – Special Problems (variable credit)
AG	1011	Career Opportunities in Agriculture**
AGEC	1114	Introduction to Agriculture Economics**
ANSI	1124	Introduction to Animal Science
ANSI	2112	Live Animal Evaluation
ANSI	2123	Livestock Feeding
FRMT	1004	Ranch Records and Finance
FRMT	1122	Livestock Production Sales Management
FRMT	1123	Applied Animal Health Practice
FRMT	2111	Artificial Insemination Practice
FRMT	2112	Theory of Artificial Insemination
FRMT	2113	Swine Feeding
FRMT	2213	Swine Reproduction
FRMT	2313	Swine Health & Disease
FRMT	2413	Issues in Swine Industry
FRMT	2400	Work Experience (variable credit)
MCAG	1413	Intro to Engineering in Agriculture
PLNT	1213	Crop Production
SOIL	2124	Fundamentals of Soil Science**
		Livestock Selection courses
		Rodeo Activities courses
		Approved Electives (maximum of 10 hours)

*A course taken to meet the computer proficiency requirements may be applied to the General Ed Elective requirement.

** Meets General Ed Elective requirement

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**INTEGRATED TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum is designed to combine technical skills with business and management skills. Eligible students may receive a maximum of 27 credit hours applied to this degree for technical school, work or military experience. Contact the Business Department for eligibility requirements. **For more information contact the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 18

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I <u>and</u> ENGL 1213 Freshman Composition II <u>or</u> BADM 2113 Business Communications <u>or</u> SPCH 2713 Intro to Speech Communication
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>General Ed Elective</i>	<i>3 hours</i>	Approved liberal arts and/or science courses.
<i>Computer Proficiency</i>	<i>3 hours</i>	See p. 55 for requirements.

Program Requirements:

Hours: 42

Technical/Occupational Specialty: 27 hours

BADM 2123	World of Business
BADM 2153	Consumer Math <u>or</u> MATH 1513 College Algebra
MGMT 2033	Human Resource Management
MGMT 2213	Principles of Management
	Additional credit hours of Technical Courses in Specialty

Technical/Occupational Support: 15 hours as directed by advisor

ACCT 1103	Financial Accounting Procedures I
ACCT 1203	Financial Accounting Procedures II
BADM 2223	Business Law
CS 1313	Introduction to Microcomputers
DRFT 1012	Engineering Drawing
DRFT 1122	Industrial Drafting
DRFT 1223	CAD & Design I
ELEC 1104	Fundamentals of Electricity
ELEC 2153	Introduction to Robotics
MGMT 1133	Human Relations
MGMT 1223	Small Business Management
MKTG 1123	Salesmanship
MKTG 2103	Consumer Behavior
MKTG 2123	Marketing
OIS 2503	Microsoft Office for Windows
PLAS 1114	General Plastics
PLAS 1213	Plastics Testing
TEC 1011	Career Opportunities in Technology
TEC 1012	Introduction to Integrated Studies
TEC 1022	Safety
TEC 1032	Equipment/Tool Operation and Management
TEC 1033	Beginning Applications
TEC 1045	Beginning Applications
TEC 1053	Intermediate Applications
TEC 1065	Intermediate Applications
TEC 1133	Basic Layout & Measurement
TEC 2023	Advanced Applications
TEC 2035	Advanced Applications

Requirements continued on page 98

TEC	2043	Special Topics
TEC	2053	Industrial Safety
TEC	2055	Special Topics
TEC	2063	Special Projects
TEC	2075	Special Projects
TEC	2083	Job Readiness
TEC	2093	Field Internship
TEC	2106	Field Internship
TEC	2353	Basic Machine Tool Design

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**LEGAL ASSISTANT OPTION
ADMINISTRATIVE OFFICE SUPPORT
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares the student for entry level employment in the Legal Assisting. The program provides the opportunity to develop skills to meet office needs for document processing, machine transcription, accounting, information processing, and other support procedures. **For more information contact the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 18

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>General Ed Elective</i>	<i>6 hours</i>	Approved liberal arts and/or science course(s).
<i>Computer Proficiency*</i>		See p. 55 for requirements.

Program Requirements:

Hours: 42

Technical/Occupational Specialty: 18 hours

ACCT	1103	Financial Accounting Procedures I
BADM	1011	Career Opportunities in Business
OIS	1203	Legal Seminar
OIS	1212	Legal Terminology
OIS	2323	Legal Document Processing
OIS	2503	Microsoft Office
OIS	2523	Microsoft Word for Windows

Technical/Occupational Support: 24 hours

ACCT	2523	Accounting for Microcomputer
BADM	2103	Computer Applications in Business
BADM	2113	Business Communications
BADM	2223	Business Law
BADM	2303	Business Internship
OIS	1013	Business English
OIS	1103	Keyboarding
OIS	1133	Professional Development
OIS	1183	Machine Transcription
OIS	1193	Machine Transcription
OIS	1213	Document Processing
OIS	2033	Excel Spreadsheets
OIS	2113	Records Management
		Approved Business Electives

* A course taken to meet the computer proficiency requirements may be applied to the General Ed Elective requirement or as a technical support course.

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**MARKETING AND MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares the student for entry level employment in supervision, retail sales, and business management by developing fundamental skills, knowledge, attitudes, and experiences needed to function in the various positions with management and marketing. By proper advisement in the selection of electives, a student may prepare for a career in **Accounting, Banking, Real Estate, or Restaurant Management**. For more information contact the Business Department at (918) 540-6294.

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 19

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u> HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Science</i>	4 hours	Physical Science, Biology <u>or</u> Chemistry
<i>General Ed Elective</i>	3	hours
<i>Computer Proficiency*</i>		Approved liberal arts and science course(s) See p. 55 for requirements.

Program Requirements

Hours: 41

Technical/Occupational Specialty: 22 hours

ACCT	1103	Financial Accounting Procedures I <u>or</u> ACCT 2103 Financial Accounting
ACCT	1203	Financial Accounting Procedures II <u>or</u> ACCT 2203 Managerial Accounting
BADM	1011	Career Opportunities in Business
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
MGMT	1123	Salesmanship <u>or</u> SPCH 2713 Introduction to Speech Communication
MGMT	2213	Principles of Management
MKTG	2123	Marketing

Technical/Occupational Support: 19 hours

ACCT	2523	Accounting for the Microcomputer
BADM	1211	Basic Investment
BADM	2102	Principle Styled Leadership
BADM	2103	Computer Applications in Business
BADM	2113	Business Communications
BADM	2123	World of Business
BADM	2153	Consumer Math <u>or</u> MATH 1513 College Algebra
BADM	2223	Business Law
BADM	2303	Business Internship
MGMT	1133	Human Relations
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
MGMT	2223	Advertising
MKGT	2103	Consumer Behavior
PSYC	1113	General Psychology <u>or</u>
SOCI	1113	Introduction to Sociology
STAT	2023	Elementary Statistics in Business and Economics for Business and Economics
		Approved Business Electives

* A course taken to meet the computer proficiency requirements may be applied to the General Ed Elective requirement or as a technical support course.

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

MEDICAL LABORATORY TECHNICIAN

The Medical Laboratory Technician performs laboratory procedures that require a high level of skill and that assist the medical team with their diagnosis of disease. The Medical Laboratory Technician Program includes four semesters and a summer session. The curriculum includes course in general education, biology, chemistry, and medical laboratory technology. Clinical laboratory sessions are conducted in health care facilities. Students are responsible for their own transportation to clinical experience.

In order to provide the best possible educational experience, enrollment is limited in the four Clinical Practice courses. Students desiring to begin taking the medical laboratory technician courses in the fall must make application by April 1. The MLT application, previous transcripts, ACT scores and a personal interview are required for admission to the program. Students are notified after the interviews as to their selection status.

For continuation in the MLT program, a 2.0 GPA must be received in each of the MLT courses. In addition, a 2.0 grade must be received in Anatomy and Physiology, Microbiology, and Chemistry 1215 or 1314.

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. Students meeting requirements for graduation are awarded an Associate in Applied Science Degree by the College and are certified by the Director of the MLT program as being eligible to sit for the ASCP registry, and/or the NCA.

Liability insurance and a physical examination are required.

FEES: In addition to regular fees, the student has the following fees. The fees are approximate costs and subject to change without prior notice to the student.

Books and Supplies (MLT)	\$350.00
Liability Insurance	15.50
Physical Examination	45.00
Heptavax Vaccine	\$150.00 minimum
MMR	
TB Skin Test	

**MEDICAL LABORATORY TECHNICIAN
ASSOCIATE IN APPLIED SCIENCE DEGREE**

For more information contact the Medical Laboratory Technician Program at (918) 540-6315.

TOTAL PROGRAM HOURS: 67

General Education Requirements:

Hours: 18

<i>Communication</i>	<i>6 hours</i>
<i>History</i>	<i>3 hours</i>
<i>Political Science</i>	<i>3 hours</i>
<i>General Ed Elective</i>	<i>3 hours</i>
<i>Computer Science</i>	<i>3 hours</i>

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History or
HIST 1493 American History
POLS 1113 American Government
PSYC 1113 General Psychology
Approved computer science course

Program Requirements

Hours: 49

Technical/Occupational Support: 14 hours as directed by advisor

ALTH	1011	Career Opportunities in Health Science*
BIOL	2114	Anatomy and Physiology
CHEM	1215	Principles of Chemistry I
MATH	0123	Intermediate Algebra
MCRO	2124	Microbiology

Technical/Occupational Specialty: 35 hours

MLAT	1304	Basic Hematology
MLAT	1313	Introduction to Medical Laboratory
MLAT	1314	Immunology & Immunohematology
MLAT	1323	Clinical Practice 1
MLAT	1333	Clinical Practice 2
MLAT	2344	Clinical Chemistry I
MLAT	2354	Pathogenic Bacteriology
MLAT	2364	Clinical Chemistry II
MLAT	2373	Clinical Practice 3
MLAT	2383	Clinical Practice 4

*See advisor for requirements.

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements

**MEDICAL OFFICE ASSISTANT OPTION
ADMINISTRATIVE OFFICE SUPPORT
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares the student for entry level employment in Medical Office Assisting. The program provides the opportunity to develop skills to meet office needs for document processing, machine transcription, accounting, information processing, and other office support procedures. **For more information contact the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 18

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Science</i>	<i>3 hours</i>	HHP 2653 Applied Anatomy
<i>General Ed Elective</i>	<i>3 hours</i>	Approved liberal arts and/or science course(s).
<i>Computer Proficiency*</i>		See p. 55 for requirements.

Program Requirements

Hours: 42

Technical/Occupational Specialty: 21 hours

ACCT	1103	Financial Accounting Procedures I
BADM	1011	Career Opportunities in Business
OIS	1113	Medical Terminology
OIS	1183	Machine Transcription
OIS	2123	Medical Insurance and Coding
OIS	2333	Medical Document Processing
OIS	2503	Microsoft Office
OIS	2523	Microsoft Word for Windows

Technical/Occupational Support: 21 hours as directed by advisor

ACCT	2523	Accounting for Microcomputer
BADM	2103	Computer Applications in Business
BADM	2113	Business Communications
OIS	1123	Medical Assistant Office Procedures I
OIS	1013	Business English
OIS	1103	Keyboarding
OIS	1133	Professional Development
OIS	1183	Machine Transcription
OIS	1193	Machine Transcription
OIS	1213	Document Processing
OIS	2033	Excel Spreadsheets
OIS	2113	Records Management
OIS	2313	Production Keyboarding
		Approved Business Electives

* A course taken to meet the computer proficiency requirements may be applied to the General Ed Elective requirement or as a technical support course.

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

NURSING (Associate Degree - RN)

The Northeastern Oklahoma A&M College, Department of Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state approved program receive an AAS degree and are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. The NEO A&M College, Department of Nursing is accredited by the National League for Nursing Accrediting Commission (NLNAC).

NEO A&M College offers a four-semester (two regular academic years) Nursing Program, and admits one class per year with new classes beginning each August. However, due to general education requirements and possible academic deficiencies, students may require five to six semesters to complete the program. A complete nursing application with required documents must be submitted by March 1, preceding the fall semester the student requests admission to the Nursing Program. Enrollment in nursing courses is limited due to available lab and clinical facilities.

Prior to admission, applicants must meet the following minimum requirements:

- 1) Submit ACT test scores.
- 2) Remove academic deficiencies per Department of Nursing policy (See Nursing Application or website www.neoam.edu/~nurse/ for specific information).
- 3) Complete one of the required biological science courses with a grade of "C" or above.
- 4) Complete high school or equivalency. If student has a GED, the student must complete 12 credit hours of the required general education hours prior to seeking admission.
- 5) Score a minimum of 50 points on the academic profile formula for consideration of admission.

For information about admission criteria for the Nursing Program, see www.neoam.edu/~nurse/.

Students must make a minimum of "C" or above in all required courses. See the "Course Description" section of this catalog for pre- and co-requisites for nursing, general education, and support courses.

All nursing courses must be taken at Northeastern Oklahoma A&M College unless approval is obtained from the Director, Department of Nursing Faculty Council and the Registrar to transfer nursing course credits.

Background and sexual offender checks for Oklahoma, Missouri, Kansas and any states of residence for the previous seven years are required upon admission to the program. Costs for the checks and requests for any additional information will be the responsibility of the student. A clinical facility may refuse any student from participating in clinical experiences. If a student is unable to meet clinical requirements, it will result in the student being unable to pass the course and policies for dismissal may apply. Clinical facilities may require students to submit to random drug testing or upon reasonable suspicion of use/abuse. The cost of drug testing will be the responsibility of the student.

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, requirements include submission of an application for licensure with a criminal history records search and successfully passing the licensure examination. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 and 567.6]. To be granted a license, an applicant must have the legal right to reside in the United States (United States Code Chapter 8, Section 1621). The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration or 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 charges. An individual with a felony conviction or who had sentencing terms imposed by the court related to a deferred sentence for a felony offense 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].

To successfully progress through the nursing curriculum, an individual must be able to perform certain skills and physical and mental activities. These activities include, but are not limited to: critical thinking; communication skills; mobility and motor skills; lifting, hearing, visual, and tactile abilities.

LPN Advanced Placement

NEO offers an advanced placement option for Licensed Practical Nurses (LPN) wishing to attend the program. LPNs interested in pursuing a degree through advanced placement must meet the minimum requirements stated above. Contact the Department of Nursing office for requirements, curriculum plan and career advisement.

ASSOCIATE DEGREE NURSING (RN)*
ASSOCIATE IN APPLIED SCIENCE DEGREE**

For more information contact the Nursing Department at (918) 540-6316.

TOTAL PROGRAM HOURS: 72

General Education Requirements:

Hours: 21

Communication 6 hours

History 3 hours

Political Science 3 hours

General Ed Elective 6 hours

Computer Proficiency 3 hours

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History or
HIST 1493 American History
POLS 1113 American Government
PSYC 1603 Developmental Psych
See p. 55 for requirements.

Program Requirements

Hours: 51

Technical/Occupational Support: 15 hours

BIOL 1414 Cellular Physiology* (includes lab)
BIOL 2114 Anatomy and Physiology (includes lab)
MCRO 2124 Introduction to Microbiology (includes lab)
NUTR 1113 Nutrition

Technical/Occupational Specialty: 36 hours

NURS 1119 Introduction to Nursing
NURS 1219 Physical/Mental Health of Adults/Children I
NURS 2134 Physical/Mental Health of Childbearing Family
NURS 2135 Physical/Mental Health of Adults/Children II
NURS 2249 Physical/Mental Health in Crisis

Additional Courses Offered:

BIOL 2121 Anatomy and Physiology Lab
NURS 1001 Nursing Special Problems
NURS 1111 Cardiopulmonary Resuscitation
NURS 1121 Transition to ADN
MCRO 2301 Introduction to Microbiology Lab

* Chemistry 1215 or Animal Biology 1604 may be substituted. Chemistry is often recommended for those wishing to pursue a bachelor's degree in nursing.

*** Nationally accredited program.

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

Fees

In addition to the College's regular fees, the nursing student has the following fees unique to the nursing courses. (Only nursing books and supplies included below.) These fees are approximate and subject to change.

	1st Semester	2nd Semester
Uniforms and related supplies	\$ 90.00	
Books and supplies	700.00	\$120.00
Liability Insurance	15.50	
Achievement Tests	16.00	16.00
Criminal Background Check	15.00	
Lab Supply Packet	53.00	28.00
Watch with second hand, stethoscope, bandage scissors and penlight.	50.00	
Physical Exam	60.00	
Heptavax Vaccine (optional)	150.00	
Total	\$1149.50	\$230.00
	3rd Semester	4th Semester
Books and Supplies	180.00	130.00
Liability Insurance	15.50	
Achievement Tests	32.00	56.00
Lab Supply Packet	25.00	17.00
State Licensure		75.00 – 83.00
Background Check		15.00
Licensure (State Board) Pictures		20.00 - 23.00
NCLEX Testing Fee		200.00
Pinning Ceremony Uniform		26.00 – 30.00
Graduation Fee		20.00
Nursing pin		45.00–114.00
Total	\$ 252.50	\$604.00 – 688.00

The Associate in Applied Science Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC). Information from accrediting bodies may be obtained at the following addresses.

National League for Nursing Accrediting Commission
 61 Broadway - 33rd Floor
 New York, NY 10006
 1-800-669-1656, EXT 153
www.NLNAC.org

Oklahoma Board of Nursing
 2915 Classen Boulevard Suite, 524
 Oklahoma City, OK 73106-5437
 (405) 962-1800

PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant Program is a one plus one program that offers at its completion an Associate in Applied Science Degree. Students seeking admission to the Physical Therapist Assistant Program at NEO A&M College must meet specific criteria in order to be considered. Students are numerically ranked based upon fulfillment of admission criteria that may include, but not limited to, admission to the NEO A&M College, academic preparation, ACT scores, letters of reference, interview, and physical therapy clinical observation experiences. A minimum GPA of 2.75 in general education and technical support course is required for admission.

Enrollment in the PTA program is limited due to qualified faculty and availability of clinical sites. There will be no restriction to age, gender, race, color, marital status, national origin, disability or status as a veteran.

The Physical Therapist Assistant Program has full accreditation by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. Contact the PTA Program Director at (918) 540-6311 for further information regarding the accreditation status of the PTA program. Physical Therapist assistants are not eligible for licensure unless they graduate from an accredited program.

PROGRAM COMPLETION

COST

There are some additional costs incurred in the PTA program in order to complete the program and register for state PTA licensure. These costs are approximate and subject to change without prior notice to the student.

Books and Supplies	Cost Vary	Lab Coat & Patches	\$ 50.00
Physical Examination	\$ 45.00 (ave.)	CPR Certification	Cost Vary
Liability Insurance	18.50	Federation of PT (exam)	350.00
Health Insurance	Cost Vary	PTA License	125.00
Heptavax Vaccine	150.00 (ave.)		

GRADUATION

The PTA student must:

- a. Meet basic college requirements for graduation.
- b. Complete the prerequisite 30 hours of college coursework with an overall grade point average of 2.75 or above and with at least a grade of "C" or above in each course.
- c. Complete the PTA program 40 hours with an overall grade point average of 2.0 or above and with at least a grade of "C" or above in each course.

Students meeting requirements for graduation are awarded an Associate in Applied Science Degree by the College and certified by the Director of the Physical Therapist Assistant Program to the Oklahoma Board of Healing Arts as being eligible to sit for the Federation of Physical Therapy Licensing Exam.

**PHYSICAL THERAPIST ASSISTANT
ASSOCIATE IN APPLIED SCIENCE DEGREE**

For more information contact the Physical Therapist Assistant Program Director at (918) 540-6311 or the Academic Coordinator of Clinical Education at (918) 540-6144.

TOTAL PROGRAM HOURS: 70

General Education Prerequisites:

Hours: 19

<i>Communication</i>	6 hours				ENGL 1113 Freshman Composition I
					ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483			American History <u>or</u>
					HIST 1493 American History
<i>Political Science</i>	3 hours				POLS 1113 American Government
<i>General Ed Elective</i>	4 hours				PSYC 1113 General Psychology
					ALTH 1011 Career Opportunities in Allied Health
<i>Computer Proficiency</i>	3 hours				See p. 55 for requirements.

Program Requirements

Hours: 51

Technical/Occupational Support (Prerequisites): 11 hours

BIOL	1414	Cellular Physiology <u>or</u>
CHEM	1215	Principles of Chemistry
BIOL	2114	Anatomy and Physiology
OIS	1113	Medical Terminology

Technical/Occupational Specialty: 40 hours

PHTA	1113	Introduction to Physical Therapy
PHTA	1203	Anatomy & Physiology for PTA
PHTA	1231	Clinical Orientation
PHTA	1283	Physical Disabilities
PHTA	1292	Physical Therapy Procedures I
PHTA	2332	Clinical Experience I
PHTA	2343	Physical Therapy Procedures II
PHTA	2353	Neurology and Pathology
PHTA	2363	Kinesiology
PHTA	2373	Therapeutic Exercise
PHTA	2414	Rehabilitation
PHTA	2433	Clinical Experience II
PHTA	2473	Selected Topics in Physical Therapy
PHTA	2534	Clinical Experience III

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**ACCOUNTING
TWO-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment by developing skills needed to function in a variety of positions in the accounting field. **For more information contact: Business Department (918) 540-6294.**

TOTAL PROGRAM HOURS: 46

General Education Requirements:

Hours: 6

Communication 3 hours
*Computer Proficiency** 3 hours

ENGL 1113 Freshman Composition I
See p. 55 for requirements.

Program Requirements

Hours: 40

Technical/Occupational Specialty: 22 hours

ACCT 1103 Financial Accounting Procedures I
ACCT 1203 Financial Accounting Procedures II
ACCT 2203 Managerial Accounting
ACCT 2523 Accounting for Microcomputers
BADM 1011 Career Opportunities in Business
BADM 2153 Consumer Math
ECON 2013 Introduction to Macroeconomics
OIS 2033 Excel Spreadsheets

Technical/Occupational Support: 18 hours

BADM 1211 Basic Investments
BADM 2102 Principled Styled Leadership
BADM 2103 Computer Applications in Business
BADM 2113 Business Communications
BADM 2123 World of Business
BADM 2223 Business Law
BAFN 1303 Principles of Banking
ECON 2023 Introduction to Microeconomics
MGMT 1133 Human Relations
MGMT 1223 Small Business Management
MGMT 2023 Human Resources Management
MGMT 2213 Principles of Management
MKTG 2123 Marketing
OIS 1103 Keyboarding
OIS 1133 Professional Development
STAT 2023 Elementary Statistics in Business and Economics
Approved Business Electives

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**ADMINISTRATIVE ASSISTANT
TWO-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment in Administrative Assisting. The program provides the opportunity to develop skills to meet office needs for document processing, machine transcription, accounting, information processing, and other office support procedures. **For more information contact: Business Department (918) 540-6294.**

TOTAL PROGRAM HOURS: 49

General Education Requirements:

Hours: 9

Communication 6 hours
Political Science 3 hours
Computer Proficiency 3 hours

ENGL 1113 Freshman Composition I
POLS 1113 American Government
See p. 55 for requirements.

Program Requirements

Hours: 40

Technical/Occupational Specialty: 19 hours

ACCT 1103 Financial Accounting Procedures I
BADM 1011 Career Opportunities in Business
BADM 2113 Business Communications
OIS 2033 Excel Spreadsheets
OIS 2313 Production Keyboarding
OIS 2503 Microsoft Office
OIS 2523 Microsoft Word for Windows

Technical/Occupational Support: 21 hours as directed by advisor

ACCT 2523 Accounting for Microcomputers
BADM 2103 Computer Applications in Business
OIS 1013 Business English
OIS 1103 Keyboarding
OIS 1133 Professional Development
OIS 1183 Machine Transcription
OIS 1193 Machine Transcription
OIS 1213 Document Processing
OIS 2113 Records Management
Approved Business Electives

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.*

**BANKING
TWO-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment by developing skills needed to function in positions in the banking field. **For more information contact the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 47

General Education Requirements:

Hours: 9

Communication 3 hours
Political Science 3 hours
Computer Proficiency 3 hours

ENGL 1113 Freshman Composition I
POLS 1113 American Government
See p. 55 for requirements.

Program Requirements:

Hours: 38

Technical/Occupational Specialty: 19 hours

ACCT 2103 Financial Accounting
ACCT 2203 Managerial Accounting
BADM 1011 Career Opportunities in Business
BAFN 1303 Teller Training
BAFN 2303 Money and Banking
BAFN 2473 Law and Banking Principles

Technical/Occupational Support: 19 hours as directed by advisor

BADM 1211 Basic Investments
BADM 2153 Consumer Mathematics
BAFN 1373 Consumer Lending
BAFN 2013 Bank Accounting
BAFN 2363 Economics for Bankers
BAFN 2373 Bank Investments
BAFN 2393 Analyzing Financial Statements
BAFN 2433 Marketing for Bankers
BAFN 2533 Commercial Lending
MGMT 1223 Small Business Management
OIS 2033 Excel Spreadsheets
Approved Business Electives

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.*

**COMPUTER INFORMATION SYSTEMS
TWO-YEAR CERTIFICATE**

The Computer Science Curriculum is designed to provide an option for students to transfer to a university or seek immediate employment upon graduation. Emphasis will be placed on computer software design which requires knowledge of programming, operating systems, and database management systems. **For more information contact the Computer Science Department at (918) 540--6283.**

TOTAL PROGRAM HOURS: 43

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 37 hours

CS	1011	Career Opportunities in Computer Science
CS	1373	Network Operating Systems
CS	2023	Advanced Basic Programming
CS	2043	Database Programming II
CS	2054	Web Database Systems
CS	2134	BASIC Programming
CS	2143	Programming in "C"
CS	2173	Java Programming
CS	2303	Database Programming I
CS	2424	Systems Design and Development
ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting

Technical/Occupational Support: 6 hours as directed by advisor

CS	1313	Introduction to Microcomputers
CS	1633	Flowcharting & Documentation
CS	1743	Multimedia Computing
CS	2103	Computer Concepts
CS	2163	RPG II Programming
CS	2204	COBOL Programming I
CS	2214	COBOL Programming II
CS	2313	Job Control Language
CS	2323	Advanced Programming in 'C'
CS	2423	Telecommunications and Networking
CS	2433	Advanced Networking

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**COMPUTER SUPPORT SPECIALIST OPTION
TWO-YEAR CERTIFICATE**

This curriculum will provide a background to allow a student to seek immediate employment upon graduation as a "Computer Support Specialist". Emphasis will be placed on developing a technical understanding such that graduates can provide hardware, operating system, application software, and network support including purchasing/sales, installation, configuration, application, and training. **For more information contact the Computer Science Department at (918) 540--6283.**

TOTAL PROGRAM HOURS: 42

Program Requirements:

Credit

Hours: 42

Technical/Occupational Specialty: 33 hours

CS	1011	Career Opportunities in Computer Science
CS	1373	Network Operating Systems
CS	1743	Multimedia Computing
CS	2023	Advanced BASIC Programming
CS	2103	Computer Concepts
CS	2134	BASIC Programming
CS	2303	Database Programming I
CS	2423	Telecommunications & Networking
CS	2433	Advanced Networking
CS	2424	Systems Design and Development
ACCT	2103	Financial Accounting

Technical/Occupational Support: 6 hours as directed by advisor

CS	1313	Introduction to Microcomputers
CS	1633	Flowcharting & Documentation
CS	2043	Database Programming II
CS	2054	Web Database Programming
CS	2143	Programming in "C"
CS	2163	RPG II Programming
CS	2204	COBOL Programming I
CS	2214	COBOL Programming II
ELEC	1103	Essentials of Electricity
ELEC	1213	Electronic Devices and Amplifiers
OIS	2033	Excel Spreadsheet
OIS	2503	Microsoft Office
OIS	2523	Microsoft Word for Windows

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**DRAFTING AND DESIGN TECHNOLOGY
TWO-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment in the various fields of **Computer Aided Design and Drafting Technology** by providing training in the techniques, procedures, and processes required in mechanical design and manufacturing processes. **For more information contact the Drafting and Design Program at (918) 540-6259.**

TOTAL PROGRAM HOURS: 60

Program Requirements

Hours: 60

Technical/Occupational Specialty: 28 hours

DRFT	1122	Industrial Drafting
DRFT	1124	Architectural Drawing
DRFT	1133	Industrial Drafting
DRFT	1843	Descriptive Geometry
DRFT	1223	CAD and Design I
DRFT	2213	Pipe Drafting
DRFT	2214	Machine Drafting
DRFT	2223	CAD and Design II
DRFT	2233	Structural Drafting

Technical/Occupational Support: 32 hours as directed by advisor

ELEC	1103	Essentials of Electricity
PLAS	1103	Industrial Materials
PLAS	1114	General Plastics
PLAS	1213	Plastics Testing
TEC	1011	Career Opportunities in Technology
TEC	2053	Industrial Safety
		Approved Electives

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**ELECTROMECHANICAL TECHNOLOGY
TWO-YEAR CERTIFICATE**

This curriculum is designed to prepare a student for employment upon completion of certificate requirements. **For more information contact the Electronics Department at (918) 540-6363.**

TOTAL PROGRAM HOURS: 40

**Program Requirements
Hours: 40**

Technical/Occupational Specialty: 31 hours

CS	1373	Network Operating Systems
ELEC	1104	Fundamentals of Electricity
ELEC	1124	Circuit Analysis
ELEC	1213	Electronic Devices & Amplifiers
ELEC	1225	Electronic Amplifiers
ELEC	2144	Digital Electronics
ELEC	2214	Communication Circuits & Systems I
ELEC	2634	Linear Devices
MATH	0123	Intermediate Algebra (non-credit course) or higher
TEC	1011	Career Opportunities in Technology

Technical/Occupational Support: 9 hours as directed by advisor

CS	1313	Introduction to Microcomputers
CS	2103	Computer Concepts
DRFT	1013	Engineering Drawing
ELEC	1102	Introduction to Electricity (for Low ACT)
ELEC	2153	Introduction to Robotics
PLAS	1103	Industrial Materials
TEC	1213	Mechanisms, Drives

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.*

**ELECTRONICS
TWO-YEAR CERTIFICATE**

This curriculum is designed to prepare a student for employment upon completion of certificate requirements. By proper advisement in the selection of electives, a student may prepare for a career in **Computer Electronics Technology**. For more information contact the **Electronics Department** at (918) 540-6363.

TOTAL PROGRAM HOURS: 60

Program Requirements

Hours: 60

Technical/Occupational Specialty: 32 hours

CS	1373	Network Operating Systems
ELEC	1102	Introduction to Electricity (for Low ACT)
ELEC	1104	Fundamentals of Electricity
ELEC	1124	Circuit Analysis
ELEC	1213	Electronic Devices & Amplifiers
ELEC	1225	Electronic Amplifiers
ELEC	2144	Digital Electronics
ELEC	2214	Communication Circuits & Systems I
ELEC	2634	Linear Devices
MATH	0123	Intermediate Algebra (non-credit course) or higher
TEC	1011	Career Opportunities in Technology

Technical/Occupational Support: 24 hours as directed by advisor

CS	1313	Introduction to Microcomputers <u>or</u>
CS	2103	Computer Concepts
CS	1743	Multimedia Computing
DRFT	1013	Engineering Drawing
DRFT	1223	Computer Aided Drafting
ELEC	1103	Essentials of Electricity
PLAS	1103	Industrial Materials
PLAS	1114	General Plastics
TEC	2053	Industrial Safety

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**FARM AND RANCH MANAGEMENT
TWO-YEAR CERTIFICATE**

This curriculum is designed to prepare the student for a career in farm and ranch management upon **graduation**. For more information contact: **Agriculture Department (918) 540-6268**.

TOTAL PROGRAM HOURS: 63

General Education Requirements:

Hours: 6

Communication

6 hours

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II

Program Requirements

Hours: 57

Select three of the following courses: 9-10 hours

EQNE	1103	Introduction to Equine
EQNE	2133	Equine Reproduction
EQNE	2143	Advanced Equine Reproduction
FRMT	1213	Beef Production
FRMT	1223	Sheep Production
FRMT	2103	Swine Production
FRMT	2203	Feedlot Management
POSC	2354	Poultry Production I

Additional hours to meet minimum 57 hours of program requirements as directed by advisor:

AG	1011	Career Opportunities in Agriculture
AG	2112	Microcomputer Techniques in Agriculture
AGEC	1114	Introduction to Agriculture Economics
ANSI	1101	Livestock Selection
ANSI	1121	Livestock Selection
ANSI	1124	Introduction to Animal Science
ANSI	2111	Livestock Selection
ANSI	2112	Live Animal Evaluation
ANSI	2123	Livestock Feeding
FRMT	1004	Ranch Records and Finance
FRMT	1122	Livestock Production Sales Management
FRMT	2113	Swine Feeding
FRMT	2213	Swine Reproduction
FRMT	2313	Swine Health & Disease
FRMT	2413	Issues in Swine Industry
FRMT	2400	Work Experience (variable credit)
PLNT	1213	Crop Production
SOIL	2124	Fundamentals of Soil Science

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**LEGAL ASSISTANT OPTION
TWO-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment in the Legal Assisting. The program provides the opportunity to develop skills to meet office needs for document processing, machine transcription, accounting, information processing, and other support procedures. **For more information contact the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 54

General Education Requirements:

Hours: 9

Communication 6 hours
Political Science 3 hours
Computer Proficiency 3 hours

ENGL 1113 Freshman Composition I
POLS 1113 American Government
See p. 55 for requirements.

Program Requirements

Hours: 45

Technical/Occupational Specialty: 18 hours

ACCT 1103 Financial Accounting Procedures I
BADM 1011 Career Opportunities in Business
OIS 1203 Legal Seminar
OIS 1212 Legal Terminology
OIS 2323 Legal Document Processing
OIS 2503 Microsoft Office
OIS 2523 Microsoft Word for Windows

Technical/Occupational Support: 27 hours as directed by advisor

ACCT 2523 Accounting for Microcomputer
BADM 2103 Computer Applications in Business
BADM 2113 Business Communications
BADM 2223 Business Law
CS 1313 Introduction to Microcomputers or
CS 2103 Computer Concepts
OIS 1013 Business English
OIS 1103 Keyboarding
OIS 1133 Professional Development
OIS 1183 Machine Transcription
OIS 1193 Machine Transcription
OIS 1213 Document Processing
OIS 2033 Excel Spreadsheets
OIS 2113 Records Management
OIS 2313 Production Keyboarding
Approved Business Electives

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.*

**MARKETING AND MANAGEMENT
TWO-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment in supervision, retail sales, and business management by developing fundamental skills, knowledge, attitudes, and experiences needed to function in the various positions with management and marketing. **For more information contact the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 49

General Education Requirements: Hours: 9

Communication 3 hours

Political Science 3 hours

Computer Proficiency 3 hours

ENGL 1113 Freshman Composition I

POLS 1113 American Government

See p. 55 for requirements.

Program Requirements

Hours: 40

Technical/Occupational Specialty: 22 hours

ACCT 1103 Financial Accounting Procedures I or ACCT 2103 Financial Accounting

ACCT 1203 Financial Accounting Procedures II or ACCT 2203 Managerial Accounting

BADM 1011 Career Opportunities in Business

ECON 2013 Introduction to Macroeconomics

ECON 2023 Introduction to Microeconomics

MGMT 1123 Salesmanship or SPCH 2713 Intro to Speech Communication

MGMT 2213 Principles of Management

MKTG 2123 Marketing

Technical/Occupational Support: 18 hours

ACCT 2523 Accounting for the Microcomputer

BADM 2102 Principle Styled Leadership

BADM 2113 Business Communications

BADM 2123 World of Business

BADM 2153 Consumer Math or MATH 1513 College Algebra

BADM 2223 Business Law

MGMT 1133 Human Relations

MGMT 1223 Small Business Management

MGMT 2023 Human Resources Management

PSYC 1113 General Psychology or

SOCI 1113 Introduction to Sociology

STAT 2023 Elementary Statistics in Business and Economics

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**MEDICAL OFFICE ASSISTANT OPTION
TWO-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment in Medical Office Assisting. The program provides the opportunity to develop skills to meet office needs for document processing, machine transcription, accounting, information processing, and other office support procedures. **For more information contact the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 54

General Education Requirements:

Hours: 9

<i>Communication</i>	<i>3 hours</i>	ENGL 1113 Freshman Composition I
<i>Science</i>	<i>3 hours</i>	BIOL 1203 Anatomy and Physiology
<i>Computer Proficiency</i>	<i>3 hours</i>	See p. 55 for requirements.

Program Requirements

Hours: 45

Technical/Occupational Specialty: 21 hours

ACCT	1103	Financial Accounting Procedures I
BADM	1011	Career Opportunities in Business
OIS	1102	Medical Seminar
OIS	1113	Medical Terminology
OIS	1183	Machine Transcription
OIS	2333	Medical Document Processing
OIS	2503	Microsoft Office
OIS	2523	Microsoft Word for Windows

Technical/Occupational Support: 24 hours as directed by advisor

ACCT	2523	Accounting for Microcomputer
BADM	2103	Computer Applications in Business
BADM	2113	Business Communications
CS	1313	Introduction to Microcomputers <u>or</u>
CS	2103	Computer Concepts
OIS	1013	Business English
OIS	1103	Keyboarding
OIS	1112	Coding for Medical Office
OIS	1123	Medical Assistant Office Procedures I
OIS	1133	Professional Development
OIS	1173	Administrative Office Procedures
OIS	1183	Machine Transcription
OIS	1193	Machine Transcription
OIS	1213	Document Processing
OIS	2033	Excel Spreadsheets
OIS	2113	Records Management
OIS	2123	Medical Insurance and Coding
OIS	2313	Production Keyboarding
		Approved Business Electives

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.*

**ACCOUNTING
ONE-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment by developing skills needed to function in a variety of positions in the accounting field. **For more information contact: Business Department (918) 540-6294.**

TOTAL PROGRAM HOURS: 31

General Education Requirements:

Hours: 3

Communication

3 hours

Composition I

ENGL 1113 Freshman

Program Requirements

Hours: 28

Technical/Occupational Specialty: 16 hours

ACCT	1103	Financial Accounting Procedures I
ACCT	1203	Financial Accounting Procedures II
ACCT	2523	Accounting for Microcomputers
BADM	1011	Career Opportunities in Business
ECON	2013	Introduction to Macroeconomics
OIS	2033	Excel Spreadsheets

Technical/Occupational Support: 12 hours

BADM	2103	Computer Applications in Business
BADM	2113	Business Communications
BADM	2123	World of Business
BADM	2153	Consumer Math
ECON	2023	Introduction to Microeconomics
MGMT	1133	Human Relations
		Approved Business Electives

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**ADMINISTRATIVE ASSISTANT
ONE-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment in Administrative Assisting. The program provides the opportunity to develop skills to meet office needs for document processing, machine transcription, accounting, information processing, and other office support procedures. **For more information contact: Business Department (918) 540-6294.**

TOTAL PROGRAM HOURS: 31

General Education Requirements:

Hours: 3

<i>Communication</i>	<i>3 hours</i>	ENGL 1113 Freshman
	Composition I	

Program Requirements

Hours: 28

Technical/Occupational Specialty: 13 hours

ACCT	1103	Financial Accounting Procedures I
BADM	1011	Career Opportunities in Business
OIS	2033	Excel Spreadsheets
OIS	2313	Production Keyboarding
OIS	2523	Microsoft Word for Windows

Technical/Occupational Support: 15 hours as directed by advisor

BADM	2103	Computer Applications in Business
BADM	2113	Business Communications
OIS	1013	Business English
OIS	1103	Keyboarding
OIS	1183	Machine Transcription
OIS	1193	Machine Transcription
OIS	1213	Document Processing
OIS	2113	Records Management
OIS	2503	Microsoft Office
		Approved Business Electives

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**CERTIFICATE OF MASTERY IN CHILD DEVELOPMENT
CERTIFICATE PROGRAM**

This curriculum is designed to provide the educational background and skills necessary for Child Care providers to meet the Department of Human Services STARS standards. **For more information contact the Program Coordinator at (918) 540-6309.**

TOTAL PROGRAM HOURS: 15

General Education Requirements:

Communication 3 hours
I

Hours: 3
ENGL 1113 Freshman Composition

Program Requirements:

Hours: 12

Technical/Occupational Specialty: 12 hours

FRCD	1113	Orientation to Child Care
FRCD	2013	Literature for Children
FRCD	2103	Child Development
FRCD	2243	Health and Safety of the Preschool Child

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.*

**DRAFTING AND DESIGN TECHNOLOGY
ONE-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment in the various fields of **Computer Aided Design and Drafting Technology** by providing training in the techniques, procedures, and processes required in mechanical design and manufacturing processes. **For more information contact the Drafting and Design Program at (918) 540-6259.**

TOTAL PROGRAM HOURS: 31

Program Requirements

Hours: 31

Technical/Occupational Specialty: 19 hours

DRFT	1122	Industrial Drafting
DRFT	1133	Industrial Drafting
DRFT	1124	Architectural Drawing
DRFT	1223	CAD and Design I
DRFT	1843	Descriptive Geometry
DRFT	2213	Pipe Drafting
DRFT	2214	Machine Drafting
DRFT	2223	CAD and Design II
DRFT	2233	Structural Drafting

Technical/Occupational Support: 12 hours as directed by advisor

ELEC	1103	Essentials of Electricity
PLAS	1103	Industrial Materials
PLAS	1114	General Plastics
PLAS	1213	Plastics Testing
TEC	1011	Career Opportunities in Technology
TEC	2053	Industrial Safety
		Approved Electives

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**ELECTROMECHANICAL TECHNOLOGY
ONE-YEAR CERTIFICATE**

This curriculum is designed to prepare a student for employment upon completion of certificate requirements. **For more information contact the Electronics Department at (918) 540-6363.**

TOTAL PROGRAM HOURS: 26

**Program Requirements
Hours: 26**

Technical/Occupational Specialty: 12 hours

CS	1373	Network Operating Systems
ELEC	1104	Fundamentals of Electricity
ELEC	2144	Digital Electronics
MATH	0113	Introduction to Algebra (non-credit course) or higher
TEC	1011	Career Opportunities in Technology

Technical/Occupational Support: 14 hours as directed by advisor

CS	1313	Introduction to Microcomputers
CS	2103	Computer Concepts
ELEC	1102	Introduction to Electricity (for Low ACT)
ELEC	2153	Introduction to Robotics
PLAS	1103	Industrial Materials
TEC	1213	Mechanisms, Drives

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.*

**ELECTRONICS
ONE-YEAR CERTIFICATE**

This curriculum is designed to prepare a student for employment upon completion of certificate requirements. By proper advisement in the selection of electives, a student may prepare for a career in **Computer Electronics Technology**. For more information contact the **Electronics Department** at (918) 540-6363.

TOTAL PROGRAM HOURS: 31

**Program Requirements
Hours: 31**

Technical/Occupational Specialty: 24-26 hours

CS	1373	Network Operating Systems
ELEC	1102	Introduction to Electricity (for Low ACT)
ELEC	1104	Fundamentals of Electricity
ELEC	1124	Circuit Analysis
ELEC	1213	Electronic Devices & Amplifiers
ELEC	1225	Electronic Amplifiers
ELEC	2144	Digital Electronics
MATH	0113	Introduction to Algebra (non-credit course) or higher
TEC	1011	Career Opportunities in Technology
		Approved Electives

Technical/Occupational Support: 5-7 hours as directed by advisor

CS	1313	Introduction to Microcomputers
CS	1743	Multimedia Computing
CS	2103	Computer Concepts
DRFT	1013	Engineering Drawing
DRFT	1223	Computer Aided Drafting
ELEC	1103	Essentials of Electricity
PLAS	1103	Industrial Materials
PLAS	1114	General Plastics
TEC	2053	Industrial Safety

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.*

**GENERAL OFFICE OPERATIONS
ONE-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment in an office setting. The program provides the opportunity to develop skills to meet the workforce needs. **For more information contact: Business Department (918) 540-6294.**

TOTAL PROGRAM HOURS: 28

General Education Requirements:

Hours: 3

Communication

3 hours

Composition I

ENGL 1113 Freshman

Program Requirements

Hours: 25

Technical/Occupational Specialty: 16-18 hours

ACCT	1103	Financial Accounting Procedures I <u>or</u>
BADM	2153	Consumer Math
BADM	1011	Career Opportunities in Business <u>or</u>
SOSC	1213	College Life and Success
BADM	2103	Computer Applications in Business
OIS	1133	Professional Development
OIS	1103	Keyboarding <u>or</u>
OIS	1213	Document Processing
PSYC	1113	General Psychology <u>or</u>
MGMT	1133	Human Relations

Technical/Occupational Support: 12 hours as directed by advisor

BADM	2113	Business Communications
HHP	2413	Personal and Community Health
OIS	1013	Business English
OIS	1173	Administrative Office Procedures
OIS	1183	Machine Transcription
OIS	2033	Excel Spreadsheets
OIS	2113	Records Management
OIS	2313	Production Keyboarding
OIS	2523	Microsoft Word for Windows
SOCI	1113	Introduction to Sociology
SOCI	2113	Marriage and Family
		Approved Business Electives

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**LEGAL ASSISTANT
ONE-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment in the Legal Assisting. The program provides the opportunity to develop skills to meet office needs for document processing, machine transcription, accounting, information processing, and other support procedures. **For more information contact the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 30

General Education Requirements:

Hours: 3

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman
	Composition I	

Program Requirements

Hours: 27

Technical/Occupational Specialty: 15 hours

ACCT	1103	Financial Accounting Procedures I
BADM	1011	Career Opportunities in Business
OIS	1203	Legal Seminar
OIS	1212	Legal Terminology
OIS	2323	Legal Document Processing
OIS	2523	Microsoft Word for Windows

Technical/Occupational Support: 12 hours as directed by advisor

BADM	2103	Computer Applications in Business
BADM	2113	Business Communications
OIS	1013	Business English
OIS	1183	Machine Transcription
OIS	1193	Machine Transcription
OIS	2033	Excel Spreadsheets
OIS	2113	Records Management
OIS	2223	Business Law
OIS	2313	Production Keyboarding
OIS	2503	Microsoft Office
		Approved Business Electives

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**MANAGEMENT AND MARKETING
TWO-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment in supervision, retail sales, and business management by developing fundamental skills, knowledge, attitudes, and experiences needed to function in the various positions with management and marketing. **For more information contact the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 27

General Education Requirements:

Hours: 6

<i>Communication</i>	3 hours		ENGL 1113 Freshman Composition I
<i>History/Political Science</i>	3 hours		HIST 1483 American History <u>or</u>
	HIST	1493	American History <u>or</u>
			POLS 1113 American Government

Program Requirements

Hours: 21

Technical/Occupational Specialty: 12 hours

ACCT	1103	Financial Accounting Procedures I <u>or</u>	
ACCT	2103	Financial Accounting	
MGMT	1123	Salesmanship <u>or</u>	SPCH 2713 Introduction to Speech Communication
MGMT	2213	Principles of Management	
MKTG	2123	Marketing	

Technical/Occupational Support: 9 hours

BADM	2103	Computer Applications in Business
BADM	2113	Business Communications
CS	2103	Computer Concepts
BADM	2223	Business Law <u>or</u>
MGMT	1133	Human Relations <u>or</u>
PSYC	1113	General Psychology <u>or</u>
SOCI	1113	Introduction to Sociology
MGMT	1223	Small Business Management <u>or</u>
MGMT	2023	Human Resources Management

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 19, for enrollment requirements.*

**MEDICAL OFFICE ASSISTANT
ONE-YEAR CERTIFICATE**

This curriculum prepares the student for entry level employment in Medical Office Assisting. The program provides the opportunity to develop skills to meet office needs for document processing, machine transcription, accounting, information processing, and other office support procedures. **For more information contact the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 30

General Education Requirements:

Hours: 3

Communication

3 hours

Composition I

ENGL 1113 Freshman

Program Requirements

Hours: 27

Technical/Occupational Specialty: 15 hours

ACCT	1103	Financial Accounting Procedures I
BADM	1011	Career Opportunities in Business
OIS	1102	Medical Seminar
OIS	1113	Medical Terminology
OIS	2333	Medical Document Processing
OIS	2523	Microsoft Word for Windows

Technical/Occupational Support: 12 hours as directed by advisor

BADM	2103	Computer Applications in Business
BADM	2113	Business Communications
OIS	1013	Business English
OIS	1103	Keyboarding
OIS	1112	Coding for Medical Office
OIS	1123	Medical Assistant Office Procedures I
OIS	1183	Machine Transcription
OIS	1213	Document Processing
OIS	2033	Excel Spreadsheets
OIS	2113	Records Management
OIS	2123	Medical Insurance and Coding
OIS	2503	Microsoft Office
		Approved Business Electives

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

**NANNY PROGRAM
ONE-YEAR CERTIFICATE**

A Nanny is a trained professional who is skilled in all areas of child development and management of children's physical environment, and should assume responsibility of their preschool education. Nannies are prepared to assist families in total care of their children in full-time employment positions. Applicants must have achieved at least 14 on their composite ACT score, complete an application, and be interviewed by at least two members of the Nanny Program faculty.

The Nanny Program is a two-semester program designed to prepare students for immediate employment as a professional Nanny.

TOTAL PROGRAM HOURS: 34

First Semester

FRC	1113	Orientation to Child Care Services
FRC	2013	Literature for Children
FRC	2103	Child Development
FRC	2123	Infants and Toddlers
FRC	2243	Health and Safety of the Preschool Child
HUM	2103	Humanities I

Second Semester

FRC	1313	Nutrition for Children
FRC	2003	Dynamics of Family Relationships
FRC	2033	The Exceptional Child <u>or</u>
FRC	2113	Human Development Within the Family
FRC	2302	Activity Planning
LEIS	2372	Beginning/Intermediate Swimming
ENGL	1113	Freshman Composition I <u>or</u>
HUM	2203	Humanities II

Students wishing to apply for admission to the Nanny Program should plan to apply in advance of the beginning of the semester so that references may be contacted and interviews scheduled. The Department makes every effort to assist in placement of Nannies who have successfully completed the program in positions most suited to their interests and abilities.

See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 19, for enrollment requirements.

Air Force ROTC at NEO A&M

By agreement with the United States Air Force, eligible full time students at Northeastern Oklahoma A&M College may participate in Air Force ROTC and receive an officer's commission in the Air Force upon completion of a baccalaureate degree. They enroll in the Air Force ROTC program at OSU-Tulsa but remain students at NEO A&M until ready for upper division classes. AFROTC classes are held Monday afternoons and evenings at OSU-Tulsa.

Eligibility

NEO A&M students in any academic major may participate. A cadet must be a full time student, a U.S. citizen, less than age 30 in the year of commissioning (some exceptions apply), have a cumulative GPA of at least 2.00, and not be a single parent (some exceptions apply). Other eligibility requirements apply and are subject to change.

Scholarships

NEO A&M students may be eligible for AFROTC scholarships providing up to \$7,500 per semester for tuition and fees, plus a book allowance, plus a \$200.00 per month tax-free allowance. Some of the scholarships are targeted toward specific majors but not others are available to students in any major. Juniors, seniors, and graduate students not on AFROTC scholarship who meet eligibility criteria may receive up to \$1,725 per semester for tuition, books, and fees, plus a \$200 per month tax-free allowance.

Obligation

In most cases, you may try AFROTC by taking the freshman or sophomore AFROTC courses without obligation. IN most cases, you do not have to make a final decision whether to commit to ROTC until your junior year of college. Students who successfully complete the ROTC program become second lieutenants, in the U.S. Air Force with a four-year active duty service obligation. Those selected for pilot training or navigator training incur a long commitment.

The Air Force ROTC Curriculum

Air Force ROTC courses are listed in the OSU-Tulsa catalog as Aerospace Studies (AERO). Freshman and sophomore AFROTC classes are one credit hour. Junior and senior AFROTC classes are three credit hours. All require the cadet to enroll in and attend a weekly Leadership Laboratory (LLAB) period at which leadership and followership skills are taught and emphasized. Those selected into the Professional Officer Course attend a four- or five-week Field Training camp one summer, usually between the student's sophomore and junior years.

To Learn More

Call the Air Force ROTC unit at 405-744-7744 or call them toll free at 888-ROTC-OSU, visit the web site at "afrotc.okstate.edu", or send an e-mail to "afrotc@okstate.edu".

COURSE DESCRIPTIONS

In some cases, courses are offered only once a year or once every other year, etc., Northeastern Oklahoma A&M College reserves the right to offer courses only when sufficient enrollment is available and to make changes accordingly.

ACADEMIC READINESS COURSES

MATH 0013 Basic Mathematics Class 3, Cr. 0

Designed to review and improve arithmetic computational skills. Also covers the basic concepts of beginning algebra.

MATH 0113 Introductory Algebra Class 3, Cr. 0

A study of elementary algebra concepts: Operations on signed numbers, operations on polynomials, factoring polynomials, linear equations, and linear inequalities. This course does not assume prior knowledge of algebra. May not satisfy baccalaureate degree requirements.

ENGL 0123 Basic Composition Class 3, Cr. 0

Pre-Collegiate English course placing emphasis on reading and writing at the high school level. Designed to prepare students for entry into a college level English course and to meet mandatory high school English requirements. Any student with a developmental deficiency may be required to enroll in the course prior to enrollment in any college-level English class.

MATH 0123 Intermediate Algebra Class 3, Cr. 0

A study of basic concepts of algebra: polynomials, rational expressions, exponents and radicals, linear equations and inequalities, quadratic equations, and systems of simultaneous equations. Designed to prepare students for entry into College Algebra. Prerequisite: one unit of high school algebra or Introductory Algebra 0113.

PHYS 0123 Fundamentals of Science

Class 3, Cr. 0

Designed to prepare students for entry into a college level Science course, placing emphasis on physical and biological sciences at the pre-collegiate level.

CIED 0133 Improved Reading Skills Class 1, Lab. 4, Cr. 3

Required for students who have an ACT Reading score between 10 and 15 or who reach a total score grade level of 8 or above on the Nelson-Denny Reading Test. Recommended for those students who have ACT Reading scores from 15 to 19. Students with an ACT Reading score of 15 or above or a total grade level of 10 or above on the Nelson-Denny Reading Test may enroll in Reading 1143, Reading 1123, and Reading mini-courses for self improvement.

SOSC 1213 College Life and Success Class 3, Cr. 3

Designed to assist freshmen students in the development of skills and attitudes necessary for academic success and productive college life. Students who have an academic deficiency in three or more assessment areas are required to complete this course in their initial college semester. Students who have an academic deficiency in one or two assessment areas, as well as students enrolled in General Studies, are strongly encouraged to complete this course, but only during their initial year of study. All other students may enroll in this course, but only during their initial year of study. This course fulfills the requirement for Career Opportunities 1011.

ACCOUNTING - See Business Administration

ADMINISTRATIVE OFFICE SUPPORT (Office Information Systems)

OIS 1013 Business English Class 3, Cr. 3

A review of the rules applying to correct English usage with particular emphasis on the parts of speech, sentence structure, punctuation, and capitalization.

OIS 1102 Medical Seminar

Class 2, Cr. 2

A theory and practical application course with emphasis on the development of attitudes, work habits, and good office procedures for the medical secretary.

OIS 1103 Keyboarding Class 3, Lab. 2, Cr. 3

A beginning typewriting course in the fundamentals of the keyboard and proper operating techniques utilizing a computer software package. Instruction is provided in basic skills including personal and business letters, themes, tabulations, outlines, and manuscripts. Not open to students who have completed one year of high school typing.

OIS 1113 Medical Terminology

Class 3, Cr. 3

Greek and Latin prefixes, suffixes, adjectives, and verbs as they are used in forming the names of major diseases, anatomical parts and other terms commonly used in the medical field.

OIS 1123 Medical Assistant Office Procedures I

Class 3, Cr. 3

This course presents administrative procedures necessary in the management of the patient with emphasis on public relations, receptionist skills, telephone and appointment skills, preparation and study of computer terminology with application. Prerequisite: OIS 1113 or concurrent enrollment, keyboarding proficiency or permission of instructor.

OIS 1133 Professional Development Class 3, Cr. 3

Study of techniques and attitudes that lead to success in personal and professional life. Covers the job campaign, interviewing, attire, personal and professional poise, planning and goal setting, and social etiquette.

OIS 1173 Administrative Office Procedures Class 3, Cr. 3

Presents additional skills and knowledge necessary for secretarial students and provides the opportunity for them to integrate these with all previously learned skills and knowledge by completion of SOS's (Simulated Office Situations). Emphasis is placed upon the development of good attitudes, work habits, and office procedures. Prerequisite: OIS 2313 and BADM Communications 2113 (or concurrent enrollment); OIS 2523 is desired, but not required.

OIS 1183 Machine Transcription Class 3, Lab. 2, Cr. 3

Designed to build proficiency in transcribing from a dictating machine. Transcription basics — punctuation, spelling, grammar, letter styles, listening skills, and proper proofreading — are emphasized. The final objective of the course is first-try mailable transcripts at an acceptable rate of speed. OIS 2523 is desired, but not required. Prerequisite: OIS 1213 or 2 years of high school typing.

OIS 1193 Machine Transcription Class 3, Lab. 2, Cr. 3

A follow-up course to Machine Transcription 1183. This course provides maximum development of transcription skills needed in today's high tech workplace by providing experience in transcribing a wide variety of realistic, typical communications from business organizations and government agencies. Prerequisite: OIS 1183.

OIS 1203 Legal Seminar Class 3, Cr. 3

A theory and practical application course with emphasis on the development of attitudes, work habits, and good office procedures for the legal secretary. Includes emphasis on legal terminology and frequently handled types of legal cases.

OIS 1212 Legal Terminology Class 2, Cr. 2

A study of words and phrases used by the legal profession relating to some of the most common types of cases.

OIS 1213 Document Processing Class 3, Lab. 2, Cr. 3

Review of basic production typing skills with emphasis on improving speed and accuracy utilizing a computer software package. Instruction is provided in the typing of technical papers and business reports and vocational preparation. Prerequisite: OIS 1103 or permission of instructor.

OIS 2033 Excel Spreadsheets Class 3, Cr. 3

Learning to use the microcomputer to organize information for financial spreadsheets using the Excel for Windows software package with guided self instruction and hands-on computer experience

OIS 2113 Records Management Class 3, Cr. 3

A theory and practical application course in filing and records control. Covers the history and principles for planning, organizing, and controlling the creation, protection, use, storage, and disposition of business records. Opportunity is provided for students to get experience with records management through the use of an electronic filing system on a microcomputer.

OIS 2123 Medical Insurance and Coding

Class 3, Cr. 3

This course further develops proficiency in the use of coding systems learned in Coding for Medical Office. This course will develop efficiency in insurance billing; the ability to distinguish among types of medical insurance programs; and the use of abbreviations, terminology, and coding systems required to complete insurance forms accurately. Prerequisite: OIS 1112 or permission of the instructor.

OIS 2313 Production Keyboarding Class 3, Lab. 2, Cr. 3

Designed to prepare the student for work in an office for teaching in the secretarial field. Further development of basic typewriting skills is stressed utilizing a computer software package. Assignments are built around practical office-typing situations and involve the preparation of tabulation problems, office automation reports, legal paper and manuscripts. Special forms and materials taken directly from actual business offices are used in classroom and laboratory work. Major emphasis is given to speed and accuracy in completing production jobs. Prerequisite: OIS 1213 or permission of instructor.

OIS 2323 Legal Document Processing Class 3, Lab. 2, Cr. 3

Principles of typewriting that apply to legal office are stressed utilizing a computer software package to give the student a more highly developed skill and knowledge to use as a specialized legal secretary. Production jobs test the student's ability to get at the work properly, to plan and type the work under pressure of time, and to proofread and correct errors. Actual office forms are used. Producing mailable copy rapidly is the main objective of the course. Prerequisite: OIS 1213 or consent of instructor.

OIS 2333 Medical Document Processing Class 3, Lab. 2, Cr. 3

Principles of typewriting that apply to a medical office are stressed utilizing a computer software package to give the student a more highly developed skill and knowledge to use as a specialized medical secretary. Production jobs test the student's ability to get at the work properly, to plan and type the work under pressure of time, and to proofread and correct errors. Actual office forms are used. Producing mailable copy rapidly is the main objective of the course. Prerequisite: OIS 1213 or consent of instructor.

OIS 2503 Microsoft Office Class 3, Cr. 3

A capstone course integrating word processing, database, and spreadsheet software. Students create a portfolio of projects representative of each student's skills. Students also learn to use PowerPoint software to create video presentations. Prerequisite: OIS 2033 and OIS 2523 or Permission of Instructor.

OIS 2523 Microsoft Word for Windows Class 3, Cr. 3

The general course objective is to learn how to use the functions of the Microsoft Word program and be able to produce a variety of professional-looking documents with speed and accuracy utilizing the functions of the Word program. Prerequisite: OIS 1103 or Permission of Instructor.

OIS 2543 Word Processing — Word Perfect Class 3, Cr. 3

Provides comprehensive training for the serious word processor through use of a popular Word Processing program on the microcomputer. Training progresses from the most common business word processing applications to the more complicated using the advanced features of this program. Prerequisite: OIS 1103 or permission of instructor.

AGRICULTURE

AG 1000 Agriculture - Special Problems Cr. 1-4

Designed primarily for adult education with credit varying from one to four hours. May be taken more than once. Maximum credit is four hours.

AG 1011 Career Opportunities in Agriculture

Class 1, Cr. 1

Orients students to college life. Proper use of time and how to develop study habits. How to keep notes and make note cards. Acquaints students with various fields of Agriculture and opportunities offered the graduate.

HORT 1013 Principles of Horticulture Science

Class 2, Lab. 2, Cr. 3

(1013 Principles of Horticulture and Landscape Design)

Application of horticulture principles and practices at the residential level; basic resident landscape design.

ANSI 1101, 1121, 2111 Livestock Selection

Lab. 2, Cr.1

Practice in comparative judging; oral and written discussions on beef cattle, dairy cattle, swine, sheep, and horses.

AG 1111, 1211, 2111, 2211 Rodeo Activities Lab. 3, Cr. 1

Deals with conduct and participation of rodeo practice session.

AGEC 1114 Introduction to Agriculture Economics Class 4, Cr. 4

General course in principles of economics as applied to agriculture. The acquisition of significant economic facts. The development of a critical attitude toward economic problems. The general application of the principles of economics to agriculture.

ANSI 1124 Introduction to Animal Science

Class 3, Lab. 2, Cr. 4

A study of market types, classes and grades of farm animals with emphasis on food production and evaluation.

PLNT 1213 Crop Production Class 3, Cr. 3

General agriculture plant science course. Consideration is given to world population and food supply, factors influencing plant growth and distribution, plant origin and classification, functions of plant organs in relations to management, plant nutrition, propagation and improvement, cropping systems, hazards, tillage, and harvesting and utilization of economic plants.

MCAG 1413 Introduction to Engineering in Agriculture Class 3, Cr. 3

The use of power, machines, and engineered systems for agriculture production and processing of agricultural products. Engineering aspects of land, water resources, development and utilization.

RLEM 2013 Crop Adaptation and Distribution Class 2, Lab. 2, Cr. 3

Climate, edaphic, biotic and genetic factors determine crop adaptation and distribution; climates of the U.S. and world and adapted species.

ENTO 2023 Introduction to Entomology Class 2, Lab. 2, Cr. 3

Biology and control of insects, principles of control by use of insecticides or other means demonstrated by studying selected crop and animal pests.

AG 2112 Microcomputer Techniques in Agriculture Class 1, Lab. 2, Cr. 2

Operation and capabilities of microcomputers in agricultural applications. Simple programming, data analysis, graphical display, spread sheets, word processing.

ANSI 2112 Live Animal Evaluation Lab. 4, Cr. 2

Using tools of evaluation including performance records, pedigree information, and visual appraisal in the evaluation of cattle, swine, sheep, and horses. Prerequisite: ANSI 2121

ANSI 2123 Livestock Feeding Class 3, Cr. 3

Nutrition and their functions, nutrient requirements of the various classes of livestock, composition and classification of feed stuffs and ration formulations.

SOIL 2124 Fundamentals of Soil Science Class 3, Cr. 3

The origin, formation, composition and classification of soils and the principal chemical, physical and biological properties of soils in relation to plant growth and land use. Prerequisite: CHEM 1215 or 1314.

AGEC 2203 Principles of Economics Applied to Agriculture (2203 Economics) Class 3, Cr. 3
The functioning and relationship of variables at the aggregate economic level, including national income, prices, employment, monetary and fiscal policy, especially as they influence the agricultural sector. Production theory is presented as a basis for discussion of resource allocation, the structure of farming, national welfare and government intervention in agricultural markets.

ANSI 2253 Meat Animal & Carcass Evaluation Class 2, Lab. 2, Cr. 3
Evaluation of carcasses and wholesale cuts of beef, pork and lamb factors influencing grades, yields and values in cattle, swine, and sheep.

AGED 2303 Personal Leadership Skills in Agriculture Class 3, Cr. 3
The primary purpose of this course is to provide students with instruction and structured experiences to improve their personal management and capabilities as an agricultural leader. The course includes an element of developing an awareness of agricultural issues and ways to effectively communicate about those issues.

POSC 2354 Poultry Production I Class 3, Lab. 2, Cr. 4
Study of the management practices used in production of young chickens, turkeys, and other poultry with special emphasis in broiler production.

POSC 2364 Poultry Production II Class 3, Lab. 2, Cr. 4
Study of management practices used in production of adult chickens, turkeys, and other poultry with special emphasis on breeder and market egg production.

POSC 2554 Poultry Biology Class 3, Lab. 2, Cr. 4
Detailed coverage of the external and internal anatomy of poultry, including formation and development of the egg and embryo.

ALLIED HEALTH

ALTH 1000-1004 Health Science Special Problems Cr. 1-4.
Designed primarily for adult education with credit varying from one to four hours. May be taken more than once. Maximum credit is fours.

ALTH 1011 Career Opportunities in Health Science Class 1, Cr. 1
Orients students to college life. Proper use of time and how to develop study habits. How to keep notes and make note cards. Acquaints students with various fields of Health Science and opportunities offered to the graduate.

ANIMAL SCIENCE - See Agriculture

ART

ART 1012 Native American Art Class 2 Cr. 2
The course will include the various mediums of expression in the Indian world, such as beading and quillwork, weaving, ceramics, silversmithing, painting (two-dimensional) jewelry, and miscellaneous arts and crafts, pottery, and Native American costume design (porcupine hair roach).

ART 1103 Drawing I Lab. 6, Cr. 3
Development of basic drawing skills through the exploration of shape, line, value, and perspective with emphasis on compositional unity. Variety of media and techniques.

ART 1113 Drawing II Class 3, Lab. 3, Cr. 3
A study of color theory combined with studio application. May be elected by students in related design fields.

ART 1123 Introduction to Graphic Arts Class 3, Cr. 3
Development of graphic arts processes, layout and design, copy preparation, typography, printers mathematics, proofreading, methods of composition, presswork and bindery operation.

ART 1133 Offset Lithography Class 2, Lab. 2, Cr. 3

The basic fundamentals of lithography, copy preparation, layout and design, dark room and camera procedures, negative stripping, opaquing, plate making, presswork, and bindery operation. Includes study and practical work with inks, papers, and paper cutting. Prerequisite or concurrent enrollment: GRD 1113.

ART 1143 Composition Class 2, Lab. 2, Cr. 3

Paste up procedures, proofreading, layout, and advertising composition. Fundamentals of design and layout application of the principles of design, copy fitting, and planning production jobs. Prerequisite or concurrent enrollment: GRD Arts 1113.

ART 1203 Design I Class 3, Lab. 3, Cr. 3

Introduction to design theory and practice. Laboratory experience in visual problem solving on the two-dimensional plane through a study of the elements of art: line, shape, value, texture, and color.

ART 1643 Introduction to Art History I Class 3, Cr. 3

A survey of the painting, sculpture, architecture and minor arts from pre-historic time through the Gothic Period. Required of Art majors.

ART 1743 Introduction to Art History II Class 3, Cr. 3

A survey of the painting, sculpture, architecture and minor arts from the Renaissance through the 20th Century. Required of Art majors.

ART 1803 Introduction to Art

Class 3, Cr. 3

A survey of artistic expression, motivation, and point of view. Designed to promote greater awareness and understanding of the visual arts through slide lectures, readings, and research.

ART 1933 Introduction to Pottery Class 2, Lab. 4, Cr. 3

Designed for the beginning potter. Students will be exposed to every aspect involved in the making of pottery, learning the different properties of clays and glazes to completing finished pottery.

ART 1943 Watercolor I Lab. 6, Cr. 3

Techniques in transparent watercolor with emphasis on unity in composition and personal expression.

ART 1953 Pottery II Class 2, Lab. 4, Cr. 3

Advanced study in hand building with clay and the use of the potter's wheel. Provides supervised work on special projects in creation and design of pottery and experimentation in glazing and kiln firing.

ART 2113 Life Drawing Class 1, L. 5, Cr. 3ab

Introduction to life drawing with emphasis on rendering the human form. Exploration of line quality, proportion, and plasticity. Experimentation with a variety of media and techniques.

ART 2133 Advanced Offset Lithography Class 2, Lab. 2, Cr. 3

Operation of offset presses. Emphasis on problems and techniques of offset presswork for duplication and production presses. Related problems in ink and paper relationships. Press maintenance and supervision of press equipment. Prerequisite: GRD 1113 and GRD 1133.

ART 2163 Graphic Design Class 2, Lab. 2, Cr. 3

A beginning level graphic design course. Course includes layout, type design, and introduction to computer-aided graphic techniques and problems.

ART 2213 Design II Class 3, Lab. 3 Cr. 3

An exploration of line, texture, color, form, and space in three-dimensional organization. Problems in additive subtractive methods in a variety of media.

ART 2223 Lettering Class 1, Lab. 5, Cr. 3

Study of basic lettering forms, layout, and composition. Prerequisite: ART 1213 or 1433.

ART 2443 Sculpture I Lab. 6, Cr. 3

Development of sculptural techniques with emphasis on rendering the human form using clay and casting materials.

ART 2561 Graphic Arts Practicum Lab. 3, Cr. 1

Provides students working on printing projects to earn credit while gaining valuable experience. Instruction is provided by an arranged class and two hour laboratory each week.

ART 2853 Oil Painting I Lab. 6, Cr. 3

An introduction to oil painting.

ART 2933 Watercolor II Lab. 6, Cr. 3

A continuation of Watercolor I. Prerequisite: ART 1933.

ART 2953 Oil Painting II

Lab. 6, Cr. 3

Continuation of Oil Painting I. Prerequisite: ART 2853.

BANKING

BAFN 1303 Principles of Banking Class 3, Cr. 3

Topics covered are banks and the monetary system, negotiable instruments, the relationship of the commercial bank to depositors, types of bank accounts, the deposit function, the payment function, bank loans and investments, and other banking services (trust international and safe deposit), bank accounting and marketing, external and internal controls, and the public service obligations of banks.

BAFN 1323 Teller Training Class 3, Cr. 3

Develop the skills that tellers need in today's banking industry. The program is divided into seven content modules, each devoted to a specific area of teller training. No prerequisite.

BAFN 1363 Law & Banking Applications Class 3, Cr. 3

Includes the study of the Uniform Code and the legal framework of the U.S. Commercial Banking System. Also, the study of checks and of the various parties in bank collection channel explored, as are potential legal relationships between a bank and its depositor. Prerequisite: Principles of Banking 1303 or permission of the instructor.

BAFN 1373 Consumer Lending Class 3, Cr. 3

Designed to provide an overview of the consumer credit operation. This course examines the role of consumer credit in overall banking operations. In a "how to" training program, it offers an improved understanding of the consumer credit function within a bank. Prerequisites: Principles of Banking 1303 or permission of the instructor.

BAFN 2013 Bank Accounting Class 3, Cr. 3

This course builds upon participant's knowledge of basic accounting principles and teaches the techniques of bank accounting through analysis of bank financial statements. Prerequisite: ACCT 2103.

BAFN 2303 Money and Banking Class 3, Cr. 3

Stresses the practical application of the economics of money and banking to the financial institution. Some of the subjects covered include structure of the commercial banking system; the nature and functions of money; banks and the money supply; cash assets and liquidity management; bank investments, loans, earnings and capital; the Federal Reserve System and its policies and operations; Treasury Department operations; and the changing international monetary system. Prerequisite: ECON 2023.

BAFN 2363 Economics for Bankers Class 3, Cr. 3

Designed for bank personnel who have not had a formal course in macroeconomics. The course covers the basics of economic theory and examples of the application of economics to banking. Prerequisite: BAFN 2303 or permission of instructor.

BAFN 2373 Bank Investments Class 3, Cr. 3

The objectives of this course are to explain the nature of the more important bank investments, to demonstrate the relationship of investment management to other functional areas of the bank and to discuss the factors that affect investment strategies and decisions. Emphasis throughout is on the basic principles of which investment personnel should be familiar, such as the nature of risk, liquidity, and yield; how each is measured; and how they are related. Prerequisites: BAFN 1303 or permission of the instructor.

BAFN 2393 Analyzing Financial Statements

Offers the student tools and techniques necessary for the evaluation of financial condition and operating performance of a modern business enterprise. Prerequisites: ACCT 2103 or permission of the instructor.

Class 3, Cr. 3

BAFN 2433 Marketing for Bankers

Class 3, Cr. 3

Provides instruction in the areas of market research, the marketing mix (product strategy, distribution strategy, advertising and sales promotion; personal selling, and pricing strategy); and the methods of marketing planning. Prerequisite: BAFN 1303 or permission of instructor.

BAFN 2473 Law and Banking Principles

Includes up-to-date summaries of law pertaining to contracts, real estate, and bankruptcy. It also contains a complete chapter in the legal implications of consumer lending.

Class 3, Cr. 3

BAFN 2483 Bank Investments and Funds Management

This course provides an introduction to the fundamental concepts of bank finance structure and funds management through asset and liability techniques and investment strategies.

Class 3, Cr. 3

BAFN 2533 Commercial Lending

Provides an overview of the commercial lending function. It is divided into four sections: commercial lending overview, the lending process, portfolio management, regulations and business development. Prerequisite BAFN 1303 or permission of the instructor.

Class 3, Cr. 3

BAFN 2563 Real Estate Finance

Covers mortgage credit operations of commercial banks. Topics include mortgage markets, financing of residential and income-producing property, and administrative tasks common to mortgage departments. Prerequisites: BAFN 1303 or permission of the instructor.

Class 3, Cr. 3

BAFN 2612 Residential Mortgage Lending

Designed for new or prospective commercial bank real estate loan officers. This course provides a clean understanding of the fundamentals of mortgage lending.

Class 2, Cr. 2

BAFN 2623 Financial Planning Class 3, Cr. 3

This course addresses the perspectives, principles, and practices of financial planning in an understandable, step-by-step format. It is designed for customer contact personnel including bank managers and consumer credit, trust, marketing, new business development, operations, and consumer information staff.

BAFN 2712 Understanding and Selling Bank Services

Class 2, Cr. 2

Presents the basic steps in selling, bank product knowledge, product benefits, recognizing customer needs, and how to present them to your customer.

BIOLOGICAL SCIENCES

BIOL 1001 - 03 Special Problems in Science

Up to 3 hr. Cr.

Designed primarily for adult education with credit varying from one to three hours. Maximum credit three hours.

BIOL 1011 Career Opportunities in Science

Class 1, Cr. 1

Orients students to college life. Proper use of time and how to develop study habits. How to keep notes and make note cards. Acquaints students with various fields of science and opportunities offered to the graduate.

BIOL 1114 Introductory Biology: Populations, Ecosystems

Class 3, Lab 2, Cr. 4

Biological principles and philosophies and their application to structures, functions and relationships among plants and animals, and their relation to the everyday life of man. Life is interpreted as an integrative process which results in a dynamic whole. Concepts examined include unity and diversity in living things, interdependence of structure and function, dependence and interdependence of the organism with its environment, genetic continuity and change, biological basis of behavior and evolution. The course is a general education course designed for non-majors.

BIOL 1203 Survey of Human Anatomy and Physiology

A survey of the major systems of the human body with emphasis on anatomy and related terminology. Less emphasis will be placed on physiology and chemistry than in BIOL 2114 (Anatomy and Physiology). This course is intended primarily to satisfy the requirements for admissions into Surgical Technology Program and the Medical Assistant Certificate Program. It will not replace BIOL 2114 as requirement for Nursing, Physical Therapist Assistant or other Associate Degree program in Health Sciences.

Class 3, Cr.3**BIOL 1404 Plant Biology (Botany)**

An introduction to plants, their structure, growth, life processes, and response to the forces of nature, with emphasis upon the structure of the various parts of the higher plants.

Class 3, Lab.**BIOL 1414 Cellular Physiology****Class 3, Lab. 2, Cr. 4**

A survey of inorganic, organic and biochemistry, from atoms to molecules important to living organisms. Overview of atomic structure, formation of molecules, nomenclature of inorganic and organic compounds, concentrations of solutions, pH, chemical reactions. Structures and functions of proteins, carbohydrates, lipids and nucleic acids. Structure and function of cells, cell membranes, function of cell division, types of tissues. This course is intended as a prerequisite for Anatomy and Physiology and for Microbiology, especially for students with limited chemistry background. It is also recommended to provide background for general and organic chemistry.

BIOL 1604 Animal Biology (Zoology)**Class 3, Lab. 2, Cr. 4**

Fundamental concepts of animal life. Roles of carbohydrates, lipids, proteins and nucleic acids in cells and organisms. Structure and function of cells and the mechanisms of cell division. Chromosomes, genes and heredity. Introduction to cellular respiration and its function. An introduction to taxonomy and characteristics and examples of the major animal phyla. Methods of reproduction in animals with emphasis on mammalian reproduction. Recommended for students majoring in the pre-health professions and all majors in the biological sciences. Prerequisites: None: High School or college chemistry recommended.

BIOL 1804 Introduction to Environmental Science Class 3, Lab. 2, Cr. 4

A study of ecosystems and the impact of a growing human population on the environment. The effects of human utilization of the earth's sustainable and non-renewable resources and energy on the environment.

BIOL 2101 Animal Biology (Zoology) Lab

A supplement to Animal Biology (Zoology) 1604.

Lab. 3, Cr. 1**MCRO 2103 Survey of Microbiology Class 3, Cr. 3**

A study of infectious disease with emphasis on bacteria for those preparing for the surgical technology program or anyone interested in learning about infectious disease. No prerequisites. Does not replace Microbiology 2124 nor satisfy the microbiology requirement for Health Science Associate Arts degree.

BIOL 2114 Anatomy and Physiology**Class 3, Lab.2, Cr. 4**

Introduction to the basic principles of the structure and function of the human body. Emphasis is placed on terminology, the gross anatomy of the human body and the relationship of its system to the normal functioning of the integrated whole. Dissection of non-human mammals will be used to make comparisons with models and charts of the human anatomy. Prerequisite: BIOL 1604 or BIOL 1414 or CHEM 1215 or higher, or permission of instructor

BIOL 2121 Anatomy and Physiology Lab Lab. 2, Cr. 1

A supplemental lab to Anatomy and Physiology BIOL 2124.

MCRO 2124 Introduction to Microbiology

Introduction to the basic structure and physiology of microorganisms with emphasis on bacteria. This course will also include a study of specific microorganisms, the interaction between microbe and host, microorganisms and human disease, and applied microbiology and the environment. Prerequisite: CHEM 1215 or equivalent and BIOL 1604 or BIOL 1414 and BIOL 2114.

Class 3, Lab.**MCRO 2301 Introduction to Microbiology Lab****Lab. 2, Cr. 1**

A supplement to Microbiology 2124.

BUSINESS ADMINISTRATION

BADM 1001 - 1004 Business Special Problems **Cr. 1-4**
Designed primarily for adult education with credit varying from one to four hours. Maximum credit is four hours.

BADM 1011 Career Opportunities in Business **Class 1, Cr. 1**
Orients students to college life. Proper use of time and how to develop study habits. Acquaints students with various fields of Business and opportunities offered the graduate.

ACCT 1103 Financial Accounting Procedures I **Class 3, Cr. 3**
This course is designed as an introductory financial accounting course. The course will cover the basic concepts and principles of financial accounting. All steps of the accounting cycle will be thoroughly covered. Preparation, interpretation, and analysis of the balance sheet and income statement will be covered. In addition, this course will cover accounting for cash and current liabilities. This course, in combination with ACCT 1203 will serve as a substitute for ACCT 2103. Prerequisite: None.

ACCT 1203 Financial Accounting Procedures II **Class 3, Cr. 3**
This course is designed to follow Financial Accounting Procedures I and together with that course will substitute for ACCT 2103, Financial Accounting. This course will introduce principles of accounting as applied to inventories, receivables, plant assets, long-term liabilities, and corporations. Preparation, interpretation, and analysis of the statement of owner's equity and the cash flow statement will be covered. Prerequisite: ACCT 1103.

BADM 1211 Basic Investment **Class 1, Cr. 1**
Basic concepts in the act and skills of investing. Acquaints students with the need to invest, inflation, comparison of investments, returns and risks, stocks and bonds, real estate, home ownership, tax liabilities and individual retirement accounts.

ECON 2013 Introduction to Macroeconomics **Class 3, Cr. 3**
The primary objective of the macroeconomics course is to increase the student's awareness of what is meant by economics, to discuss current economic problems facing the nation, to investigate the forces of supply and demand on a national scale, and to present possible solutions, through fiscal and monetary policy, in coping with economic problems.

ECON 2023 Introduction to Microeconomics **Class 3, Cr. 3**
The primary objective of the microeconomic course is to increase the student's awareness of economic issues concerning markets, the price system, the allocation of resources, income distribution, the role of government, the profit motive, and capitalism. Among other topics, the theory of perfect competition, monopoly, and oligopoly will be investigated. The logic of consumer choice, government regulation and antitrust policy, labor unions and collective bargaining, and the problem of poverty will also be included in the course. Prerequisite: ECON 2013.

STAT 2023 Elementary Statistics for Business and Economics **Class 3, Cr. 3**
The primary objective of the statistics course is to familiarize students with the terminology, techniques, and approaches in statistical analysis. Topics to be covered in the course may include the meaning of statistics, scientific decision making, frequency distributions, probability, sampling, hypothesis testing, and regression/correlation analysis. Prerequisites: Algebra or Sophomore standing.

BADM 2102 Principled Styled Leadership **Class 2, Cr. 2**
This course is designed to teach the seven habits common to all highly effective people. Upon completion of the course, students should be able to implement these habits into their personal lives while developing quality leadership principles.

ACCT 2103 Financial Accounting **Class 3, Cr. 3**
An introduction to financial accounting concepts, principles, and the development of financial accounting information. The material is developed primarily from the perspective of a user. Discussion will center on how users analyze and interpret financial information in the decision-making process. This course is designed for the business/accounting transfer student and the non-accounting major. No credit will be given for students with credit in ACCT 1203.

BADM 2103 Computer Applications in Business **Class 3, Cr. 3**

A hands-on approach to the microcomputer. Applications will include an introduction to Windows operating system, word processing, database, Internet and spreadsheet utilizing microcomputer software programs. Prerequisite: OIS 1103 or knowledge of keyboard.

BADM 2113 Business Communications I

Principles and psychological foundations of effective business correspondence, letters of inquiry and request; replies to inquiries and requests; order letters and order acknowledgments; claim and adjustment letters, short report preparation; letters of application; and business promotion. Prerequisite: ENGL 1113 or permission of instructor.

Class 3, Cr. 3

BADM 2123 World of Business

An introduction to business through a study of the organization and management of business and its position in the American economic environment. Emphasis is placed upon the nature of business firms, resources and operation of personnel, capital, production and marketing, and the legal and social environment of business.

Class 3, Cr. 3

BADM 2153 Consumer Mathematics

Review of basic arithmetic principles, application of arithmetic principles to analyze and solve problems in percentage, mark-up, mark-down, discounts, interest, payrolls, pro-rating, taxation, insurance, annuities, and consumer credit.

Class 3, Cr. 3

ACCT 2203 Managerial Accounting

Introduction to managerial accounting. Analysis of cost behavior and the use of this knowledge for both short and long term decisions. An introduction to budgeting and the accumulation of product costs for planning and performance evaluation. Prerequisites: ACCT 1203 or ACCT 2103.

Class 3, Cr. 3

BADM 2223 Business Law **Class 3, Cr. 3**

Principles of law involved in ordinary business transactions, special emphasis being placed upon the study of court systems, general contracts, negotiable instruments, and bailments.

ACCT 2523 Accounting for the Microcomputer

Designed to acquaint the student with the microcomputer and how accounting is processed on a computer. Enables the student to process an entire accounting cycle. Prerequisite: ACCT 2103 or ACCT 1103.

Class 3, Cr. 3

BADM 2301-2306 Business Internship

A work experience internship to permit students to gain practical experience in the business world and to become proficient in business procedures involved in preparing for the world of work. One to six credit hours can be earned.

Lab 2-12, Cr. 1-6

CHEMISTRY

CHEM 1215 Principles of Chemistry I

The first semester of a two semester course designed for (1) students whose major requires only one semester of a non-survey inorganic chemistry or (2) students whose major requires two semesters of inorganic chemistry at a basic level. The course places emphasis on atomic theory, bonding concepts, molecular structure and geometry, inorganic nomenclature, chemical quantities, chemical reactions and stoichiometry. Prerequisite: MATH 0123 or above.

Class 3, Lab. 4, Cr. 5

CHEM 1225 Principles of Chemistry II

A continuation of Principles of Chemistry I. Topics covered include states of matter, stoichiometry, solutions, acid-base theory, equilibrium, redox, reactions, nuclear chemistry, organic chemistry and biochemistry. This course completes requirements for those students needing ten hours of basic chemistry. Prerequisite: CHEM 1215 or demonstration of competency; MATH 0123 or above.

Class 3, Lab. 4, Cr. 5

CHEM 1314 General Chemistry I

The first semester of a year's course in inorganic chemistry. The course is designed for students majoring in the sciences, mathematics, engineering, and certain allied health areas. Both theoretical and descriptive chemistry are utilized. Topics covered include stoichiometry, thermochemistry, atomic theory, bonding theories (atomic and molecular), molecular geometry, and gases. Prerequisite: Concurrent enrollment in MATH 1513 or equivalent.

Class 3, Lab.

CHEM 1514 General Chemistry II

Class 3, Lab.

A continuation of General Chemistry 1314. Topics covered include intermolecular forces, modern materials, properties of solutions, chemical kinetics, chemical equilibrium, chemical thermodynamics, electrochemistry, nuclear chemistry, coordination chemistry and descriptive chemistry of selected elements. Prerequisite: CHEM 1314 and MATH 1513 or above.

CHEM 2344 Introduction to Organic and Biological Chemistry

Class 3, Lab. 2, Cr. 4

The goal of the course is to provide both a sound theoretical background in chemistry and an understanding of the relationship of chemistry to society in general and the health-related professions in particular. Material included in the course reviews atomic and molecular structure, surveys organic nomenclature and functional group reactions, carbohydrates, lipids, proteins, nucleic acids, metabolism, enzymes, an introduction to molecular genetics and nutrition. Laboratory emphasis is toward techniques such as crystallization, distillation, and chromatographic methods. Instrumental methods to be included are GC, FTIR, MS, and pNMR. Prerequisites: CHEM 1215 or CHEM 1314, MATH 1513 (or concurrent enrollment)

CHEM 2345 (Introductory) Organic Chemistry

Class 3, Lab.

A course designed for students whose major requires one course in organic chemistry (e.g., pre-veterinary medicine) or students wishing to gain a good fundamental understanding of organic chemistry before taking the normal two-semester sequence required by core areas (e.g., chemistry, pharmacy, pre-medicine, chemical engineering). A thorough study of the chemistry of carbon compounds. The functional group approach is applied from a mechanistic standpoint. Gas chromatography, mass spectroscopy, infrared spectroscopy, and nuclear magnetic resonance are utilized and emphasized. Prerequisite: CHEM 1225 or CHEM 1514; MATH 1513 (concurrent enrollment accepted) or equivalent.

COMPUTER SCIENCE**CS 1001-1003 Computer Science Special Problems**

Variable Credit

Provides an opportunity for a student to conduct an investigation into a subject related to the computer science field of study. The student will work under the advisement of a Computer Science Department faculty member who will detail the scope of the investigation and evaluate the results. Enrollment is limited to computer science majors.

CS 1011 Career Opportunities in Computer Science

Cla

Orients students to college life. Proper use of time and how to develop study habits. How to keep notes and make note cards. Acquaints students with various fields of Computer Science and opportunities offered the graduate.

CS 1223 Computer Science Orientation

Class 2, Lab.

Introduces students to Computer Science terminology and concepts by studying FORTRAN programming. Students write, key, and run programs on the mainframe. Students become familiar with the concepts involved in programming, operation of a CRT, and the FORTRAN language. Over the years this course has proven to be an excellent transfer course. It also provides a sound basis for the study of other programming languages.

CS 1313 Introduction to Microcomputers

Class 2, Lab. 2, Cr. 3

Introduces the student to microcomputer hardware and general purpose software. Operating system control through the use of commands, a graphical interface, and a local area network will be included. Students learn to program the computer using the BASIC language.

CS 1373 Network Operating Systems Class 3, Cr. 3

The course includes a study of computer operating systems. Components and characteristics of operating systems are explored. Emphasis will be placed on the three basic functions of an operating system: managing disk storage, control of peripheral devices, and control of program execution. The student will gain a knowledge of client/server operating systems related to resource sharing and security.

CS 1633 Flowcharting and Documentation Standards

Class 3, Cr. 3

Includes a study of computer program flowcharting. The student will gain knowledge of flowcharting and logic techniques using truth tables, program switches, counters, etc. File maintenance flowcharting will be stressed.

CS 1743 Multimedia Computing**Class 3, Cr. 3**

Prepares the student for designing and developing computer-aided presentations using text, graphics and sound. Students will gain an understanding of both hardware and multimedia authoring software used to develop presentations. Prerequisites: CS 1373 or permission of instructor.

CS 2023 Advanced BASIC Programming**Class 2, Lab.**

A continuation of BASIC Programming with the emphasis on the methodology of implementation, and documentation of computer systems using BASIC. Includes coverage of event driven object level programming, sequential and random access files, file processing techniques and development of programs and systems of programs. Prerequisites: CS 2134 or CS 1313.

CS 2043 Database Programming II**Class 3, Cr. 3**

Prepares the student for designing and programming relational databases. The student will be introduced to methods for designing sound and efficient databases. Topics will include normalizing and defining tables, referential and data integrity, and defining indexes. Custom application development will include design and programming using SQL queries, menus, panels, reports, and procedures. Database utilities will also be included. Prerequisites: Any programming language.

CS 2054 Web Database Systems**Class 3, Lab. 2, Cr. 4**

A study of the Web as a database platform. This course prepares students for developing database interfaces for a multi-tier client-server system. Topics will include Internet fundamentals, Web page basics, scripting languages, and development tools for dynamically generated Web pages.

CS 2103 Computer Concepts (BCC & A)**Class 3, Cr. 3**

Provides an orientation into computer components, the operating system (Windows environment), and software applications. Computer hardware components will be discussed in their relationship to the total system. Students will use three basic software applications including word processing, spreadsheet, and database. Networking and database communications is covered with student use of the Internet.

CS 2113 Advanced Microcomputers**Class 2, Lab. 2, Cr. 3**

Student will gain an in-depth understanding of advanced concepts of microcomputers including file structures, indexing, and operating systems. Upon completion of this course the student should be capable of programming meaningful applications using extended system capabilities. Prerequisite: CS 1313.

CS 2134 BASIC Programming Language (CSII)**Class 3, Lab.**

A study of the BASIC programming language. Concepts include data types, data input/output, operators, control structures, arrays, modular design, and elementary file processing. The student will design, write, and debug programs using this language. An introduction to DOS will also be included in this course. Prerequisite: none.

CS 2143 Programming in "C" (CSIII)**Class 2, Lab.**

Includes a study of the "C" programming language. Discussion will include data storage, input, output, computations, decision making, looping, arrays, and functions. The student will gain an understanding of the "C" compiler. Prerequisite: One programming language course or permission of instructor.

CS 2163 RPG II Programming Class 2, Lab. 2, Cr. 3

Study of the RPG II programming language. The topics covered include the following operations or programming techniques: basic input/output, addition, subtraction, division, edit codes and report editing, report headings, total processing, comparisons, control breaks, RPG fixed program logic, group indication and group printing, field record relations, multiple record types, exception output, input array processing, table and array hook-up. Prerequisites: Any programming language course.

CS 2173 JAVA Programming**Class 2, Lab. 2, Cr. 3**

Includes a study of the JAVA Programming language. Discussion will include data storage, computations, decision making, looping, arrays, functions, classes, inheritance, packages, handling events, and error handling. The student will gain an understanding of the JAVA programming environment and application of the language.

CS 2204 COBOL Programming I (CPBI)

A study of the COBOL programming language including structured techniques. All basic instructions including input, output, transfer of data, decision, computation and elementary tables, are included. Prerequisite: Fortran Programming, Assembler Programming.

CS 2214 COBOL Programming II (CPBII)

An advanced study of the COBOL programming language. Topics include tape, disk, advanced tables, sort, report writer, and CICS. Prerequisite: CS 2204.

CS 2303 Database Programming I

Class 3, Cr. 3

Introduces the student to computer information processing concepts using SQL Database. The student will learn methods of creating databases and processing information through adding, deleting, updating, and querying data. Menu driven applications will be programmed using input, output, computation, and decision making procedures. The use of OS/2 Presentation Manager will provide experience with a windowed operating system. This course of study is designed to fulfill university requirements for an introductory course in computer concepts.

CS 2313 Job Control Language

Class 3, Cr. 3

Includes a study of the disk operating system. Emphasis is placed on libraries, program execution, device assignments, tape and disk labels, and disk file organizations. Prerequisites: One programming language.

CS 2323 Advanced "C" Language

Class 2, Lab.

A continuation of the "C" programming language using C++. Topics may include data structures, recursive functions, dynamic memory allocation, linked lists, trees, searching, and advanced sorting. Prerequisite: CS 2143.

CS 2423 Telecommunications & Networking

Class 3, Cr. 3

Introduces the student to telecommunication and networking, emphasizing hardware and software components used to transmit data. This discussion will begin with internal computer components and progress through the various means in which data is passed to another computer or external device. Modem to modem communication and local area network topics will be discussed in detail. Prerequisites: CS 1373 or permission of instructor.

CS 2424 Systems Design and Development

Class 4, Cr. 4

Acquaints the student with authentic, business world data processing applications. Covers a five-phased approach to conducting a project: inflation and preliminary investigation, detailed investigation, design, development, implementation, and evaluation. Provides understanding of how machines and systems are combined and the understanding of how machines and systems are combined and the advantages to be realized by a company through data processing.

CS 2433 Advanced Networking

Class 3, Cr. 3

A study of client/server networks including network planning, installation, and management. Topics will include a review of compute hardware, network topologies, and communication media. The student will gain experience in network management through resource sharing and security. Use access profiles will be developed, user groups will be defined, and resources (file, device, serial) will be shared using a popular networking application. Prerequisite: CS 2423 or permission of instructor.

CRIMINAL JUSTICE

CRJU 1113 Introduction Criminal Justice **Class 3, Cr. 3**

Survey of the criminal justice system in the United States including historical and developmental aspects; the function of the police, courts, and correctional agencies in a democratic society. Prerequisite: None.

CRJU 1143 Police Identification Techniques **Class 2, Lab. 2, Cr. 3**

In-depth study of police methods used in subject identification including fingerprint classification, portrait parle voice prints, serology, casting, ballistics, and suspect documents. Prerequisite: CRJU 1113.

CRJU 1153 Introduction to Corrections Class 3, Cr. 3

Provides the student with a broad view of the historical development of the field of "Corrections." Special emphasis will be devoted to: Probation and Parole, Community Programs, and Juvenile Justice.

CRJU 2123 Police Management Class 3, Cr. 3

Study of the police in administration of criminal justice. Principles of police organization and administration; administration of staff and auxiliary units including personnel administration and training, planning and research, communications, inspection, internal investigations, policy formulation and executive responsibilities. Prerequisite: CRJU 1113.

CRJU 2133 Criminal Investigation Class 3, Cr. 3

Principles used in crime investigation, crime scene protection; interviewing complainants, suspects, and victims; crime scene search; collection and preservation of physical evidence. Post mortem changes; cutting and stabbing wounds; firearm wounds; investigation of specific types of deaths.

CRJU 2143 Criminal Law II Class 3, Cr. 3

The substantive criminal law, defining common law and statutory offenses and punishments. Prerequisite: Completion of CRJU 2233 with a grade of "C" or better, or approval of instructor.

CRJU 2223 Criminal Legal Procedures Class 3, Cr. 3

Criminal procedure and courtroom practices most commonly confronting law enforcement officers in the administration of criminal law; inquests, indictments, warrants, arrest, preliminary examination, bail, pleadings, trials appeals; search and seizure; use of force; evidence. Prerequisite: ENGL 1213, CRJU 1113, and CRJU 2233.

CRJU 2233 Elementary Criminal Law

Class 3, Cr. 3

Introduction to the study of crimes; attempt and conspiracy; classification and nature of crimes; intent in crimes; criminal responsibility; defenses to crimes including insanity, mistake of law or fact, double jeopardy, entrapment, and the statute of limitations.

CRJU 2243 Criminal Justice Research Class 3, Cr. 3

Individual research and study of various aspects of criminal justice as approved and directed by the student's advisor. Examination of selected problems affecting various criminal justice agencies.

CRJU 2253 Crime Prevention

Class 3, Cr. 3

Problems of juvenile delinquency and adult crime with particular attention focused on: theories of causation; prevention programs applicable to law enforcement; rehabilitation of the offender; planning, installation, supervision, and administration of physical means of crime prevention. Prerequisite: CRJU 1113.

CRJU 2273 Law Enforcement Internship Class 3, Cr. 3

Gives the student some actual experience working with police officers and other members of the criminal justice system. Prerequisites: Permission of the instructor and 12 hours in Criminal Justice.

DRAFTING

DRFT 1012 Engineering Drawing Class 2, Lab. 2, Cr. 2

A fundamental drawing course describing the principles, graphic techniques, skills, and drafting room practices used in the various engineering and design fields. Includes basic mechanical drawing, lettering, geometric construction, multi-view projection, sectional views, auxiliary views, dimensioning, axonometric projection, design and working drawings, with an introduction to computer-aided drafting (CAD) using AutoCAD software.

DRFT 1013 Engineering Drawing Class 2, Lab. 4, Cr. 3

Extended concept of Engineering Drawing 1012 for those students desiring 3 hours of Engineering credit.

DRFT 1122 Industrial Drafting Class 2, Cr. 2

A fundamental drawing course for drafting majors. Covers the theory of orthographic and pictorial drafting. The basic in line work, lettering, geometric construction, orthographic projection, auxiliaries, sections, dimensioning, tolerancing, isometric projection and sketching.

DRFT 1124 Architectural Drawing Class 2, Lab. 6, Cr. 4

Presents the basic subject matter, order of development, and drafting techniques of architectural drawing. The intention of the course is to develop drafting, not design ability; however, material on simple planning procedures is included to make the over-all development of a simple set of drawings clear. The material is limited to residential construction. Prerequisite: DRFT 1133 or DRFT 1013.

DRFT 1133 Industrial Drafting Lab. 6, Cr. 3

The practical part of Industrial Drafting 1122 and the basic course for drafting majors. The major portion of the drawings are completed on the drawing board with some introduction to the computer-aided drawing system, lettering, sketching, geometric construction and orthographic projection. Drawings on transparent paper for blueprint production is the main emphasis.

DRFT 1152 Blueprint Reading Class 2, Cr. 2

Aimed to provide fundamental training in blueprint reading with the necessary emphasis upon the visualization of views of objects. Working blueprints are provided throughout the course to give the student supervised training by doing. The language of the engineer is incorporated in the course, and engineering sketching is utilized when possible.

DRFT 1223 Computer Aided Drafting and Design I Class 2, Lab. 2, Cr. 3

This is a basic course in computer graphics that uses AUTOCAD software as the main program for execution of orthographic projected drawing problems. Approximately 10% of the class is general information about (C.A.D.) Computer Aided Drafting and 90% on using AUTOCAD.

DRFT 1843 Descriptive Geometry Class 2, Lab. 2, Cr. 3

Science of graphic representation and solution of space problems, with theory of space problems, with theory of orthographics projection as applied to the drawing board. The representation and solution of engineering problems more advanced than those usually encountered in an elementary course in engineering drawing is included. Prerequisite: DRFT 1012 or 1013.

DRFT 2114 Technical Illustration Class 2, Lab. 4, Cr. 4

Study of the techniques and procedures necessary for trained draftsmen for positions as technical illustrators. Pictorial drawing are both penciled and inked. Shading techniques such as line contrast shading, stippling, and smudge shading are employed; silk screening is provided only as a compliment to the study of the illustration techniques.

DRFT 2213 Pipe Drafting Class 2, Lab. 2, Cr. 3

Piping drawings, both symbolic and double line as used in the basic piping of refinery and petrochemical plant design. Deals with the drafting of welded type piping and fittings most commonly used in the oil industry.

DRFT 2214 Machine Drafting Class 2, Lab. 4, Cr. 4

Advanced Mechanical Drawing Course. Sketches of mechanical drawings are followed with detail and assembly drawings of threads, mechanical fasteners, gears and cam layouts. Theory will also cover bill of materials, positional dimensioning and tolerancing, charts, machinery's handbook and catalog usage. AutoCAD will be used for the majority of the drawings with an introduction to Silverscreen, 3D modeling software, and rapid prototyping using JP5 slicing software. Prerequisites: DRFT 1122 and 1133, or permission of instructor.

DRFT 2223 Computer Aided Drafting and Design II Class 2, Lab. 2, Cr. 3

Advanced Computer Graphics (CAD) course dealing with orthographic, isometric, and 3D problems using the latest version of AutoCAD software. Assumes the student has a background in the use of a CAD system. Drawing enhancements, dimensioning, attributes, AutoCAD customization, and 3D modeling are covered using AutoCAD software. Silverscreen, 3D modeling software, and rapid prototyping JP5 slicing software, will be used to generate some 3D models. Prerequisites: CAD course or permission of instructor.

DRFT 2233 Structural Drafting Class 2, Lab. 2, Cr. 3

Structural drawing consists of the preparation of design and working drawings of structures composed of steel, concrete, wood and clay products. The main purpose of the course is to teach the basics of structural detailing.

EARLY CHILDHOOD EDUCATION

FRCD 1113 Orientation to Child Care Services Class 2, Lab. 2, Cr. 3

An overview of various types of child care services as they fulfill the needs of the parents and children. Students will explore various phases of child care services to understand the job opportunities available.

FRCD 1313 Nutrition for Children Class 2, Lab. 2, Cr. 3

Basic nutrition for children and food habits in relation to children. Practical application is made of the science of nutrition in planning, preparing and serving food for children.

FRCD 2003 Dynamics of Family Relationships Class 3, Cr. 3

Gives the student a basic understanding of the dynamics of family interaction and the effects upon the child.

FRCD 2013 Literature for Children Class 3, Cr. 3

Acquaint the student with children's literature. Emphasis will be placed on selection and presentation of literature appropriate to various age levels.

FRCD 2033 The Exceptional Child Cr. 3

Class 2, Lab. 2,

Designed to acquaint the student with the needs and characteristics of handicapped, retarded, emotionally disturbed and exceptionally bright children.

FRCD 2103 Child Development Class 3, Cr. 3

An introductory study of the child from conception through adolescence and his development within the family. Behavioral patterns and the principles of growth are emphasized. Directed observation of children included.

FRCD 2113 Human Development Within the Family Class 3, Cr. 3

Study of the life cycle of people from conception to death. Emphasis is given to developmental stages, needs and opportunities for fulfillment of potentialities.

FRCD 2123 Infants and Toddlers Class 3, Cr. 3

This course is designed to acquaint the student with the developmental needs of the infant and toddler. The student will learn to assess the development of the young child and plan appropriate programs for infant stimulation.

FRCD 2243 Health and Safety of the Preschool Child Class 2, Lab. 2, Cr. 3

Care of the young child in the home and in the school during periods of common childhood illness and for prevention of accidents and illness.

FRCD 2303 Activity Planning Class 2, Lab. 2, Cr. 3

Curriculum planning of specific activities for young children in nursery school and pre-school programs in dramatic play, creative arts, music and physical education. Students will work with young children in the Child Development Laboratory. Prerequisite: FRCD 2113, 1113, 2013, and 1313 or consent of the instructor.

ELECTRONICS

ELEC 1102 Introduction to Electricity Class 1, Lab. 2, Cr. 2

A beginning course designed to develop mathematical skills needed to solve problems in electricity and electronics. Emphasis is on training in how to properly apply these skills to electrical circuits.

ELEC 1103 Essentials of Electricity Class 2, Lab. 2, Cr. 3

Electrical basics including direct and alternating currents, motors, generators, solid state devices, electronic circuits, digital electronics, computers and the measurement of electrical properties. For non-electronic majors.

ELEC 1104 Fundamentals of Electricity Class 3, Lab. 3, Cr. 4

Basic electrical phenomena including the atomic structure of electrical materials, basic electrical units, circuits, and components. The course forms a basis for subsequent courses in electronics.

ELEC 1124 Circuit Analysis Class 3, Lab. 3, Cr. 4

Characteristics of direct and alternating current circuits, components characteristics, waves, reactance, impedance, resonance, filters, and electrical measurements.

ELEC 1213 Electronic Devices and Amplifiers Class 2, Lab. 3, Cr. 3

A study of semi-conductors, diodes, transistors (two-junction, UJT, FET, etc.), thyristers, and integrated circuits.

ELEC 1225 Electronic Amplifiers I Class 3, Lab. 6, Cr. 5

A study including construction, biasing and operation of diodes, single BJT and FET amplifiers. Multistage systems, operational amplifiers, feedback amplifiers and oscillator circuits. Prerequisites: ELEC 1104 and 1213.

ELEC 2144 Digital Electronics Class 3, Lab. 3, Cr. 4

Study of logic circuits and math fundamental to computer equipment; also, the application of microprocessor and digital techniques in electronic control and measurement.

ELEC 2153 Introduction to Robotics Class 3, Lab. 2, Cr. 3

Addresses robotics at the systems level, emphasizing the total production processes present in industry. Includes basic terminology, Robot Classification, and the industrial applications of robots. Also covered is end-of-arm tooling, robot and controller operations, various sensors and interfacing, robot programming and safety.

ELEC 2214 Communication Circuits & Systems Class 3, Lab. 3, Cr. 4

Analysis and experimentation with transmitters, receivers, data storage and transfer, modulation techniques, transmission antennas and media, etc. This course offers the opportunity for involvement with a radio system and communications principles. Prerequisite: ELEC 1124 and 1225 or equivalent training.

ELEC 2223 Industrial Electronics Class 3, Cr. 3

Systems and methods used to execute or control mechanical and electrical processes used in industry. Topics include SCR, SCS, UJT, TRIAC, motor speed controls, time delays, etc. Prerequisite: ELEC 1124 and 1225 or equivalent training.

ELEC 2254 Microcomputer Electronics Class 3, Lab. 3, Cr. 4

An introduction to microprocessor operations and applications. Consists of microprocessor instruction sets, internal registers, operating sequences and associated peripheral hardware. The microprocessors included are the 6800, 6502, 8088, 68000 and 80286 series.

ELEC 2634 Linear Devices Class 3, Lab. 3, Cr. 4

A high level course which allows students to become knowledgeable to work with and design operational amplifier circuits and other linear devices. Students will become knowledgeable in contemporary linear integrated circuits and systems. Prerequisite: Completed all ELEC Course work through 1000.

ELEC 2732 Electronic Systems Design Class 1, Lab. 2, Cr. 2

A study of the typical design approach in product development. This includes cost analysis, circuit design, technical report writing, breadboarding techniques and printed circuit manufacture. Prerequisite: ELEC 2144 and 1225 or equivalent training.

ENGINEERING

MATH 1021 Engineering Problems Class 1, Cr. 1

Introduction to the scientific graphing calculator and personal computer in solving some basic problems encountered in Engineering.

ENGR 2113 Statics (Technology & Science) Class 3, Cr. 3

Resultants of force systems, static equilibrium of rigid bodies and statics of structure. Shear and moment diagrams, centroids and moments of inertia. Prerequisite: PHYS 2015.

ENGR 2123 Elementary Dynamics Class 3, Cr. 3

Particle kinematics and dynamics. Rigid body kinematics and dynamics. Force-mass-acceleration, work-energy, and impulse-momentum methods. Vibrations. Prerequisite: ENGR 2113.

ENGLISH

ENGL 0111 - 0114 English Second Language I - IV

ENGL 0123 Basic Composition Class 3, Cr. 0

Pre-Collegiate English course placing emphasis on reading and writing at the high school level. Designed to prepare students for entry into a college level English course and to meet mandatory high school English requirements. Any student who has not completed four (4) years of English in high school is required to enroll in the course prior to enrollment in any college-level English class. Any student with a developmental deficiency may be required to enroll in the course prior to enrollment in any college-level English class.

ENGL 1001-1004 Communications — Special Problems Cr. 1-4

Designed primarily for adult education with credit varying from one to four hours. May be taken more than once. Maximum credit four hours.

HONR 1001-1003 Special

Cr. 1-3

Course is designed for students participating in educational travel, either domestic or abroad, or other activities related to honors. Credit varies according to length of travel, related study, written assignments, or other factors.

ENGL 1011 Career Opportunities in Languages and Literature

Class 1, Cr. 1

Orients students to college life. Proper use of time and how to develop study habits. Acquaints students with various fields of Communications and opportunities offered the graduate.

ENGL 1013 American Indian Writers Class 3, Cr. 3

A study of American Indian literature, literature by Indians, as opposed to literature about Indians. Three kinds of literature will be included: traditional (composed in an Indian language for an Indian audience at a time when tribal cultures were intact and contact with whites was minimal), transitional (represented by translations of great Indian orators of the 19th Century and memoirs of the Indian translations of the Indian experience in relation to white dominance, and modern (including novels, short stories, and poetry written in English by Indian people, many of whom speak no other language).

ENGL 1015 English for International Students

Class 5,

Cr. 5

Aids the international student who has some knowledge of English to become familiar with the vocabulary and procedures of English classes. It does not satisfy the requirements for six hours of English composition, but is required for all first semester international students. Reading ability and English proficiency results may waive this requirement for special students.

ENGL 1113 Freshman Composition I Class 3, Cr. 3

Designed to aid the student to complete his work more effectively in all college classes and to increase his ability to use his language in life situations. An advising committee will place the student in the group which will be most helpful in overcoming his individual difficulties. Also designed to train the student in correct and effective writing, in the application of grammatical usage, in the use of the dictionary, in the use of the library, in outlining and in organizing material. The course is required for all freshman except certain terminal course students.

ENGL 1213 Freshman Composition II Class 3, Cr. 3

A practice in effective writing with emphasis on improved sentence structure and increased vocabulary. Methods of study include research techniques, essay writing, and effective style in descriptive and narrative materials. The course is required for all freshman except certain terminal course students. Prerequisite: ENGL 1113.

ENGL 2113 Advanced Composition Class 3, Cr. 3

Discusses and applied theories of style and the processes and methods of composing original composition. Prerequisite: ENGL 1113 and ENGL 1213 (or permission).

ENGL 2123 Literature of the Old Testament Class 3, Cr. 3

A study of the different types of literature used to record the political, social, and religious concepts of the early Hebrew race.

ENGL 2223 Literature of the New Testament Class 3, Cr. 3

A study of the different types of literature used to record the life of Jesus and how others responded to Him. An effort is made to minimize references to contemporary doctrinal differences.

ENGL 2533 Creative Writing Class 3, Cr. 3

This entry level course emphasizes the basic elements of fiction writing for publication. The student is given a series of handouts with course background and suggested exercises for each class. The approach is “adult enrichment”. The class atmosphere comes from a “workshop” setting wherein the students read and critique their work. The goal of the work is to provide a standard understanding of approaches to writing from the craft side as well as the creative process. The learning is based on experiential as well as subject matter learning.

ENGL 2333 Introduction to Technical Writing Class 3, Cr. 3

Does not meet any part of the six-hour composition requirement for the bachelor’s degree. Technical literature and publications in the student’s area of specialization. Emphasis on clarity, simplicity, and careful organization. Prerequisite: ENGL 1113.

ENGL 2413 Introduction to Literature Class 3, Cr. 3

Gives a critical introduction to major types of imaginative literature, including fiction, poetry, and drama. Prerequisite: ENGL 1113 and 1213 (or equivalent).

ENGL 2433 World Literature I Class 3, Cr. 3

Covers the literature of the Ancient World, and the Renaissance (exclusive of the British and American literatures).

ENGL 2443 World Literature II Class 3, Cr. 3

Covers literature from the Enlightenment to present (exclusive of British and American literatures).

ENGL 2543 Survey of British Literature I Class 3, Cr. 3

Covers the Anglo-Saxon, Middle English, Renaissance and Restoration periods with emphasis toward the political, social, and ideological dynamics as a background for comprehensive literary, cultural, and philosophical expression.

ENGL 2653 Survey of British Literature II 1700 to 1900 Class 3, Cr. 3

Covers the Neo-Classic, Romantic and Victorian periods as related to major movements and philosophies of the times and provides a background for comprehensive literary, cultural, and philosophical expression.

ENGL 2773 Survey of American Literature I Class 3, Cr. 3

Covers the period from the beginning of American literature to Whitman. Selections are chosen to illustrate a comprehensive cultural, philosophical, and literary approach.

ENGL 2883 Survey of American Literature II Class 3, Cr. 3

Covers the period from Whitman to, and including, contemporary writers. Selections are chosen to illustrate prose and poetic form. The course includes analysis of literary types, and study of specific selections provides a comprehensive cultural, philosophical, and literary approach.

EQUINE

EQNE 1101 Equine Selection Class 1, Lab. 3, Cr. 1

Provides the student the opportunity to apply the basic techniques of equine selection as it pertains to actual judging experience. This includes evaluation of conformation and performance and expressing oral reasons.

EQNE 1103 Introduction to Equine Class 3, Cr. 3

Emphasizes specific phases of horse production. Includes a study of selection, breeding, reproduction, nutrition, and other management practices.

EQNE 1112 Basic Horseshoeing Class 1, Lab. 4, Cr. 2

A lecture-lab course; topics covered include, trimming feet, fitting shoes, nailing and finishing, forge work (calks, clips, brazing, welding), anatomy of the equine leg, physiology of motion, corrective shoeing.

EQNE 1121 Equine Selection Class 1, Lab. 3, Cr. 1

Provides the student the opportunity to apply the basic techniques of equine selection as it pertains to actual judging experience. This includes evaluation of conformation, performance, and expressing oral reasons. Prerequisite: EQNE 1101.

EQNE 2012 Basic Horsemanship Class 1, Lab. 4, Cr. 2

The course covers all aspects of horsemanship utilizing techniques to improve riding skills and communications between horse and rider. A hands-on class designed to improve basic horsemanship and enhance communication between horse and rider focusing on feet, seat, legs, hands, and body position. Prerequisite: none.

EQNE 2112 Advanced Horseshoeing Class 1, Lab. 4, Cr. 2

Provides a basic understanding of horseshoeing and disease of the foot with practical experience in the lab actually in shoeing horses under supervision.

EQNE 2123 Equine Health Disease Class 3, Cr. 3

A practical study of the principles of feeds and nutrition of the horse, including balancing of rations. This course will also teach basic health indications and first-aid treatments.

EQNE 2124 Equine Training Management I Class 2, Lab. 8, Cr. 4

A theory and laboratory class providing the student with equal show experience. Each student will be assigned a horse to groom, train, and show for the semester.

EQNE 2133 Equine Reproduction Class 3, Cr. 3

A course designed to acquaint the student with the reproductive system of the male and female. Includes field trips to various breeders to study methods of breeding horses.

EQNE 2135 Equine Training Management II Class 2, Lab. 8, Cr. 5

The object of this class is to provide students having completed Equine Training Management 2124 an opportunity to increase their expertise in other events.

EQNE 2143 Advanced Equine Reproduction Class 3, Cr. 3

A study in reproductive processes and management techniques in the horse; including semen collection and evaluation; artificial insemination, management of mares and stallions.

EQNE 2212 Equine Selection Class 1, Lab. 4, Cr. 2

Provides the student the opportunity to apply the basic techniques of equine selection as it pertains to actual judging experience. This includes evaluation of conformation, performance, and expressing oral reasons. Prerequisite: EQNE 1101 and 1121.

EQNE 2222 Marketing the Performance Horse Class 1, Lab. 4, Cr. 2

This is a hands on course designed to improve student understanding of the skills and methods necessary to effectively market performance horses. This will be done by the actual marketing of young performance horses. Prerequisites: EQNE 2124 and EQNE 2135.

FARM AND RANCH MANAGEMENT

(See also EQUINE)

FRMT 1004 Agri-Ranch Records and Finance Class 4, Cr. 4

Basic records needed for management and income tax reports; records of expenses and income, inventories, budgets, net worth statements, cash flow sheets; procedures of obtaining capital sources, tax laws, business laws and estate planning as applied to ranches; introduction to the adaptability of microcomputers in ranching operations; term problem in which records are recorded and income tax statements prepared.

FRMT 1113 Farm Animal Health - Cattle Diseases Class 3, Cr. 3

A basic course for persons with livestock that will explain the causes of, spread of, and the means of controlling common cattle diseases. A very practical course for cattle owners.

FRMT 1122 Livestock Production Sales Management Class 1, Lab. 2, Cr. 2

Acquaints student with herd health and disease prevention and presents treatments of diseases and injury. Practical laboratory is arranged for students' experience in handling farm animals.

FRMT 112 Applied Animal Health Practices Class 3, Cr. 3

Acquaints student with herd health and disease prevention and presents treatment of diseases and injury. Practical laboratory is arranged for students' experience in handling farm animals.

FRMT 1213 Beef Production Class 2, Lab. 2, Cr. 3

Economics and appraisal of beef production enterprises, selection by records and visual appraisal for the economically important traits of reproduction, gainability and carcass value; basic genetics, inheritance, systems of breeding, production programs and management practices.

FRMT 1223 Sheep Production Class 2, Lab. 2, Cr. 3

Basics of sheep breeding, supplemental feeding, selection for mutton and wool production, and general management practices.

FRMT 2103 Swine Production Class 2, Lab. 2, Cr. 3

Appraisal of swine production enterprises, selection for economically important traits of reproduction, meat production, carcass value, crossbreeding practices, production systems, feeding systems and marketing practices.

FRMT 2111 Artificial Insemination Practice Class 1, Cr. 1

Class is open for anyone desiring to learn to pass the rod used in artificial insemination in cattle.

FRMT 2112 Theory of Artificial Insemination Class 2, Cr. 2

Theory of artificial insemination including hormones, anatomy and physiology of livestock.

FRMT 2113 Swine Feeding Class 2, Lab. 2, Cr. 3

A practical, applied approach to feeding of all levels of swine, gestating sows, lactation sows, boars, and pigs from pre-weaning through finishing. The focus is on maintaining intake, reducing waste, and generally recognizing the importance and significance of proper feeding of swine during all phases of commercial swine production.

FRMT 2203 Feedlot Management Class 2, Lab. 2, Cr. 3

Introduction to health requirements necessary for feedlot cattle; types of rations and nutritive requirements for ration formulation; feed additives and their effects; sanitation control; legal requirements; and management practices of feedlots.

FRMT 2213 Swine Reproduction Class 2, Lab. 2, Cr. 3

An applied course focusing on the reproductive management of swine for optimum economic return. Includes management of the reproductive cycle of sows, gilts, and management of boars for maximum reproductive efficiency. Artificial insemination practices including boar training and collection, semen processing and management, and proper AI techniques are emphasized.

FRMT 2313 Swine Health & Disease Class 3, Cr. 3

A course covering the major health and disease problems of swine. Focuses on immunity and management practices aimed at minimizing disease and health losses, particularly in the areas of reproductive, respiratory, and skeletal (joint) diseases. The course also covers internal and external parasites.

FRMT 2401 - 2406 Work Experience Cr. 1-6

Includes work on farms, ranches or agricultural business to permit students to gain experience in agriculture, to become proficient in business procedures and managerial decision making and to prepare for the world of work.

FRMT 2413 Issues in the Swine Industry Class 3, Cr. 3

A survey course of some of the problems and societal issues associated with the swine industry. Topics may include: environmental concerns, animal rights, pork quality, pork as a healthy meat, growth in the swine industry, and pork promotion.

FORESTRY/WILDLIFE

FOR 1001 - 1003 Natural Resources Field Application Cr. 1-3

Field observation of professional management on public and private lands. Prerequisite: none.

FOR 1114 Elements of Forestry Class 3, Cr. 3

A preview of forestry subjects, including forest resources, agencies, industries, and practices.

FOR 2003 Natural Resources Measurement Class 3, Cr. 3

Introduction to natural resource measurement theory and application designed to familiarize students with methods of quantifying and gathering data on natural ecosystems.

FOR 2013 Resource/Wildland Fire Certification Class 3, Cr. 3

An introduction to the latest tools and technology in natural resource and fire management. Each offering will include a National Wildfire Coordinating Group (NWCG) certification course.

FOR 2013 Resource/Wildland Fire Certification Class 3, Cr. 3

An introduction to the latest tools and technology in natural resource and fire management. Each offering will include a National Wildfire Coordinating Group (NWCG) certification course.

FOR 2134 Dendrology Class 1, Lab. 6, Cr. 4

Familiarizes the student with the taxonomy and identification of forest and landscape trees. Classification and scientific names, identification of conifer and hardwood species.

FOR 2223 Wildland Firefighter Qualification Class 3, Cr. 3

Wild and prescribed Fire Techniques and Automated Land Management. Prerequisite: FOR 1114 or permission of instructor.

GEOGRAPHY

GEOG 1013 World/Regional Geography Class 3, Cr. 3

An introduction to basic geographic concepts and an emphasis on the interrelations of people with their physical and cultural environments.

GEOG 2013 Introduction to Human Geography Class 3, Cr. 3

Human activities and institutions as they have spread throughout the earth through time.

GEOG 2023 Physical Geography Class 3, Cr. 3

Earth's natural environment including weather, climate, water resources, ecology, geomorphology, and environmental regions.

GEOLOGY

GEOL 1114 Physical Geology Class 3, Lab. 2, Cr. 4

Nature and properties of material composing the earth, the distribution of this material, the processes by which it is formed, altered, transported and distorted, also, the nature and development of landscape.

GEOL 1224 Historical Geology Class 3, Lab. 2, Cr. 4

Designed to introduce the physical and pre-historic history of the earth, including its origin and development, through the study of rocks and fossils. Prerequisite: GEOL 1114.

HEALTH AND PHYSICAL EDUCATION**LEIS 1001, 1011, 1021, 1031, 1041, 1051 Recreation Class 1, Cr. 1**

Designed primarily for adults with needs for improving use of leisure time activities. Emphasizes creative and improved skills in recreational areas which will improve the quality of human life for individuals and families.

HHP 1011 Career Opportunities in Health & Physical Education**Class 1, Cr. 1**

Orients students to college life. Proper use of time and how to develop study habits. How to keep notes and make note cards. Acquaints students with various fields of Health and Physical Education and opportunities offered to the graduate.

LEIS 1101 Water Aerobics Lab. 2, Cr. 1

A program of water activities for fitness and wellness. Swimming knowledge is not a prerequisite. Individualized workouts and other activities such as weights and exercise equipment are also available.

LEIS 1111, 1121, 1131, 1141 Rhythmic Exercise Lab. 5, Cr. 1

Designed for the Norse Star dance and drill organization. Activity class consists of basic conditioning exercises, dance and marching routines.

LEIS 1122 Athletic Fitness Concepts I**Lab. 4, Cr. 2**

This course allows students to learn and experience techniques of athletic fitness for enhancement of individual and team performance. Personal training information and self-paced workouts provide students with opportunities to experience physical strength and flexibility enhancement. Enrollment in the course does not include use of the Wellness Center/Cardio-Circuit Center.

HHP 1123 Leadership and Teambuilding**Class 3, Cr. 3**

Students will receive information and participate in exercises for the development of leadership in groups, the dynamics of a team, conflict resolution in a group setting, evaluating effectiveness of leadership and teamwork, role of leadership and teams in our society (particularly as related to recreation and sports activities), and the forms of leadership that can be used in motivation and goal-setting of teams. Team sports will often serve as a model to study leadership styles and teamwork interactions.

HHP 1132 The Tournament Golfer Class 2, Lab. 4, Cr. 4

The course examines the theory, mechanics and rules of the sport of golf, as well as the development and marketing of golf tournaments. The course requires extensive regional travel. Students must provide their own golf equipment and appropriate apparel.

HHP 1133 Recreation and Society**Class 3, Cr. 3**

Through this course students will gain an understanding of the role of recreation within American society. This will include a historical perspective as well as how recreation influences our society (for example, philosophically, economically). Instruction will review basic concepts related to play, games, and the relationship of time, work, and geography to recreation in American society, the connection to education, family development, and the global impact of recreation (such as the Olympics).

LEIS 1551 Cardio Plus Class 1, Lab. 1, Cr. 1

An activity course that improves cardiovascular and overall physical health by using Cardio Circuit, Aerobics, Water Step Aerobics, and Free-Weight Training.

HHP 1152 Lifetime Fitness Concepts Class 2, Cr. 2

Two hour service course offered by the Department of Health, Physical Education, and Recreation. The objective of this course is to present a series of physical fitness related concepts to Physical Education majors and the general student body. The concepts will be presented through a series of lectures and demonstrations. In addition, some personal physical fitness evaluation will be provided for every student during the semester. A requirement for all HPER majors.

LEIS 1161 Cardio-Activity Class 1, Lab. 2, Cr. 1

A mid-term and summer class offering of Cardio-Circuit Fitness 1162.

LEIS 1162 Cardio-Circuit Fitness Class 1, Lab. 2, Cr. 2

Personalized fitness evaluations become the basis for this class which is designed to improve cardiovascular endurance and at the same time emphasize improvements in muscular strength, muscular endurance, and flexibility. Equipment used in this class includes aerobic machines, and an aerobic circuit of weight stations and aerobic stations. Speakers will reinforce health living. Workouts will be required in the Cardio-Circuit room. A second fitness evaluation at the end of the course will focus on personal improvement and lifetime goals.

LEIS 1172 Cardio-Circuit Fitness II Class 1, Lab. 2, Cr. 2

A continuation of Cardio-Circuit Fitness. After personalized fitness evaluations, additional weights and upgraded programs will be designed for a continued goal of lifetime fitness. Speakers will reinforce healthy living. Workouts, three times a week will be required, with emphasis on cardiovascular and muscular improvement. Prerequisite: LEIS 1162.

LEIS 1182 Cardio-Circuit Fitness III Class 1, Lab. 2, Cr. 2

A continuation of Cardio-Circuit Fitness II. A continued emphasis on cardiovascular improvement and muscular endurance will be the focus of this class. Additional weight machines and free weights will be added for continued improvement. Workouts of three times a week will be required. Speakers will reinforce healthy living. Prerequisite: LEIS 1172.

LEIS 1192 Cardio-Circuit Fitness IV Class 1, Lab. 2, Cr. 2

A continuation of Cardio-Circuit Fitness III. Workouts of three times a week and a speaker session will be required. Designing a personal lifetime program of maintaining physical fitness will be the focus of this class. Prerequisite: LEIS 1182.

LEIS 1232 Beginning Golf and Bowling Class 1, Lab. 2, Cr. 2

Theory and practice of basic skills, different approaches, deliveries and releases, rules, terms and etiquette of bowling. Theory and practice of golf including the basic skills, rules, terminology and etiquette.

LEIS 1251 Beginning Basketball, Softball Lab. 3, Cr. 1

Includes theory, basic skills and fundamentals, rules and participation in the team sports of basketball and softball.

LEIS 1272 Walking & Jogging for Health Class 1, Lab. 2, Cr. 2

This class is designed to give the student fundamental skill level sufficient to enjoy and understand the benefits of cardiovascular fitness training.

LEIS 1292 Cardio/Aerobic Combo I Class 1, Lab. 2, Cr. 2

Includes exercises, walking, jogging, running, and dancing that stimulate the heart and lung activity for a time period long enough to produce beneficial changes in the body, especially the development of the cardiovascular-respiratory system.

LEIS 1352 Weight Training Class 1, Lab. 2, Cr. 2

Fundamental methods and techniques of weight training, for men and women.

LEIS 1392 Cardio/Aerobic Combo II Class 1, Lab. 2, Cr. 2

Includes a higher level of activity than Aerobic Fitness I, due to the students physical conditioning reached in Aerobic Fitness I. Prerequisite: LEIS 1292.

HHP 1953 Foundations of Health, Physical Education Class 3, Cr. 3

Past, present and future status of the field of health, physical education and their impact on society. Career opportunities are discussed. Prerequisite: Sophomore standing, by permission. A requirement for all HPER majors.

HHP 2052 Sports Officiating Class 2, Cr. 2

Designed to teach rules, interpretation and mechanics of officiating to students who are interested in becoming certified officials. The class will meet all qualifications and guidelines of the State and National Committee on certification of officials in these athletic events: Football, Basketball, Baseball, Softball, Wrestling and Soccer. Requirement for state certification of officials in Oklahoma.

LEIS 2122 Athletic Fitness Concepts II Lab. 4, Cr. 2

This course allows students to learn and experience techniques of athletic fitness for enhancement of individual and team performance. Personal training information and self-paced workouts provide students with opportunities to experience physical strength and flexibility enhancement. Enrollment in the course does not include use of the Wellness Center/Cardio-Circuit Center.

HHP 2223 Wellness Practicum I Class 3, Cr. 3

A class designed to give Wellness majors actual practice in the areas associated with fitness facilities. Students will be required to work in the fitness center, administer required fitness assessments of enrolled students in the Cardio-Circuit Fitness classes and to have supervised teaching experience in Aerobic Fitness, Swimming, or Weight Training.

HHP 2233 Wellness Practicum II Class 3, Cr. 3

A continuation of Practicum I. To meet class requirements, the students will be required to work in the fitness center, administer required fitness assessments of enrolled students in the Cardio-Circuit Fitness classes, and to have supervised teaching experience in one of the following classes: Aerobic Fitness, Swimming, or Weight Training.

LEIS 2242 Scuba Class 1, Lab. 2, Cr. 2

Introduces the student to the adventures that become available when the proper equipment is able to breathe underwater. Student will learn all the necessary skills to be safe and comfortable in the underwater environment. Course can lead to P.A.D.I. open water certification.

HHP 2272 Theory of Coaching Football Class 2, Cr. 2

An insight into the coaching profession, plays and formations, practical analysis of various systems, public relations of a teacher, coach to the community and general objectives in coaching.

HHP 2352 Theory of Coaching Basketball Class 2, Cr. 2

An insight into the coaching profession. Material, plays, formations, fundamentals, and an analysis of each of these as they fit into the various systems of play to be included in the curriculum content. Public relations of a teacher, coach in the overall system and to the community along with the general objectives in coaching will be offered.

LEIS 2372 Beginning/Intermediate Swimming Class 1, Lab. 2, Cr. 2

Provides the student with the opportunity to learn the elements of good swimming to a more advanced level. Prerequisite: Basic swimming knowledge. Required for most physical education teachers and coaches.

HHP 2413 Personal and Community Health Class 3, Cr. 3

The science of personal health and its preservation. A discussion of structure and functions of the body systems, with emphasis upon the common disease associated with each system. An introduction to nutrition, immunity and allergy, community hygiene, communicable diseases and mental and emotional reactions and habits. A requirement for all HPER majors.

HHP 2423 Social Recreation Management Class 2, Cr. 2

Designed to present material and information necessary to adequately conduct social recreation in a variety of social situations, such as clubs, churches, camps, playgrounds and recreation centers. Focus is on acquainting students with the planning, programming and conduct of social recreation activities. A requirement for all HPER majors.

HHP 2472 Theory of Coaching Baseball Class 2, Cr. 2

An insight into what is involved in the management and preparation of a baseball team on the various levels. Fundamentals of the game individually and teamwise and general coaching objectives as they relate to the student, school and community.

HHP 2602 Community First Aid Class 2, Cr. 2

Standard first aid course as outlined by the American Red Cross consisting of emergency assistance and treatment in cases of accident, injury, or illness pending regular surgical or medical treatment. Specific areas covered in course are bandaging, splinting, resuscitation methods, emergency rescue and short distance transfer. Course will include Child, Infant, and Adult CPR. This course will be used for all general education students and for programs other than Physical Education, Wellness, and Pre-Athletic Training.

HHP 2612 Sport Safety Training with Adult & Child CPR Class 2, Cr. 2

A first aid class which will include Adult and Child CPR as well as specific first aid for sports injuries. An excellent class for prospective coaches. American Red Cross certifications will be given. This class is a requirement for Pre-Athletic Training, Wellness, and Physical Education.

HHP 2653 Applied Anatomy Class 3, Cr. 3

Action and location of individual muscle groups. Anatomy as applied to a living person. Common anatomical injuries and diseases will be presented with each joint structure. Prerequisite: BIOL 1114 or high school equivalent.

HHP 2663 Care and Prevention of Athletic Injuries Class 3, Cr. 3

Designed to provide knowledge related to prevention, care and rehabilitations of athletic injuries. Prevention of athletic injuries and methods of massage, taping, and bandaging. A requirement for all HPER majors. Requirement for certification for all Oklahoma high school coaches.

HHP 2673 Advanced Care & Prevention of Athletic Injuries Class 3, Cr. 3

Continues with the prevention, care and rehabilitation of athletic injuries. Advanced studies will concentrate on extensive knowledge of anatomy and specific procedures of treatment modalities and rehabilitation techniques for the specific body parts (ankle, knee, hip, shoulder, elbow, wrist and hand). Prerequisite: HHP 2663, HHP 2653.

HHP 2692 Water Safety Instruction Lab. 4, Cr. 2

Consists of 2 parts; review of swimming and safety skills, theoretical and practical knowledge as well as methods of teaching swimming and water safety courses. Receives the American Red Cross teaching certification. Counts as a 2-hour solid credit rather than an activity credit. Required for most physical education teachers and coaches. Prerequisite: Swimmer level skills and current emergency water safety and/or lifeguard training. A requirement for all HPER majors.

HHP 2992 Lifeguarding Class 1, Lab. 2, Cr. 2

Provide knowledge, skills, and the American Cross certification to be a lifeguard. Economically beneficial to college students. Includes First Aid and CPR for the Professional Rescuer.

HISTORY

HIST 1011 Career Opportunities in History Class 1, Cr. 1

Orients students to college life. Proper use of time

HIST 1043 History of the Nine Tribes of Ottawa County Class 3, Cr. 3

The course will cover the removals of the Cherokee, Eastern Shawnee, Miami, Modoc, Ottawa, Peoria, Quapaw, Seneca-Cayuga, and Wyandotte tribes from their diverse historic homelands to their present location in Ottawa County, Oklahoma. The course will include prehistory, history during the colonial, territorial, and Oklahoma periods, modern tribal government concepts, customs, linguistic groupings, and an overview of current legal relationships.

HIST 1063 History of the American Indian Class 3, Cr. 3

An overview of American Indian History from prehistory (through American Indian oral traditions) through the colonial and national periods of historical America. This course will focus on the similarity and diversity of the many Sates and the impact on both the American Indian and European cultures from contact with white civilization.

HIST 1113 Afro-American History Class 3, Cr. 3

Survey of history and culture of Afro-Americans from initiation of the African slave trade to the present.

HIST 1483 American History to 1865 Class 3, Cr. 3

History of the United States from 1492 to 1865. The course deals with the colonial period; American Revolution; the Confederation; the formation of the Constitution; the development of the West; and events leading to the War between the States.

HIST 1493 American History Since 1865 Class 3, Cr. 3

A continuation of History 1483.

HIST 1613 Western Civilization to 1500 Class 3, Cr. 3

A survey of Western Civilization from ancient times to Reformation.

HIST 1623 Western Civilization after 1500 Class 3, Cr. 3

A survey of Western Civilization from the Reformation to the present.

HIST 2323 The History of Oklahoma Class 3, Cr. 3

This course covers the early exploration and establishment of Indian Territory, the rise and demise of the Five Indian Nations, and the organization and development of the 41st state to the present. It is required of all candidates for teacher's licensure/certification in social studies.

HUMANITIES

(Also see other humanities selections, p. 29)

HUM 2103 Humanities I Class 3, Cr. 3

Students will hear, see, and read some of the most important works of art, architecture, music, and literature from the time of the ancient Egyptians to the end of the Middle Ages in Europe. This course has no prerequisites. It is recommended that students complete any necessary remedial courses in reading before taking this course.

HUM 2203 Humanities II Class 3, Cr. 3

Students will hear, see, and read some of the most important works of art, architecture, music, and literature from the time of the Renaissance to the present. This course has no prerequisites. It is recommended that students complete any necessary remedial courses in reading before taking this course. The two Masterworks courses are completely independent; it is not necessary to take one before taking the other or to take them in order.

INTEGRATED TECHNOLOGY

TEC 1001 - 1004 Special Problems – Technology Cr. 1-4

Designed primarily for adult education with credit varying from one to four hours. May be taken more than once. Maximum credit is four hours.

TEC 1011 Career Opportunities in Technology Class 1, Cr. 1

Orients students to college life. Proper use of time and how to develop study habits. Acquaints students with the opportunity to assess their interest, skills personality characteristics and values and learn how these personal qualities relate to career decision making.

TEC 1012 Introduction to Integrated Studies Cr. Hrs. 2

An orientation course designed to provide an industry overview as well as generalized skills. This course may be taken in any industrial specialty where the student desires to acquire basic skills in a wide range of areas. This course relates to any technical/industrial program.

TEC 1013 Adult and Experiential Learning Class 3, Cr. 3

Provides instruction and guidance for nontraditional students interested in applying for college credit for prior training and learning experiences. The course includes a blend of traditional instruction and self-paced learning. Enrollment in this course is with permission of the instructor and is strongly recommended for students majoring in the Integrated Technology Program.

TEC 1022 Safety Cr. Hrs. 2

An orientation to the safety associated with the industry. Focuses on business/industrial safety in the work place.

TEC 1032 Equipment/Tool Operation and Management Cr. Hrs. 2

An orientation to the specialized equipment/tools within the class and industry. Focuses on the proper use of equipment/tools.

TEC 1033 Beginning Applications Cr. Hrs. 3

Skills development in an applied setting. Beginning level techniques are developed through design and completion of projects.

TEC 1045 Beginning Applications Cr. Hrs. 5

Skills development in an applied setting. Beginning level techniques are developed through design and completion of projects.

TEC 1053 Intermediate Applications Cr. Hrs. 3

Skills development in an applied setting. Intermediate level techniques are developed through design and completion of projects.

TEC 1065 Intermediate Applications Cr. Hrs. 5

Skills development in an applied setting. Intermediate level techniques are developed through design and completion of projects.

TEC 1112 Machine Tool Practices Lab. 4, Cr. 2

Use of common machine shop tools and machines.

MFG 1113 Arc & Gas Welding Class 1, Lab. 2, Cr. 2

Theory and practice of oxy-acetylene welding, arc welding, and oxy-acetylene cutting. The course includes the study of arc welding equipment, oxy-acetylene equipment, electrodes, and welding supplies.

TEC 1113 Machine Tool Practices Class 1, Lab. 5, Cr. 3

Provides a basic knowledge of machining fundamentals. Students will learn how different types of metal working machines operate by using lathes, vertical mills, horizontal mills, and surface grinders.

TEC 1123 Machine Technology Lab. 6, Cr. 3

Fundamental process on standard machines, such as turning, boring, shaping, milling, cutting threads, and other types of work done in a modern machine shop. Prerequisite: TEC 1112 or 1113.

TEC 1133 Basic Layout and Measurement Class 2, Lab. 2, Cr. 3

Concerned with the principles, tools and techniques involved in laying out the configurations that most of our structures and devices assume.

TEC 1213 Mechanisms, Drives Class 2, Lab. 2, Cr.3

An introductory treatment of modern mechanical drives, combining the elements of mechanical theory with those of practicality. The topics treated include various gear drive configurations employing spur, bevel, and helical gears, belt drives of several types, chain drives, friction drives, and some selected special topics such as cams and universal joints. The student will be exposed to the practical skills of mechanical assembly and to the principles of operation of a variety of mechanisms.

TEC 2001 - 2006 Field Experience in Technology Cr. 1-6

On the job experience for students in Technology. Technology apprentice training.

TEC 2023 Advanced Applications Cr. Hrs. 3

Skills development in an applied setting. Advanced level techniques are developed through design and completion of projects.

TEC 2035 Advanced Applications Cr. Hrs. 5

Skills development in an applied setting. Beginning level techniques are developed through design and completion of projects.

TEC 2043 Special Topics Cr. Hrs. 3

Topics that deal with important issues within the industry. Includes problem solving techniques, troubleshooting, etc.

TEC 2053 Industrial Safety Class 3, Cr. 3

An introductory course designed to familiarize the student with various aspects of safety and loss control fundamentals. Major topics to be covered during the course include OSHA, loss control, workers compensation, accident investigation, safety inspections, personal protective equipment, machine guarding, electrical safety, determining risk costs and priorities, safety programming, and safety policies.

TEC 2055 Special Topics Cr. Hrs. 5

Topics that deal with important issues within the industry. Includes problem solving techniques, troubleshooting, etc.

TEC 2063 Special Projects Cr. Hrs. 3

Advanced skills used in the work on special projects related to a student career goals.

TEC 2075 Special Projects Cr. Hrs. 5

Advanced skills used in the work on special projects related to a student career goals.

TEC 2083 Job Readiness Cr. Hrs. 3

Development of skills in job seeking and keeping. The course prepares the student with successful techniques for finding gainful employment and in progressing once on the job.

TEC 2093 Field Internship Cr. Hrs. 3

A capstone course designed to integrate academic and technical lectures and labs with business and industry work experience.

TEC 2106 Field Internship Cr. Hrs. 6

A capstone course designed to integrate academic and technical lectures and labs with business and industry work experience.

MFG 2233 TIG Welding Class 1, Lab. 4, Cr. 3

Tungsten Inert Gas Arc Welding. Welds are made using mild steel, stainless steel and aluminum. Prerequisite: MFG 1113.

MFG 2243 Welding — MIG Class 1, Lab. 4, Cr. 3

Wire feed processes including Metallic Inert Gas, Submerged and Flux Cored. The wire feed processes are taught utilizing semi-automatic and fully automatic equipment.

MFG 2253 Applied Welding Class 1, Lab. 4, Cr. 3

Practical application of the principles and skills learned in Welding 1113, 1133, 1123, 2233, and 2243. Projects and various jobs are used to provide experiences in repair and fabrication. The course also includes pipe layout, cast iron welding and hard surfacing.

TEC 2353 Basic Machine Tool Design Lab. 6, Cr. 3

A basic course in tool design to provide training in a high skill trade. Students gain knowledge in the precise technology of making tools used in industry.

TEC 2363 Advanced Machine Tool Design Lab. 6, Cr. 3

This is a course in advanced tool design to supplement the Basic Tool Design course. Allows students to continue to develop skills in the tool making trades.

JOURNALISM – See Mass Communication**LANGUAGES****French****FREN 1113 French I Class 3, Cr. 3**

Emphasis in this course is placed on acquiring good pronunciation, building basic vocabulary, understanding elementary structures, and learning simple conversational patterns. No prerequisites.

FREN 1123 French II Class 3, Cr. 3

A continuation of skill building activities in 1113 that develop the ability to speak, read, write, and comprehend everyday French. Prerequisite: FREN 1113 or ½ unit of high school French.

FREN 1213 French III Class 3, Cr. 3

A continuation of skill building activities in 1123 with an introduction to new structures and more conversational patterns. Prerequisites: FREN 1123 or 1 unit of high school French.

FREN 1223 French IV Class 3, Cr. 3

A continuation of 1213 that develops the ability to speak, read, write, and comprehend everyday French through cultural readings, discussions, and activities. Prerequisites: FREN 1213 or 1 ½ units of high school French.

FREN 2113 Intermediate Reading and Conversation I (French)**Class 3, Cr. 3**

Reinforces and expands the vocabulary in 1223, reviews language structures, strengthens communicative competency, and broadens students' knowledge of contemporary French culture through readings and discussions. Prerequisites: FREN 1223 or 2 units of high school French.

FREN 2213 Intermediate Reading and Conversation II (French)**Class 3, Cr. 3**

A continuation of the language structure review, communicative practice, cultural readings, and discussions in French 2112. Prerequisites: FREN 2112.

German**GRMN 1113 German I Class 3, Cr. 3**

Emphasis in this course is placed on acquiring good pronunciation, building basic vocabulary, understanding elementary structures, and learning simple conversational patterns. No prerequisites.

GRMN 1123 German II Class 3, Cr. 3

A continuation of skill building activities in 1113 that develop the ability to speak, read, write, and comprehend everyday German. Prerequisite: GRMN 1113 or ½ unit of high school German.

GRMN 1213 German III

Class 3, Cr. 3

A continuation of skill building activities in 1123 with an introduction to new structures and more conversational patterns. Prerequisites: GRMN 1123 or 1 unit of high school German.

GRMN 1223 German IV Class 3, Cr. 3

A continuation of 1213 that develops the ability to speak, read, write, and comprehend everyday German through cultural readings, discussions, and activities. Prerequisites: GRMN 1213 or 1 ½ units of high school German.

GRMN 2113 Intermediate Reading and Conversation I (German)

Class 3, Cr. 3

Reinforces and expands the vocabulary in 1223, reviews language structures, strengthens communicative competency, and broadens students' knowledge of contemporary German culture through readings and discussions. Prerequisites: GRMN 1223 or 2 units of high school German.

GRMN 2213 Intermediate Reading and Conversation II (German)

Class 3, Cr. 3

A continuation of the language structure review, communicative practice, cultural readings, and discussions in German 2112. Prerequisites: GRMN 2112.

Native American Languages

FL 1013 Cherokee Language I Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Cherokee, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax of contemporary Oklahoma Cherokee.

FL 1023 Modoc Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Modoc, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1033 Miami Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Miami, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1043 Ottawa Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Ottawa, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1053 Quapaw Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Quapaw, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1063 Seneca-Cayuga Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Seneca-Cayuga, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1073 Eastern Shawnee Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Eastern Shawnee, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1083 Wyandotte Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Wyandotte, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1093 Peoria Language I Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Peoria, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1133 Cherokee Language II Class 3, Cr. 3

Cherokee conversation, instruction in the Sequoyah syllabary, readings in Cherokee, lectures in the history and culture of Cherokee Indians. Prerequisite: FL 1013.

Spanish

SPAN 1113 Spanish I Class 3, Cr. 3

Emphasis in this course is placed on acquiring good pronunciation, building basic vocabulary, understanding elementary structures, and learning simple conversational patterns. No prerequisites.

SPAN 1123 Spanish II Class 3, Cr. 3

A continuation of skill building activities in 1113 that develop the ability to speak, read, write, and comprehend everyday Spanish. Prerequisite: SPAN 1113 or ½ unit of high school Spanish.

SPAN 1213 Spanish III Class 3, Cr. 3

A continuation of skill building activities in 1123 with an introduction to new structures and more conversational patterns. Prerequisites: SPAN 1123 or 1 unit of high school Spanish.

SPAN 1223 Spanish IV Class 3, Cr. 3

A continuation of 1213 that develops the ability to speak, read, write, and comprehend everyday Spanish through cultural readings, discussions, and activities. Prerequisites: SPAN 1213 or 1 ½ units of high school Spanish.

SPAN 2113 Intermediate Reading and Conversation I (Spanish)

Class 3, Cr. 3

Reinforces and expands the vocabulary in 1223, reviews language structures, strengthens communicative competency, and broadens students' knowledge of contemporary Spanish culture through readings and discussions. Prerequisites: SPAN 1223 or 2 units of high school Spanish.

SPAN 2213 Intermediate Reading and Conversation II (Spanish)

Class 3, Cr. 3

A continuation of the language structure review, communicative practice, cultural readings, and discussions in Spanish 2112. Prerequisites: SPAN 2112.

MANAGEMENT/MARKETING

MGMT 1123 Salesmanship Class 3, Cr. 3

This is an in-depth course in salesmanship. The theory is supplemented by actual sales demonstrations using the learned techniques. Prospecting, approach, knowledge of product, planning presentations, territory control and sales management are studied. This is an excellent course for all students regardless of their major area since it reinforces areas of personal attributes and emphasizes the use of selling techniques in life situations.

MGMT 1133 Human Relations Class 3, Cr. 3

A course designed to improve a person's self image, attitude, self confidence, goal setting ability, and relationships with other people.

MGMT 1223 Small Business Management Class 3, Cr. 3

Designed to acquaint the student of management with the environment of the small business enterprise. Opportunities of initiating the business, financial and administrative control, marketing programs and policies, management of business operations, and legal and governmental relationships are studied. (through the creation and application of the business plan.)

MGMT 2023 Human Resources Management Class 3, Cr. 3

Provides the student with insight into the processes of personnel management. A personnel management program is developed; the staffing of an organization is studied; techniques for maximizing employee potential are considered; individual and group behavior is explored; management and labor relations is evaluated; job evaluation, wage and salary administration and the future of personnel management is addressed.

MKTG 2103 Consumer Behavior Class 3, Cr. 3

This course introduces students to concepts, principles, and theories from various social sciences to the study of the factors that influence the acquisition, consumption, and disposition of products, services, and ideas. The course prepares students to understand how customers are likely to respond to new products, services, or other actions in the marketplace by introducing them to the many physical, economic, social and psychological factors influencing consumers in their decision making. Course Prerequisites: None.

MKTG 2123 Marketing Class 3, Cr. 3

Introduces college students to the basic concepts, practices and analytic methods of marketing. The core subjects are: role of marketing in the firm; strategic and tactical planning; marketing environment; market analysis; consumer decision making; and market research. Elements of the marketing mix — product, communications, pricing and distribution will also be emphasized.

MGMT 2213 Principles of Management Class 3, Cr. 3

This course takes an in depth look at Total Quality Management and how it has revolutionized management practices in recent times. It studies management leadership, motivation, group dynamics, team building and organizational structure, and change. This course is designed to introduce all levels of management to the student and how their roles interact to create continuous improvement in the business world.

MGMT 2223 Advertising Class 3, Cr. 3

Designed to give the student a broad prospective and understanding of advertising. The course is directed toward the social and economic functions of advertising, the role of advertising in business, how advertising is planned, created, challenges and opportunities of advertising.

MGMT 2243 Basic Real Estate Class 3, Cr. 3

A history of organized real estate; real estate terms and definitions; the nature and classification of property ownership; the nature and classification of agreements and contracts; financing real estate; surveying and land descriptions; problems in point of law and arithmetic. Both nomenclature and technique are stressed to provide a practical course to provide the student with the information and background to qualify for the state license examination if he so desires.

MGMT 2263 Advanced Real Estate Class 3, Cr. 3

For the student who desires to advance in real estate as a career. A review of the basic course; business practices-professional standards: real estate law taxes, assessments, and advertising; residential appraising and financing; title closing and closing statements. Both nomenclature and techniques are stressed to provide a practical course to provide the student with the information and background to qualify for the state license examination if he so desires. Prerequisite: MGMT 2243.

MASS COMMUNICATION

MCOM 1011, 1021, 2011, 2021 Newspaper Production I, II, III, IV

Lab. 2, Up to 4 hours credit

But no more than one hour per semester

This two hour lab class consist of members of the Norse Wind newspaper staff. One hour per week will be spent in a staff meeting to determine stories, sections, photos, and other information for the upcoming issue of the Norse Wind. The second hour will be devoted to actual production of the Norse Wind.

MCOM 1013 Intro to Mass Communications Class 3, Cr. 3

A survey course designed to provide students with a panoramic view of the field of mass communications and an understanding of the role of mass media in modern society. Not restricted to journalism majors.

MCOM 1031, 1041, 2031, 2041 Television Production Activities

**Lab. 2, Up to 4 hours credit,
and only one credit hour per semester**

Provides student with additional practical television experience in the technical and performance disciplines. Participation in group productions is emphasized.

MCOM 1123 Television Production I Class 2, Lab. 2, Cr. 3

Designed to prepare students who want to become a part of this complex industry. Technicians work with such equipment as microphones, sound recorders, lighting equipment, sound effect devices, television cameras, video tape recorders, stage props and other related studio equipment.

MCOM 1133 Television Production II Class 2, Lab. 2, Cr. 3

An advanced course in the theory and application of all phases of education and commercial television production. The student learns the duties of and techniques used by studio and control room personnel with the use of professional equipment.

MCOM 1333 Beginning Photography Class 2, Lab. 2, Cr. 3

Fundamental course teaches the elements of picture-taking and development.

MCOM 2013 Principles of Advertising Class 3, Cr. 3

Designed to provide the students with an understanding of basic advertising principles and practices which lend to a more effective performance in the layout and design of both display and classified advertising. Not restricted to journalism majors.

MCOM 2113 Mass Media Writing Class 3, Cr. 3

Beginning course in the study of news and the methods by which it is obtained. Students are required to report and write news articles of events on campus. The Norse Wind, as well as metropolitan newspapers, are discussed and studied in class. Prerequisite: a grade of "C" in ENGL 1113.

MCOM 2153 History of Film Class 3, Cr. 3

A general survey of film in our society. Emphasis on analysis of technical and aesthetic shape and growth of film. The progress of the art will be supported through the viewing of film from inception to its present form.

MCOM 2163 Television Directing Class 2, Lab. 2, Cr. 3

Introduction to the techniques and practical experience of directing programs for television production using various standard television directing formats. The duties and responsibilities of the television production director are emphasized.

MCOM 2213 Introduction To Broadcasting Class 2, Lab. 2, Cr. 3

A survey of the history, growth, and development of television; FCC and other federal regulatory agencies; station and network operations and their effect on society. Emphasizes broadcast performance for television and radio.

MCOM 2223 Newspaper Copy Editing and Reporting Class 3, Cr. 3

Covers the techniques used in feature writing and reporting as applied to the newspaper. Editorials and advanced news writing are studied. Students are required to report and write articles about the campus. Prerequisite: MCOM 2113.

MCOM 2332 News Editing Class 2, Cr. 2

Staff class of the campus newspaper, the Norse Wind. Sophomores enrolling in this class usually hold staff positions on the paper. Students are taught headline writing and newspaper make-up. The Norse Wind is their responsibility.

MCOM 2433 Advanced Photography Class 2, Lab. 2, Cr. 3

Designed to further develop photographic skills to familiarize students with advanced photo techniques which might be displayed by a professional photographer. Prerequisite: MCOM 1333

MCOM 2873 Radio Production Techniques Class 2, Lab. 2, Cr. 3

Theory and practice of communication using electronic media. Students prepare and present materials in a broadcasting situation.

MATHEMATICS

MATH 0013 Basic Mathematics Class 3, Cr. 0

Designed to review and improve arithmetic computational skills. Also covers the basic concepts of beginning algebra.

MATH 0113 Introductory Algebra Class 3, Cr. 0

A study of elementary algebra concepts: Operations on signed numbers, operations on polynomials, factoring polynomials, linear equations, and linear inequalities. This course does not assume prior knowledge of algebra. May not satisfy baccalaureate degree requirements.

MATH 0123 Intermediate Algebra Class 3, Cr. 0

A study of basic concepts of algebra: polynomials, rational expressions, exponents and radicals, linear equations and inequalities, quadratic equations, and systems of simultaneous equations. Designed to prepare students for entry into College Algebra. Prerequisite: one unit of high school algebra or Introductory MATH 0113.

MATH 1011 Career Opportunities in Math and Engineering Class 1, Cr. 1

Orients students to college life. Proper use of time and how to develop study habits. Acquaints students with various fields of Engineering and Science and opportunities offered the graduate.

MATH 1022 Engineering Problems Class 2, Cr. 2

Introduction to the scientific graphing calculator and personal computer software used in problem solving.

MATH 1483 Mathematical Functions and Their Uses Class 3, Cr. 3

Analysis of functions from their graphs. Linear, exponential, logarithmic, periodic functions and rates of change. Special emphasis on applications to the natural sciences, agriculture, business and the social sciences. Prerequisite: MATH 0123 or placement into MATH 1513.

MATH 1493 General College Math Class 3, Cr. 3

A terminal course in mathematics designed for the liberal arts major. Topics include, but are not limited to: sets and counting, probability, statistics, finance, matrices, linear programming, exponential and logarithmic functions, systems of equations. Prerequisite: MATH 0123 or placement into MATH 1513.

MATH 1513 College Algebra Class 3, Cr. 3

A study of rational expressions, equations, and inequalities in one variable; relations and functions; systems of equations; matrices; and determinants. Prerequisite: MATH 0123 or high school equivalent.

MATH 1613 Trigonometry Class 3, Cr. 3

The development and use of circular and trigonometric functions; relations between the functions; solutions of triangles; complex forms and applications of practical problems. Prerequisite: College MATH 1513 or equivalent. May be taken concurrently with MATH 1513.

MATH 1715 College Algebra and Trigonometry Class 5, Cr. 5

An integrated course in College Algebra 1513 and Trigonometry 1613. This course is especially designed for those students needing additional preparation for the study of calculus. Prerequisite: MATH 1513 or high school equivalent.

MATH 2103 Elementary Calculus Class 3, Cr. 3

Designed for students of business, management, economics, or social science. Differentiation and integration of polynomial exponential and logarithmic functions with business oriented applications. Prerequisite: MATH 1513. No credit for mathematics or pre-engineering majors.

MATH 2123 Calculus for Technology Programs I Class 3, Cr. 3

For technology students. Basic analytical geometry; differentiation and integration of elementary functions with applications. Prerequisite: MATH 1513 and MATH 1613, or MATH 1715. No credit for mathematics or pre-engineering majors.

MATH 2145 Calculus I Class 5, Cr. 5

An introduction to analytical geometry and calculus. Includes analytical geometry of the line, circle and conics introduction to the limit concept; differentiation and integration of algebraic functions and their applications. Prerequisite: MATH 1513 and 1613, or MATH 1715, or high school equivalent.

MATH 2155 Calculus II Class 5, Cr. 5

A continuation of 2145. Includes trigonometric, exponential, parametric, hyperbolic functions, methods of integration and applications. Prerequisite: MATH 2145.

MATH 2233 Differential Equations Class 3, Cr. 3

A first course in the study of Ordinary Differential Equations. Theory and classical methods of solutions of ordinary differential equations, systems of ordinary differential equations, methods of approximation, applications, and the Laplace Transform. Prerequisite: MATH 2273 or consent of instructor.

MATH 2273 Calculus III (Calculus and Analytical Geometry) Class 3, Cr. 3

A continuation of Calculus 2155. Includes vectors; infinite series; partial derivatives; and multiple integration. Prerequisite: MATH 2155.

MATH 2413 Math Structures I Class 3, Cr. 3

A basic course in mathematics for elementary education majors. An introduction to the origin and history of number systems: number systems of different bases and basic set concepts. Also included is an introduction to symbolic logic, mathematical systems and development of the real number system. Prerequisite: MATH 0123 or equivalent.

MATH 2513 Math Structures II Class 3, Cr. 3

A continuation of MATH 2413. Continues with the development of the basic structure of the real number system. Topics from geometry and elementary probability are covered.

MATH 2601 Special Problems in Math Cr. 1

A seminar for the undergraduate study and research of problems, issues, and trends in mathematics and math education. Includes methods for teaching mathematics principles. Fulfills requirements for continuing education of Oklahoma elementary and secondary teachers. Prerequisite: MATH 2413 or equivalent.

MEDICAL LABORATORY TECHNICIAN**MLAT 1304 Basic Hematology Class 3, Lab. 3, Cr. 4**

Introduction to study of the cellular components of human blood. Emphasis on blood cell counting, hemoglobin, hematocrit, and reticulocyte determinations. Prerequisite: Admission to the program.

MLAT 1313 Introduction to Medical Laboratory Class 2, Lab. 3, Cr. 3

An introductory study of laboratory medicine as a career. A survey of selected laboratory tests will be the focus. Course offered in fall only.

MLAT 1314 Immunology and Immunochemistry Class 3, Lab. 3, Cr. 4

Immunology and Immunochemistry is an introduction to the study of antigens, antibodies and antigen-antibody reactions. It includes the study of serological procedures as well as blood-banking theory and procedures. Laboratory is included. Prerequisite: MLAT 1313.

MLAT 1323 Clinical Practice 1 Lab. 9, Cr. 3

Students will be assigned to affiliate clinical laboratories for practical experience in lab procedures for 160 clock hours. Prerequisite: Completion of Medical Laboratory Technician courses.

MLAT 1333 Clinical Practice 2 Lab. 9, Cr. 3

Students will be assigned to affiliate clinical laboratories for practical experience in lab procedures for 160 clock hours. Prerequisite: Completion of Medical Laboratory Technician courses.

MLAT 2311 Seminar Class 2, Cr. 1

This course will include discussion on current topics in laboratory medicine as well as provide a review/refresher for students preparing to take the registry. The student will also be expected to present one paper on a topic in laboratory science. Prerequisite: MLAT 2354.

MLAT 2344 Clinical Chemistry I

Class 3, Lab. 3, Cr. 4

This course will cover the basic theories of routine clinical chemistry procedures, including instrumentation. Emphasis will be placed on theory, clinical applications, and procedures. A brief review of laboratory mathematics will be included. Prerequisite: CHEM 1215 or 1314. Admission to the Medical Laboratory Technician program.

MLAT 2354 Pathogenic Bacteriology Class 3, Lab. 3, Cr. 4

This course will have primary emphasis on pathogenic microorganisms, their identification and related disease processes. Laboratory will stress the identification of these from a clinical viewpoint. Prerequisite: MCRO 2124.

MLAT 2364 Clinical Chemistry II Class 3, Lab. 3, Cr. 4

Continuation of Clinical Chemistry I 2344. Prerequisite: MLAT 2344 with a grade of "C" or better.

MLAT 2373 Clinical Practice 3 Lab. 9, Cr. 3

Students will be assigned to affiliate clinical laboratories for practical experience in lab procedures for 160 clock hours. Prerequisite: Completion of Medical Laboratory Technician courses.

MLAT 2383 Clinical Practice 4 Lab. 9, Cr. 3

Students will be assigned to affiliate clinical laboratories for practical experience in lab for 160 clock hours. Prerequisite: Completion of MLT courses.

MUSIC

MUSC 1001 - 1004 Fine Arts — Special Problems Cr. 1-4

Designed primarily for adult education with credit varying from one to four hours. May be taken more than once. Maximum credit is four hours.

MUSC 1011, 1021, 2441, 2541 Applied Piano Lessons Class 1, Cr. 1

A study of scales and learning repertoire.

MUSC 1012, 1022, 2442, 2542 Applied Piano Lessons

Class 2, Cr. 2

A study of scales and learning repertoire.

MUSC 1031, 1041, 2331, 2431 Applied Voice Lessons Class 1, Cr. 1

A study of the technique of singing, teaching or musicianship, and learning of repertoire.

MUSC 1032, 1042, 2332, 2432 Applied Voice Lessons Class 2, Cr. 2

A study of the technique of singing, teaching or musicianship, and learning of repertoire.

MUSC 1051, 1651, 2551, 2651 Applied Organ Class Lessons Class 1, Cr. 1

A study of registration, technique for control, and repertoire.

MUSC 1052, 1652, 2552, 2652 Applied Organ Class Lessons Class 2, Cr. 2

A study of registration, technique for control, and repertoire.

MUSC 1112 Introduction to Conducting Class 2, Cr. 2

Introduction to the fundamentals of choral and instrumental conducting. Primary emphasis will be placed on score reading, learning basic beat patterns and interpretation of dynamics.

MUSC 1212 Traditional Indian Singing Class 2, Cr. 2

The teaching of inter-tribal pow-wow music. Class sessions will center around the pow-wow drum and songs. Many of the songs learned will consist of music accompanying the gourd dance, various social dances, and family songs, with permission of that special family. The class will also consist of various resource persons sharing musical skills in the Indian flute and various Indian instruments (turtle rattles, gourds, and water drum).

MUSC 1503 American Music Appreciation Class 3, Cr. 3

Course provides an overview of the major areas of American Music: Early forms, Tin Pan Alley, Ragtime and Blues, Musical Theatre, Jazz, Country, and Rock. Each genre is approached chronologically with the emphasis on the sociocultural aspects of music. An insight into the music industry and music technology is given. Biographies of significant composers, artists and producers, as well as formal and stylistic design of the music itself is presented. An appreciation of the effect of society and culture on the development of music as an art form.

MUSC 1513 Music Literature Class 3, Cr. 3

A study of significant musical works from the various periods in the development of music. Emphasis on perceptive listening with recognition of elements, form, texture, and stylistic characteristics.

MUSC 1531 Sight-Singing and Eartraining I Class 2, Cr. 1

Reading and dictation of simple melodies and basic rhythms.

MUSC 1533 Theory of Music I Class 3, Cr. 3

A study of chord structure and progression with simple triads.

MUSC 1541 Sight-Singing and Eartraining II Class 2, Cr. 1

Continuation of Music 1531. Work with more advanced melodies and rhythms. Prerequisite: MUSC 1531.

MUSC 1543 Theory of Music II Class 3, Cr. 3

Continuation of Elementary Harmony. Study of secondary triads, non-harmonic tones and seventh chords. Prerequisite: MUSC 1533.

MUSC 1601, 1701, 2611, 2711 Bands Lab. 5, Cr. 1

A study of tone quality, technique repertoire for marching performance and concert performance.

MUSC 1641, 1731, 2631, 2731 Chorus- Concert Choir Lab. 4, Cr. 1

A study of tone quality, breath support, tone placement, and repertoire.

MUSC 1661, 1761, 2661, 2761 Applied Harp Lessons Class 1, Cr. 1

MUSC 1662, 1762, 2662, 2762 Applied Harp Lessons Class 2, Cr. 2

A study of the uniqueness of the instrument, teaching the body to coordinate for the technique of the instrument, and repertoire.

MUSC 1671, 1771, 2671, 2771 College Stage Band Lab. 4, Cr. 1

Study and performance of instrumental literature written in the jazz idiom. Entrance by audition.

MUSC 1681, 1781, 2681, 2781 Vocal Chamber Ensemble (Meistersingers) Lab. 4, Cr. 1

Study and experience in performance in mixed singing in accompanied and unaccompanied madrigal and chamber music of various periods and styles. Entrance by audition.

MUSC 1691, 1791, 2691, 2791 Oratorio Chorus Lab. 3, Cr. 1

Study and performance experience in mixed voice singing in accompanied and unaccompanied music of various periods and styles particularly in the area of oratorio compositions. Open to the general student body without audition.

MUSC 1831, 1931, 2831, 2931 Woodwind Lessons Class 1, Cr. 1

A study of fingering technique and learning repertoire.

MUSC 1832, 1932, 2832, 2932 Woodwind Lessons Class 2, Cr. 2

A study of fingering technique and learning repertoire.

MUSC 1841, 1941, 2841, 2941 Brass Lessons Class 1, Cr. 1

A study of fingering technique and learning repertoire.

MUSC 1842, 1942, 2842, 2942 Brass Lessons Class 2, Cr. 2

A study of fingering technique and learning repertoire.

MUSC 1851, 1951, 2851, 2951 Percussion lessons Class 1, Cr. 1

A study of fingering technique and learning repertoire.

MUSC 1852, 1952, 2852, 2952 Percussion Lessons Class 2, Cr. 2

A study of fingering technique and learning repertoire.

MUSC 1861, 1961, 2861, 2961 Guitar/String Lessons Class 1, Cr. 1

A study of fingering technique and learning repertoire.

MUSC 1862, 1962, 2862, 2962 Guitar/String Lessons Class 2, Cr. 2

A study of fingering technique and learning repertoire.

MUSC 2221 Opera/Music Theater Lab. 2, Cr. 1

Study and performance in opera/music theater including musical analysis and character projecting culminating in a public production.

MUSC 2222 Opera/Music Theater Lab. 4, Cr. 2

Study and performance in opera/music theater including musical analysis and character projecting culminating in a public production.

MUSC 2421 String Chamber Ensemble Lab. 4, Cr. 1

Study and performance of music compositions written for small string ensembles from antiquity to the contemporary.

MUSC 2521 Saxophone Ensemble Lab. 2, Cr. 1

The study and performance of repertoire written for saxophone ensembles. Compositions of all musical periods will be covered. Enrollment by instructor's approval.

MUSC 2553 Theory of Music III Class 3, Cr. 3

Continuation of Intermediate Harmony. Study of modulation and altered chords. Prerequisite: MUSC 1543.

MUSC 2561 Sight-Singing and Eartraining III Class 2, Cr. 1

Melodies of more complex structure; introduction to harmonic dictation. Prerequisite: MUSC 1541

MUSC 2563 Theory of Music IV Class 3, Cr. 3

Continuation of Advanced Harmony I. Study of chords of the ninth and advanced modulation. Prerequisite: MUSC 2553.

MUSC 2571 Sight-Singing and Eartraining IV Class 2, Cr. 1

Continuation of Music 2561. Four-part dictation; modulation. Prerequisite: MUSC 2551.

MUSC 2573 Introduction to Music Appreciation Class 3, Cr. 3

Designed to give an insight into musical masterpieces from all eras of music literature. Emphasis on the listening experience with recognition of basic elements and stylistic characteristics.

MUSC 2601 Brass Ensemble Lab. 2, Cr. 1

Study and performance of quartets, quintets, and brass choir works from the Masters to the very contemporary. Enrollment by instructor's approval.

MUSC 2673 Fundamentals of Music I Class 3, Cr. 3

Provides intensive work in basic skills of music which are necessary to the study of elementary harmony. These factors will be approached through written, oral, aural, and keyboard study. Notation, Scales, Key Signatures, Intervals, and Triads, Rhythmic Exercises, Time Signatures, Introductory Sight-Singing and Eartraining will be taught. A functional proficiency at the keyboard will be emphasized. This course is prerequisite to enrollment in Theory of Music I 1533 except for those students who achieve a satisfactory score on the harmony placement exam.

MUSC 2683 Fundamentals of Music II Class 3, Cr. 3

A continuation of Fundamentals of Music I 2673.

MUSC 2721 Harp Ensemble Lab. 2, Cr. 1

Designed for the method of the harp, harp technique with hands on participation by the students. Will include participation in student performance, ensemble work, and solo work. Method, literature, performance, and teaching strategies will be employed in the class.

NATIVE AMERICAN STUDIES

ART 1012 Native American Art Class 2, Cr. 2

The course will include the various mediums of expression in the Indian World, such as beading and quill work, weaving, ceramics, silversmithing, painting (two-dimensional) jewelry, and miscellaneous arts and crafts, pottery and Native American costume design (porcupine hair roach).

FL 1013 Cherokee Language I Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Cherokee, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax of contemporary Oklahoma Cherokee.

FL 1023 Modoc Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Modoc, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1033 Miami Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Miami, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1043 Ottawa Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Ottawa, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1053 Quapaw Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Quapaw, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1063 Seneca-Cayuga Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Seneca-Cayuga, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1073 Eastern Shawnee Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Eastern Shawnee, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1083 Wyandotte Language Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Wyandotte, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

FL 1093 Peoria Language I Class 3, Cr. 3

Pronunciation drill with a native of Oklahoma Peoria, basic sentences for memorization, drill on variations of these sentences, lectures on phonology, morphology, and syntax.

ENGL 1013 American Indian Writers Class 3, Cr. 3

A study of American Indian literature, literature by Indians, as opposed to literature about Indians. Three kinds of literature will be included: traditional (composed in an Indian language for an Indian audience at a time when tribal cultures were intact and contact with whites was minimal), transitional (represented by translations of great Indian orators of the 19th Century and memoirs of the Indian translations of the Indian experience in relation to white dominance, and modern (including novels, short stories, and poetry written in English by Indian people, many of whom speak no other language).

POLS 1023 American Indian Tribal Government Class 3, Cr. 3

A study of the special legal relationship existing between Indian tribes and the United States Government, and focusing on internal tribal government structures, including tribal governing documents, enrollment laws, and the roles of tribal councils and individual tribal citizens.

POLS 1033 Indian Tribal Sovereignty Class 3, Cr. 3

A study of the recognition of Indian tribal governments as legal political entities rather than as racial groupings. The study will include colonist, territorial, and United States government recognition of the rights of Indian Tribes to self-governance.

HIST 1043 History of the Nine Tribes of Ottawa County Class 3, Cr. 3

The course will cover the removals of the Cherokee, Eastern Shawnee, Miami, Modoc, Ottawa, Peoria, Quapaw, Seneca-Cayuga, and Wyandotte tribes from their diverse historic homelands to their present location in Ottawa County, Oklahoma. The course will include prehistory, history during the colonial, territorial, and Oklahoma periods, modern tribal government concepts, customs, linguistic groupings, and an overview of current legal relationships.

POLS 1053 Tribal Demographics Class 3, Cr. 3

The course will demonstrate the current ownership of reservations and individually owned Indian property (and the many ways an Indian can own real property) in Ottawa County, Oklahoma. Utilizing the United States Geological Survey Maps, case problems, such as location, search, and identification of Indian sites (meeting places, mounds, roads, cemeteries, schools, land forms, council houses, religious sites, battlegrounds, rivers, lakes, and ruins) will be conducted, verified, and documented to be placed in the LRC. A historical and legal survey will be presented to show former reservation boundaries and treaties and agreements that have changed. A historical atlas of Ottawa County and the Nine Tribes of Ottawa County will be developed.

HIST 1063 History of the American Indian Class 3, Cr. 3

An overview of American Indian History from prehistory (through American Indian oral traditions) through the colonial and national periods of historical America. This course will focus on the similarity and diversity of the many Sates and the impact on both the American Indian and European cultures from contact with white civilization.

TH 1012 Traditional Indian Dance (Men) Class 2, Cr. 2

The course will cover the basics for the male dancers of the gourd dance and the war dance, with correct etiquette concerning the drum and pow-wow celebration.

TH 1022 Traditional Indian Dance (Women) Class 2, Cr. 2

The course will cover various dance styles for the Plains style and the Northern style with correct etiquette regarding customs and traditions of the pow-wow. Traditional dress, moccasins, and apparel in design and construction will be a part of class emphasis. Special emphasis will be given to the plains Indians.

FL 1133 Cherokee Language IIClass 3, Cr. 3

Cherokee conversation, instruction in the Sequoyah syllabary, readings in Cherokee, lectures in the history and culture of Cherokee Indians. Prerequisite: FL 1013.

MUSC 1212 Traditional Indian Singing Class 2, Cr. 2

The teaching of inter-tribal pow-wow music. Class sessions will center around the pow-wow drum and songs. Many of the songs learned will consist of music accompanying the gourd dance, various social dances, and family songs, with permission of that special family. The class will also consist of various resource persons sharing musical skills in the Indian flute and various Indian instruments (turtle rattles, gourds, and water drum).

NURSING -ASSOCIATE DEGREE (RN)

NURS 1001-1003 Nursing Special Problems Cr. 1-3

Designed primarily for adult education with credit varying from one to three hours. May be taken more than once. Maximum credit is four hours.

NURS 1111 Cardiopulmonary Resuscitation Class 1, Cr. 1

Provides knowledge and skills of basic life support as outlined by the American Heart Association Basic Life Support – Health Care Provider guidelines. The student will receive certification as a BLS Health Care Provider upon satisfactory completion of cognitive and performance testing. Prerequisite: None.

NURS 1119 Introduction to Nursing Class 6, Lab. 9, Cr. 9

Includes history and development of AD Nursing and legal-ethical aspects. Emphasizes basic human needs and common health problems. Introduces nursing process and the health illness continuum. A foundation in written and oral communication including medical terminology is integrated throughout the course. Beginning study of life cycle including healthy aging and the physical and psychological health problems of aging. Clinical focus on providing safe nursing care in hospital and extended care settings. Prerequisite: BIOL 1414; Admission to nursing program. Concurrent course: BIOL 2114 or one of the other required biological sciences, PSYC 1113.

NURS 1121 Transition to Associate Degree Nursing Class 1, Cr. 1

This course is designed to facilitate the student who enters the Associate Degree Nursing program in a non-traditional manner or articulation. Content includes the philosophy and theoretical framework of Northeastern Oklahoma A&M Nursing Program as well as the roles and competencies of the associate degree nurse. Nursing skills will be evaluated at the level that the student enters the nursing program. Also included is this nursing school's format for data collection and form processing.

NURS 1219 Physical/ Mental Health of Adults and Children (Part I) Class 5, Lab. 12, Cr. 9

A study of adults and children including normal growth and development throughout the life cycle as affected by common health problems. Explores the health care delivery system and the role of the associate degree nurse in the profession of nursing. Continues to explore the nursing process and the concepts of wellness. Clinical focus on assisting medical-surgical and pediatric clients to meet their basic human needs by providing safe nursing care in hospital and community setting. Prerequisites: NURS 1119, BIOL 2114, PSYC 1113. Concurrent Courses: MCRO 2124.

NURS 2134 Physical/ Mental Health of Childbearing Family Class 2, Lab. 6, Cr. 4

Comprehensive study of the family life cycle with emphasis on childbearing family human needs. Includes normal growth and development from conception to birth. Discusses ethical/legal dilemmas of nursing. Clinical focus on utilization of the nursing process in providing safe nursing care to clients throughout pregnancy, the birth process, the postpartal and new born period, in a variety of health care settings. Experiences are designed to expand the student's understanding of complexity of family dynamics and the concept of wellness within the family unit. Prerequisites: NURS 1219. Concurrent enrollment: PSYC 1603, NUTR 1113, and NURS 2135.

NURS 2135 Physical/ Mental Health of Adults and Children (Part II) Class 2, Lab. 9, Cr. 5

Reinforcement and continuation of content presented in Physical Mental Health of Adults and Children Part I. Clinical focus on assisting clients in hospital and community settings to meet their basic human needs by providing safe nursing care, utilizing the nursing process to children and adults experiencing common health problems. Discusses current issues in nursing with emerging trends. Prerequisites: NURS 1219. Concurrent enrollment: PSYC 1603, NUTR 1113, and NURS 2134.

NURS 2249 Physical and Mental Health in Crisis Class 4, Lab. 15, Cr. 9

A study of increasingly complex alterations in basic human needs caused by physical and mental health problems. Adaptive and maladaptive coping with life crisis is explored. Students utilize the nursing process in caring for clients in advanced medical-surgical, intensive care, acute and chronic mental health units. Includes leadership and management of nursing care for a group of clients. Emphasis throughout the course is on students perception of self and an awareness of how it effects their interactions with others. Prerequisite: NURS 2134 and 2135. All remaining general education courses must be completed by the end of the semester.

NUTRITION

NUTR 1113 Nutrition Class 3, Cr. 3

Basic nutrition related to food and health problems in the present socioeconomic and cultural environment. Practical applications of the science of nutrition in planning diets for people of various ages and occupations.

PHILOSOPHY

PHIL 1113 Introduction to Philosophy Class 3, Cr. 3

Basic introduction to philosophy through the selections of representative philosophers, to give the student a basic knowledge in the fields of philosophy, the approach to the academic areas of philosophy. No prerequisite.

PHYSICAL SCIENCES (Also see Chemistry, Engineering, Geology, Physics)

PHYS 0123 Fundamentals of Science Class 3, Cr. 0

Designed to prepare students for entry into a college level Science course, placing emphasis on physical and biological sciences at the pre-collegiate level.

PHYS 1014 General Physical Science Class 3, Lab. 2, Cr. 4

This course is designed as an introductory survey course designed to meet the needs of the student required to specifically take the general physical science course (e.g., elementary education majors). Additionally, the course will meet the general education requirements for a physical science for non-science majors. Areas studied are physics, chemistry, geology, meteorology, and astronomy. Prerequisite: MATH 0123 or above.

PHYS 1104 Introductory Astronomy Class 3, Lab. 2, Cr. 4

An introduction to the concepts, both historical and modern, of astronomy. Topics include the solar system, telescopes, star properties, stellar evolution, galaxies, cosmology and exobiology. Prerequisite: concurrent enrollment in MATH 0123 or above.

PHYSICAL THERAPIST ASSISTANT

PHTA 1113 Introduction to Physical Therapy Class 3, Cr. 3

History, philosophy, ethics, settings, and trends in Physical Therapy. Delineation of roles of the health care team, and of Physical Therapy personnel, with interpersonal skills needed to function as a health care provider and team member. Principles and procedures of basic patient care skills and documentation. Course includes entry-level descriptions of primary practice areas. Prerequisite: Admission to PTA Program.

PHTA 1203 Anatomy & Physiology for Physical Therapist Assistant Class 2, Lab. 3, Cr. 3

A supplementary study of the human body's structure and function as these relate to the practice of physical therapy. Emphasis will be placed on musculoskeletal system. Prerequisite: Required PHTA courses.

PHTA 1231 Clinical Orientation Lab 3, Cr. 1

An orientation and observation of physical therapy services, including treatment, preparation and assistance to the Physical Therapist, supervised application of selected basic treatment skills, and introduction to medical documentation. Prerequisite: Admission to PTA program and required PHTA courses.

PHTA 1283 Physical Disabilities Class 3, Cr. 3

A study of selected anatomical, physiological, and pathological factors which relate to specific clinical conditions seen in physical therapy. Emphasis on basic treatment therapy. Prerequisite: Required PHTA courses.

PHTA 1292 Physical Therapy Procedures I Class 1, Lab. 3, Cr. 2

Principles, techniques, and laboratory practice of positioning, draping, pain assessment, body mechanics, transfers, wheelchair and assistive device measuring with gait training, superficial heat, cryotherapy, aseptic technique, massage and documentation. Prerequisite: Admission to PTA program and required PHTA courses.

PHTA 2332 Clinical Experience I Lab. 6, Cr. 2

Supervised clinical experience including observation and application of physical therapy services. Group discussion of selected clinical cases in seminar format. Prerequisite: Required PHTA courses.

PHTA 2343 Physical Therapy Procedures II Class 2, Lab. 3, Cr. 3

Theory, physiology, and application of heat, cold, light, water, electricity, and mechanical compression/distraction in therapeutic treatment. Prerequisite: Required PHTA courses.

PHTA 2353 Neurology Class 3, Cr. 3

A study of the clinical relevance of neuroanatomy and physiology including the organization and function of the human nervous system. Prerequisite: Required PHTA courses.

PHTA 2363 Kinesiology Class 2, Lab. 3, Cr. 3

A study of anatomical structures and movement as related to physical therapy procedures. The basic principles of the relationship between joint motion and mechanical action. Application of principles with emphasis on the analysis and bio-mechanics of all human motion. Prerequisite: Required PHTA courses.

PHTA 2373 Therapeutic Exercise Class 2, Lab. 3, Cr. 3

General and specific exercises for conditions commonly referred to physical therapy. Principles involved in the theory and practical applications of specific therapeutic exercise and exercise equipment. Prerequisite: Required PHTA courses.

PHTA 2414 Rehabilitation Class 2 Lab. 6, Cr. 4

Examine common neurological conditions encountered in general clinical practices. Identify assessment and general treatment strategies for improving motor control, motor learning, gait, and wound care. Relate proper use of prosthetics, orthotics, and the prescriptive wheelchair. Prerequisite: Required PHTA courses.

PHTA 2433 Clinical Experience II Lab. 9, Cr. 3

Supervised clinical experience and application of physical therapy services. Group discussion of selected clinical topics in a seminar format. Prerequisite: Required PHTA courses.

PHTA 2473 Selected Topics in Physical Therapy Class 3, Cr. 3

Study and/or analysis of selected topics in physical therapy, including TMJ, special tests, joint mobilization, compression, functional assessment, cardiovascular and pulmonary diseases and treatments, equilibrium and balance, obstetrics, burns, arthritis, work hardening and righting and developmental reflexes. Prerequisites: Required PHTA courses.

PHTA 2534 Clinical Experience III Lab. 12, Cr. 4

Supervised application of physical therapy procedures in the treatment of patients at a variety of selected physical therapy clinics. Prerequisite: Required PHTA courses.

PHYSICS

ENGR 2113 Statistics (Technology and Science) Class 3, Cr. 3

Resultants of force systems, static equilibrium or rigid bodies and statics of structure. Shear and moment diagrams, centroids and moments of inertia. Prerequisite: PHYS 2015.

ENGR 2123 Elementary Dynamics Class 3, Cr. 3

Particle kinematics and dynamics. Rigid body kinematics and dynamics. Force-mass-acceleration, work-energy, and impulse-momentum methods. Vibrations. Prerequisite: PHYS 2113.

PHYS 1114 Principles of Physics I Class 3, Lab. 2, Cr. 4

For those students needing a laboratory science. Not for pre-engineers. A study of mechanics, fluid mechanics, and wave mechanics. Experiments are designed to supplement class work. Prerequisite: MATH 1513. MATH 1613 recommended but not required.

PHYS 1214 Principles of Physics II Class 3, Lab. 2, Cr. 4

A study of thermal physics, electricity and magnetism, and optics. Prerequisite: PHYS 1114.

PHYS 2015 Engineering Physics I Class 4, Lab. 3, Cr. 5

Physics for math, chemistry, physics and pre-engineering majors. Includes topics from mechanics and fluid mechanics. Emphasis will be placed on solving applied problems. Prerequisite: MATH 2145 or concurrent enrollment in MATH 2145.

PHYS 2115 Engineering Physics II Class 4, Lab. 3, Cr. 5

Continuation of 2015. Includes topics from thermal physics and electricity and magnetism. Prerequisite: PHYS 2015, MATH 2145.

PLASTICS TECHNOLOGY

PLAS 1103 Industrial Materials Class 3, Cr. 3

Structures, physical, and mechanical properties of industrial materials used in the manufacturing processes. Methods of testing industrial materials; methods of production of metals.

PLAS 1114 General Plastics Class 3, Lab. 2, Cr. 4

Provides basic knowledge of the plastics industry, the plastics materials involved in the processing techniques that are used to make plastics products. Prerequisite: None.

PLAS 1213 Plastics Testing Class 3, Cr. 3

Provides a basic knowledge of the physical and mechanical testing procedures used to evaluate plastics in industry today.

PLAS 2323 Statics Class 3, Cr. 3

Study of forces at rest and their analysis as they relate to structural systems and machine elements; forces, moment of force, distributed forces, reactions, free-body diagrams, friction, internal forces, and moments of inertia applications.

POLITICAL SCIENCE

POLS 1011 Oklahoma State and Local Government Class 1, Cr. 1

POLS 1012 Oklahoma State and Local Government Class 2, Cr. 2

A survey of the organization, operation, and structure of the governments of the state of Oklahoma, primarily focused on its various local government entities and the three branches of the state government; achieved through classroom based academic study and evaluation simulation of governmental functions, participation in lectures facilitated by elected officials, military and law enforcement personnel, among other dignitaries, and being immersed in a challenging leadership development environment.

POLS 1013 Oklahoma State and Local Government Class 3, Cr. 3

A survey of the organization, operation, and structure of the governments of the state of Oklahoma, primarily focused on its various local government entities and the three branches of the state government; achieved through classroom based academic study and evaluation and research, simulation of governmental functions, participation in lectures facilitated by elected officials, military and law enforcement personnel, among other dignitaries, and being immersed in a challenging leadership development environment.

POLS 1023 American Indian Tribal Government Class 3, Cr. 3

A study of the special legal relationship existing between Indian tribes and the United States Government, and focusing on internal tribal government structures, including tribal governing documents, enrollment laws, and the roles of tribal councils and individual tribal citizens.

POLS 1033 Indian Tribal Sovereignty Class 3, Cr. 3

A study of the recognition of Indian tribal governments as legal political entities rather than as racial groupings. The study will include colonist, territorial, and United States government recognition of the rights of Indian Tribes to self-governance.

POLS 1053 Tribal Demographics Class 3, Cr. 3

The course will demonstrate the current ownership of reservations and individually owned Indian property (and the many ways an Indian can own real property) in Ottawa County, Oklahoma. Utilizing the United States Geological Survey Maps, case problems, such as location, search, and identification of Indian sites (meeting places, mounds, roads, cemeteries, schools, land forms, council houses, religious sites, battlegrounds, rivers, lakes, and ruins) will be conducted, verified, and documented to be placed in the LRC. A historical and legal survey will be presented to show former reservation boundaries and treaties and agreements that have changed. A historical atlas of Ottawa County and the Nine Tribes of Ottawa County will be developed.

POLS 1113 American Government Class 3, Cr. 3

A survey of study of the American constitutional form of government, including federal, state relationships, party machinery, interest and pressure groups and the basic operations of the executive, legislative and judicial branches of government.

POLS 2023 State Government Class 3, Cr. 3

The place of the State in the American federalism; the government legislature; courts, regulation of business; labor; education; health; charities; highways; public finance; the police power government of municipalities, and counties. Prerequisite: POLS 1113.

POLS 2033 Public Administration Class 3, Cr. 3

Public Administration is a course that is primarily focused on the implementation of public policy. In that regard, this course covers subjects such as bureaucratic politics, intergovernmental relations, budgeting, personnel, ethics, management, and organizational theory.

POLS 2043 Introduction to International Relations Class 3, Cr. 3

A survey of political science in the fields of political theory, comparative government, and international politics which seek to develop understanding of the value system and challenges of communism, fascism, socialism, and capitalism. Prerequisite: POLS 1113.

POLS 2053 Introduction to Law Class 3, Cr. 3

Introduction to Law is designed to explore the legal interpretations of the United States constitution and the application of those decisions to the American political culture. In addition, the course will introduce the concept of legal reasoning as developed in the western legal systems and include practical legal research experience in selected issues of public law.

PSYCHOLOGY**PSYC 1113 General Psychology Class 3, Cr. 3**

An introduction course in psychology. Its purpose is to train the student in the solution of social problems, to aid the student in understanding his own behavior and the behavior of those people with whom he associates. It lends itself to the needs of students as a terminal education course or as a prerequisite to further study in the field of psychology.

PSYC 1123 Psychology Self Management Class 3, Cr. 3

Provides an introduction to general behavior theory and self-management techniques. It includes exercises designed to develop skills in self-analysis, goal-setting and self-determination. Orientation of the course is behavioristic and empirical. Prerequisite: PSYC 1113 or consent of instructor.

PSYC 1603 Developmental Psychology Class 3, Cr. 3

Survey of the psychological changes across the life span; the changes in cognitive, social, emotional and psychological development from conception to death. Prerequisite: PSYC 1113 or consent of instructor.

PSYC 2743 Social Psychology Class 3, Cr. 3

Introductory course in the study of human social behavior as affected by the real, imagined, or implied presence of others. Topics include research methods, social perception, interpersonal relations, attitudes, and sexual behavior. Prerequisite: PSYC 1113.

PSYC 2753 Psychology and Adjustment Class 3, Cr. 3

A study of human personality dynamics and adjustment in terms of psychological and social variables. Prerequisite: PSYC 1113.

READING**CIED 0113 Improved Reading Skills Class 1, Lab. 4, Cr. 3**

Required for students who have an ACT Reading score between 10 and 15 or who reach a total score grade level of 8 or above on the Nelson-Denny Reading Test. Recommended for those students who have ACT Reading scores from 15 to 19. Students with an ACT Reading score of 15 or above or a total grade level of 10 or above on the Nelson-Denny Reading Test may enroll in Reading 1143, Reading 1123, and Reading mini-courses for self improvement.

CIED 1101 Skills for Success Class 1, Cr. 1

Designed to improve the skills required to be successful in college, including note taking, test taking, reading skills, reading improvement, time management, self discipline, self confidence, accountability, motivation and goal setting.

CIED 1121 Advanced Study Skills Class 1, Cr. 1

Instruction in the use of advanced study techniques, including testing, scheduling, outlining, note taking, textbook study, and effective listening.

CIED 1123 Reading Enhancement Class 3, Lab. 1, Cr. 3

Provides a program for improving reading skills, with emphasis on critical reading etymology or words, and speed reading. This course is recommended even though the student's reading skill is already high.

CIED 1131 Spelling Improvement for College Student Class 1, Cr. 1

Designed to help the student evaluate his present skills and, through mastery of a few simple rules, learn to spell hundreds of words. The computer is also an important part of this diagnostic/prescriptive self-improvement course and a pre-test, post-test will be used to determine degree of improvement.

CIED 1141 Vocabulary Improvement for College Students Class 1, Cr. 1

Includes a study of words in various content areas as well as a study of word analysis techniques. There will be an emphasis on the need for students to understand the relationship among word meanings, learning strategies, and word origins.

CIED 1143 Speed Reading Class 2, Lab. 2, Cr. 3

Designed to increase the effectiveness of an individual's reading ability. Centers on perceptual training, comprehension skills, and retention skills.

CIED 1151 Test-taking for College Students Class 1, Cr. 1

Designed to help the student improve his ability to take objective, multiple-choice, matching, completion, and essay exams. The test-taking process will be analyzed and will include preparation for exams, relaxation and stress management exercises, as well as research of the specific techniques needed for success in taking different types of tests.

CIED 1161 Comprehension Skills Course Class 1, Cr. 1

Designed to help the college student understand more from his reading. Lessons will cover finding the main idea, analogy, as well as some practice in the student's own content area. Taped programs and practice exercises will be a part of the course.

CIED 1171 Micro-Course in Speed Reading Class 1, Cr. 1

Emphasizes the improvement of reading speed while maintaining a comprehension level of 80% or better. Visual perception drills, speed reading tapes, and software programs will comprise the bulk of the course work, with ample opportunity provided for practice and practical application of new skills.

SOCIAL SCIENCE

SOSC 1001 - 1004 Social Science — Special Problems Cr. 1-4

Designed primarily for adult education with credit varying from one to four hours. May be taken more than once. Maximum credit is four hours.

SOSC 1011 Career Opportunities in Social Science Class 1, Cr. 1

Orients students to college life. Proper use of time and how to develop study habits. Acquaints students with various fields of Social Science and opportunities offered the graduate.

SOSC 1213 College Life and Success Class 3, Cr. 3

Designed to assist freshmen students in the development of skills and attitudes necessary for academic success and productive college life. Students who have an academic deficiency in three or more assessment areas are required to complete this course in their initial college semester. Students who have an academic deficiency in one or two assessment areas, as well as students enrolled in General Studies, are strongly encouraged to complete this course, but only during their initial year of study. All other students may enroll in this course, but only during their initial year of study. This course fulfills the requirement for Career Opportunities 1011.

SOCIOLOGY

SOCI 1111 Social Work Field Experience Lab. 3, Cr. 1

Designed to give the student some experience working with and for others in a volunteer capacity and evaluating their experience. Prerequisite: SOCI 2013 concurrently or consent of the instructor.

SOCI 1113 Introduction to Sociology Class 3, Cr. 3

An introductory study of the major principles of sociology, with emphasis on group life, its structure and processes; interrelations of society, culture and the individual; analysis of basic social institutions and social processes.

SOCI 2013 Introduction to Social Work Class 3, Cr. 3

Offers a comprehensive view of the social work profession. It gives a framework for integrating social work information concerning special problems, populations, different social work settings, levels of practice, professional preparation for practice and the range of the knowledge, values, and skills needed for social work experience. Prerequisite: Sophomore standing.

SOCI 2023 Basic Helping Skills Class 3, Cr. 3

This course is designed to enable the student to learn and practice a set of skills basic to the helping professions. It will provide a practicum experience on which the student can draw as he/she tries to understand concepts and principles basic to the helping role.

SOCI 2113 Marriage and the Family Class 3, Cr. 3

Designed for those who are concerned with achieving a high level of happiness and success in their marriages. Included in the course will be scientific knowledge which exists about mate selections, the courtship process, prediction of marital success, divorce, sex adjustment in the marriage, family planning, bringing up the children. Also stressed will be importance of psychological, economic, and social factors in their relation to a successful marriage.

SOCI 2123 Social Problems Class 3, Cr. 3

Social problems offer an opportunity to study the nature of American Social Organization along with some of the pressing questions of the day. Principal topics which may be included are studies of family organizations, population and racial groups, immigration and emigration, crime and its treatment, recreation, housing, public health and sanitation. Reading lists are provided for each chapter of the text. Class work is carried out by panel discussion with some lectures.

SOCI 2203 Fundamentals of Social Work Practice Class 3, Cr. 3

Fundamentals of the generalist approach to Social Work intervention at micro, mezzo and macro level. The course emphasizes a systems perspective based on an empowerment/ecological model.

SOCI 2353 Cultural Anthropology Class 3, Cr. 3

Introduction to culture, various subdisciplines of cultural anthropology, anthropological concepts and capsule ethnographies of assorted ethnic groups.

SPEECH AND THEATRE

TH 1011 Career Opportunities in Fine Arts Class 1, Cr. 1

Orients students to college life. Proper use of time and how to develop study habits. Acquaints students with various fields of Fine Arts and opportunities offered the graduate.

TH 1012 Traditional Indian Dance (Men) Class 2, Cr. 2

The course will cover the basics for the male dancers of the gourd dance and the war dance, with correct etiquette concerning the drum and pow-wow celebration.

TH 1022 Traditional Indian Dance (Women) Class 2, Cr. 2

The course will cover various dance styles for the Plains style and the Northern style with correct etiquette regarding customs and traditions of the pow-wow. Traditional dress, moccasins, and apparel in design and construction will be a part of class emphasis. Special emphasis will be given to the plains Indians.

TH 1112 Techniques of Theatre Touring Lab. 5, Cr. 2

A participation course in which students will rehearse, produce, perform, and maintain a touring theatre production. Prerequisite: Enrollment by audition only.

TH 1533 Voice and Diction Class 3, Cr. 3

Provides for improvement of voice and diction through a preliminary study of the anatomy and physiology of the vocal mechanism of the sounds of spoken English in isolation and connected speech, and through a program of vocal exercises for self-improvement. Prerequisite: Introduction to Speech Communication 2713.

TH 2011, 2021, 2031, 2041 Theatre Production Activities

**Lab 2, Up to 4 hours credit,
but not more than one per semester**

Prepares students for participation in theatre productions. Activities may include scenery construction and painting, costume construction, lighting, sound, publicity, acting rehearsals, etc. Open to all students. No prerequisite.

SPCH 2213 Public Speaking Class 3, Cr. 3

An advanced study of public address with emphasis placed mainly upon preparing, delivery and studying various forms of oral communication, with continuing emphasis upon the development of speaking ability. Prerequisite: SPCH 2713.

TH 2413 Introduction to Theatre Class 3, Cr. 3

A survey of the theatrical art as it has reflected and contributed to the development of civilization. May be used as part of the student's humanities hours within the general education requirements. Theatre is examined from the perspectives of audience, playwright, director, actor, and designer.

TH 2533 Oral Interpretation Class 3, Cr. 3

An analysis of prose, poetry, and dramatic literature, with practice in selection, evaluation, preparation, and oral presentation of each. Emphasis is placed on communicating both intellectual and emotional meanings of the printed page. Prerequisite: SPCH 2713 or permission of instructor.

TH 2543 Acting I Class 3, Cr. 3

Basic course in the history, development, and techniques of various acting styles. Group and individual exercises are used to stimulate the student's creative ability. Topics include auditioning process, rehearsal problems, stage movement, and character analysis and development. Open to all students.

TH 2663 Technical Production I Class 2, Lab. 2, Cr. 3

A survey of the elementary techniques of stagecraft, lighting, costuming, stage management, make-up, sound, business, and publicity. Practical experience is gained by preparing for departmental productions. Open to all students.

TH 2673 Technical Production II Class 2, Lab. 2, Cr. 3

Basic techniques creating the visual image for theatrical productions. Emphasis is on basic costume construction, but includes the use of alternate materials for scenery, props, and the principles and methods of state and television studio make-up. Practical experience is gained by preparing for departmental productions. Prerequisite: TH 2663 or permission of instructor.

SPCH 2713 Introduction to Speech Communication Class 3, Cr. 3

Basic course in oral communication with emphasis on communication theory, listening skills, organizational methods, and delivery techniques. Practice is offered through preparation and presentation of various types of speeches.

TECHNOLOGY - See Integrated Technology

TELEVISION – See Mass Communication

THEATRE - See Speech and Theatre

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Brian Hauck, A.A., B.S.Ed., M.A.	School of Liberal Arts A.A., Iowa Lakes Community College; B.S.Ed., Missouri Southern State College; M.A., Pittsburg State University; Graduate Study, Pittsburg State University
John Lomax, A.A., B.S., M.Ed.	School of Agriculture & Natural Sciences A.A., Northeastern Oklahoma A&M College; B.S., M.Ed., Northeastern State University; Graduate Study, Pittsburg State University

Assistants in Administration

Mike Barlow, B.S., M.S.	Athletic Director/Trainer
Nicole Brown, B.S., M.A.	Coordinator, High School/College Relations
Sloane Brown, B.S., M.L.S.	Coordinator, Library Services
Cheryl A. Butler, B.S., M.S.	Director of Counseling
Bethene Fahnestock, B.S.N., M.S.	Director, Institutional Research and Special Programs
Steve Grimes	Director, Physical Plant
Brad Henderson, B.S., M.A.	Coordinator, Educational Technology Center & Distance Education
Tammy Higgins, B.S.	Director, Financial Aid
Edie Ingram, A.A., B.A.	Director, Development Foundation
Amy Ishmael, B.S., M.A.	Dean, Enrollment Management and Student Records
Vann Labadie, B.S.	Director, Auxiliary Services
Kelly Lindner, B.A., CPA.	Controller
Gina Manders, B.S.	Coordinator, Continuing Education
Steve Patterson, A.A., B.S., M.S.	Interim Coord., Student Discipline/Interim Head Football Coach
Lou Wilson, A.A., B.S.	Director, Management Information Systems

Administrative Aids

Marcia Enyart	Coordinator, Personnel & Data Control
Amy Jones, A.A., B.S.	Coordinator, Child Development Scholar Program
Dana Johnston, A.A., B.S., M.A.	Director, Allied JOBS Program
James Rowland, B.S.	Coordinator, Resident Life
Julie Rice, B.S., M.S.	Director, Upward Bound Program
Tom Robertson	Coordinator, Campus Police Department
Teresa Thompson, B.A., M.A.	Coordinator, Carl Perkins Program
Linda Wilson, B.S.E., M.S.	Director, Student Support Services Program
Gary Wright, A.A., B.S.	Coordinator, Student Activities & Intramurals

THE FACULTY

- JEFF ALDRIDGE, 1990.....MATHEMATICS
A.A., Garden City Community College; B.S., Northeastern State University; M.S., Pittsburg State University.
- ADRIAN ARNOLD, 2003 HEALTH & PHYSICAL EDUCATION
B.S., Oklahoma State University
- GLENDA BACHMAN, 2001READING
B.S., M.S., Pittsburg State University
- ALAN BATT, 2000DEPARTMENT CHAIR/INSTRUCTOR, MATHEMATICS
M.S., University of South Florida; Graduate Studies, University of South Florida, Tampa
- VICKIE LYNN BERRY, 1988.....MATHEMATICS
B.S., Missouri Southern State College; M.S., Pittsburg State University
- DONALD BIGBY, 2001INTERIM DEPT. CHAIR, HEALTH & PHYSICAL EDUCATION
B.S., Graceland University; M.S., Northeastern State University
- JEFFREY WAYNE BIRDSOING, 1991 DEPARTMENT CHAIR, SOCIAL SCIENCE
A.A., Northeastern Oklahoma A&M College; B.S., M.S., Oklahoma State University; Ed.D., University of Oklahoma
- BETH BLALOCK, 2001 SOCIOLOGY/SOCIAL WORK
A.A., Northeastern Oklahoma A&M College; B.S., Oklahoma State University; M.S.W, University of Oklahoma
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A.A., Northeastern Oklahoma A&M College; B.S., University of Central Oklahoma; D.V.M., Oklahoma State University
- KATHLEEN A. CHRISMON, 1999ENGLISH
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A.A., Flathead Valley Community College; B.A., M.A., University of Montana; Graduate Study, Oklahoma State University
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- SHIRLEY A. COKER, 1989BUSINESS
A.A., Northeastern Oklahoma A&M College; B.B.A, Pittsburg State University; M.S. Northeastern State University, Ed.S. Pittsburg State University
- RONALD E. COMBS, 1974..... DRAFTING/CAD
A.A., Northeastern Oklahoma A&M College; B.S., M.S., Pittsburg State University
- JAMES COMPTON, 1999 DIRECTOR, PHYSICAL THERAPIST ASSISTANT PROGRAM
A.A., Texas State Technical Institution; B.S., California State University at Fresno; Graduate Study, Pittsburg State University
- KIRSTEN COUCH, 1994.....ART
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B.B.A, M.S., University of Oklahoma

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 A.A., Northeastern Oklahoma A&M College; B.S., Oklahoma State University; M.S., Ph.D., Iowa State University

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APPENDIX

ALMA MATER

Dear Northeastern Alma-mater–
We will ever sing to you.
Praises of the best and noblest–
Alma-Mater true.

CHORUS

Hail! All hail to thee,
Northeastern Alma-mater true.
We will ever sing our praises
to the Gold and Blue.

Foster Mother, Friend so loyal–
Honor, Love and Faith we bring.
With thy Spirit ever near us–
This our song shall ring.

NORSEMEN BATTLE CRY

Go Golden Norsemen
Break right thru that line,
With our colors flying,
We will cheer you all the time.
(yell) N E O
Go Golden Norsemen
Fight for Victory
Spread far the fame,
Of our fair name.
Golden Norsemen
Win that game.
(whistle)
(yell) GO - Go N E O
(whistle)
(yell) GO - Go N E O
Hit 'em hard.
Hit 'em low.
Golden Norsemen, Go!!!

ASSURANCES

TITLE VI, SECTION 601, OR THE CIVIL RIGHTS ACT OF 1964

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal assistance.

TITLE IX, SECTION 901, OF THE EDUCATION AMENDMENTS OF 1972

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.

SECTION 504 OF THE REHABILITATION ACT OF 1973

No otherwise qualified handicapped individual in the United States...shall solely by reason of handicap, be excluded from participation in, be denied the benefit of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

CERTIFICATION OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM POLICY

It is the policy of Northeastern Oklahoma A&M College to maintain an educational and working environment which is free from the influence of unlawful drugs. Therefore, the unlawful manufacture, possession, use, dispensing and/or distribution of drugs and alcohol by students and employees of the school on any property owned or maintained by the school or as a part of any school activity is strictly prohibited.

Sanctions for Violations

Individuals who violate this policy will be subject to a number of sanctions imposed both by the school and by the state and federal criminal justice systems.

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