



Welcome to Northeastern Oklahoma A&M College! With on-campus housing, NEO is the largest two-year residential college in the entire state of Oklahoma. In the fall of 2010, NEO had the highest increase in enrollment since 1994, and we predict to keep growing. The learning experience expands beyond the classroom with dozens of clubs and organizations pertaining to our 43 degree programs. These exciting opportunities offer our students the benefits of a university experience within the comfort of a small college setting.

Our instructors pride themselves on offering one-on-one assistance to their students. No NEO student is a nameless individual. No other two-year college in the state of Oklahoma has a higher percentage of full-time faculty members per student than NEO. Among those faculty members are Director of Nursing Debbie Morgan, and Nursing Instructor Peggy Wood who were the recipients of the 2010 Global Education Faculty Award for their global education initiative. Steven McCurley, Chair of Communication and Fine Arts Department and Technical Director, has spent 20 years teaching at NEO. Jim Grover, chair of the Technology Department, has dedicated 43 years to educating NEO students.

These are only a fraction of instructors who guide the college's highly regarded academic programs. The educational experience of all NEO students is molded by experts in their field, from our Agriculture Department, known for its outstanding practical training in farm and ranch management, agriculture, natural resource ecology management and pre-veterinary science, to our award-winning Theatre Program that produces plays straight from Broadway.

NEO houses many impressive facilities, including the new science complex, which is equipped with laboratories for chemistry, microbiology and medical lab technician courses. NEO's 200-acre farm provides a hands-on education in the care and management of livestock, field crops and soil. NEO's upgraded arena provides a practice facility for the Rodeo Team, Livestock Judging Team, and our Equine Judging Team, which has captured a national title each year since 2003. Upgrades also include a total of 60 horse stalls, security lighting, and renovations to the equine center. The Ivan Crossland Sr. Football Complex was completed in Sept. 2010. This new facility features a new weight-lifting room, training room, coaches' offices, and meeting spaces to provide

athletes with state-of-the-art equipment. In spring 2011, students will have an entirely new student union. Upgrades to the Bruce Carter Student Union will offer students a higher standard of meals and provide them with a quality dining experience on campus.

NEO has a rich tradition of athletics, including football, softball, baseball, volleyball, men's and women's basketball and men's and women's soccer. Part of that tradition is the 250 Golden Norse Football players who have been named All-American and the more than 50 Norse Football alumni who have played in the National Football League. All of these accomplishments have added to the pride that is accompanied by a Golden Norse jersey.

NEO has ensured that success is attainable for students from all backgrounds. Assistance is available step-by-step through the admission and enrollment process. NEO features Student Support Services, which provides tutoring, supplemental instruction classes, career exploration, financial and personal counseling and workshops on study skills and job interview techniques. In addition, all of the college's core general education requirements can be met through on-line instruction.

Lastly, at NEO we have students who are proud of their decision to become a Norseman. In only two years, NEO enables its students to obtain a degree that will place them on the career-path of their choice. Whether transferring to a four-year university or entering into the work force, NEO students are prepared for what is ahead. Please contact our Student Recruitment Office to begin your NEO experience today at (918) 540-6291. "Once a Norseman, always a Norseman."

Sincerely,

Dr. Jeffery Hale
President
Northeastern Oklahoma A&M

**CATALOG OF
NORTHEASTERN OKLAHOMA
AGRICULTURAL & MECHANICAL COLLEGE
Miami, Oklahoma**

MEMBER OF

North Central Association
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 2010-2011, 2011-2012

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ACADEMIC CALENDAR 2010-2011

FALL SEMESTER-2010

Faculty Return	August 16, 2010
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 11
Fall Recess.....	October 14-15
Last Day to Drop with a "W"	November 12
Thanksgiving Holiday	November 24-26
Classwork Resumes 7:00 a.m.....	November 29
Classwork Ends & Last Day to Drop a Class	December 10
Semester Examinations.....	December 13-16
Final Grade Reports Due 4:00 p.m.....	December 17
Semester Ends	December 17

SPRING SEMESTER-2011

Faculty Return	January 5, 2011
Classwork Begins 7:00 a.m. (Monday).....	January 10
Last Day to Add Classes	January 21
Mid-Semester Grade Reports Due 12:00 Noon	March 1
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-2011

Enrollment	November, 2010 to May, 2011
Classwork Begins 7:00 a.m.....	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:

	# Weeks	Operational Dates
Fall Semester	(8)	August 23 to October 13, 2010
	(8)	October 18 to December 16, 2010
Spring Semester	(8)	January 10 to March 4, 2011
	(8)	March 7 to May 5, 2011
Summer Session	(4)	June 6 to June 30, 2011
	(4)	July 5 to July 28, 2011

ACADEMIC CALENDAR 2011-2012

FALL SEMESTER-2011

Faculty Return	August 15, 2011
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 10
Fall Recess.....	October 20-21
Last Day to Drop with a "W"	November 11
Thanksgiving Holiday	November 23-25
Classwork Resumes 7:00 a.m.....	November 28
Classwork Ends & Last Day to Drop a Class	December 9
Semester Examinations.....	December 12-15
Final Grade Reports Due 4:00 p.m.....	December 16
Semester Ends	December 16

SPRING SEMESTER-2012

Faculty Return	January 11, 2012
Classwork Begins 7:00 a.m. (Monday).....	January 16
Last Day to Add Classes	January 27
Mid-Semester Grade Reports Due 12:00 Noon	March 5
Spring Vacation Begins 5:00 p.m.	March 16
Classwork Resumes 7:00 a.m.....	March 26
Last Day to Drop with a "W"	April 13
Classwork Ends & Last Day to Drop a Class	May 4
Semester Examinations.....	May 7-10
Commencement Exercises 8:00 p.m.....	May 10
Final Grade Reports Due 4:00 p.m.....	May 11
Semester Ends	May 11

SUMMER SESSION-2012

Enrollment	November, 2011 to May , 2012
Classwork Begins 7:00 a.m.	June 4
Term Ends	July 26

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:

	# Weeks	Operational Dates
Fall Semester	(8)	August 22 to October 14, 2011
	(8)	October 17 to December 16, 2011
Winter Intersession	(3)	December 17, 2011 to January 6, 2012
Spring Semester	(8)	January 16 to March 9, 2012
	(8)	March 12 to May 11, 2012
May Intersession	(3)	May 14 to June 1, 2012
Summer Session	(4)	June 4 to June 28, 2012
	(4)	July 2 to July 26, 2012

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

Northeastern Oklahoma A&M College is dedicated to providing opportunities that promote excellence in learning, service, and leadership in a global society.

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 student advising, financial aid counseling, health services, personal counseling, and appropriate referral to social service agencies.
- 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.
- Ensures that curricular design, instructional strategies, and learning environments integrate appropriate technologies to maximize learning and teaching to prepare for life long learning and competition in a global economy.
- Utilizes innovative thinking to ensure financial viability in an increasingly competitive world.
- 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.
- Provides an opportunity for students to engage in a comprehensive educational experience through intercollegiate and intramural athletics, performing arts, judging teams, and other student activities.

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, sex/ gender, national origin, disability, or status as a veteran.

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:

- Records 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.
- Employment records for college employees that are kept only for business reasons.
- Student 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.
- Parent 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 and the policies and procedures manual.

ACCREDITATIONS

Northeastern Oklahoma A&M College is accredited by The Higher Learning Commission and a member of the North Central Association — www.ncahigherlearningcommission.org; (800) 621-7440. 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 (5600 N. River Rd., Suite 720 Rosemont, IL 600188; 773-714-8880; www.naacls.org).

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; www.state.ok.us/nursing) and accredited by the National League for Nursing Accrediting Commission, Inc. (3343 Peachtree Rd. NE, Suite 500, Atlanta GA 30326, 404-975-5000).

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; www.apta.org).

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.neo.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 encourage students to achieve their goals. The faculty provide 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 drafting and design and agriculture. Ables Hall also houses the Student Support Services program and the Allied Jobs program.

BRUCE G. CARTER STUDENT UNION

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

COMMONS HALL (Music)

Commons Hall was named for Senator Al Commons, State Senator from 1928 to 1936. Senator Commons was instrumental in the establishment of the College. In 2008, the former residence hall was renovated into a modern instructional area and intimate, acoustically - sound performance venue. Commons Hall offers practice areas for music students faculty offices, and a small auditorium open to the college and community.

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. The Student Recruitment Office is also located in Copen Hall.

CUNNINGHAM HALL

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

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, the Learning Resources Center, the Educational Technology Center, the Financial Aid Office, the Business Office and the Admissions and Records Office.

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 Center for Academic Success and Advisement, providing academic advisement to new students, counseling for all students, and academic assessment and testing. The west wing of the second floor houses the Child Development academic program and The Adult Learning Center. The west wing of the third floor serves as the site for the State Vocational-Rehabilitation offices and the Upward Bound Program.

FINE ARTS CENTER

This building, a cultural center of the performing and visual arts, contains a television studio, classrooms, art studio, and faculty offices. 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, a sixlane 75-foot swimming pool, locker rooms, athletic training facilities, and offices for the physical education faculty.

HEALTH SCIENCE BUILDING

The Health Sciences building contains nursing 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 child development laboratory.

IVAN CROSSLAND SR. FOOTBALL COMPLEX

The Ivan Crossland Sr. Football Complex was completed in Sept. 2010. This new facility features a weight-lifting room, training room, coaches' offices, and meeting spaces to provide athletes with state-of-the-art equipment. The Crossland family, which has longstanding ties to NEO, contributed \$250,000 to the Golden Norse Football Program, an integral factor in the completion of this athletic complex. The facility is named in memory of Ivan Crossland Sr., founder of Crossland Construction, who graduated from NEO in 1958 after taking evening classes for four years while raising ten children.

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. In addition to the extensive holdings and computer laboratory, the LRC houses the Testing and Assessment Center on the second floor.

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.

SCIENCE LABORATORY BUILDING

Classes were first held in the new Science Laboratory Building fall of 2010. This 10,750 square feet facility houses laboratories for chemistry, microbiology and medical laboratory technician courses.

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, intramural basketball court, a walking track, wellness center,

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.

SYNAR FARM

Named for Harry Synar, Chairman of the Division of Agriculture Science and Industry from 1947 to 1981, the College farm was acquired in 1946. The two-hundred acre experimental farm is located one mile east of the main campus. 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.

RESIDENCE HALLS

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

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.

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.

ADMISSION AND 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. 21) 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 a 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.

High school students in their final semester may present a seven semester transcript, ACT scores and College application for early enrollment. The student must submit a complete official high school transcript prior to the beginning of the semester to maintain admission eligibility.

CURRICULAR REQUIREMENTS

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

Subject	Unit (Years)	Description
English	4	Grammar, Composition, Literature
Laboratory Science	3	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, and/or Non-Western Culture
Other	2	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 on active military duty may be admitted upon completion of assessment by the Testing Center.
2. Any 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.

Students 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 STUDENT

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. Any student wishing to enroll in an activity course must be 18 years of age or eligible to enroll as a degree seeking student. 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 Program Office at (918) 540-6393 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 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 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 19 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 19 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 ADMISSION 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 tuition and 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 ENROLLMENT

Senior Citizens 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 A&M College's Continuing Education Office and/or the Admissions Office to learn more about senior citizen audit discount benefits.

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, and rubella, 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.

ACADEMIC WORKLOAD

A student should enroll in the number of semester-credit-hours that allows the student to have adequate time for class attendance and study outside of the classroom. In compliance with State Regents' policy, the College has established the maximum number of semester credit- hours a student may enroll in based upon the number of weeks in the semester or academic session: 19 semester-credit-hours for the 16-week semester, nine semester-credit-hours for an 8-week session, and five semester-credit-hours for a 4-week session.

Enrollment in more semester-credit-hours per semester or session constitutes an academic overload and requires approval by the School Dean. A student desiring to carry an academic overload must have demonstrated readiness to perform on an overload basis, either through superior performance on a college aptitude test or on the basis of superior academic achievement in high school or college. The maximum student overload in any given term is limited to a number of semester-credit-hours which is 50 percent greater than the total number of weeks in the applicable academic term. Credit earned through an advanced standing examination will not be computed as part of the academic workload.

CO-ENROLLMENT AT OTHER COLLEGES

A student who desires to earn credits at another institution of higher education through regular enrollment or distance education, while simultaneously enrolled in residence at Northeastern Oklahoma A&M College, must secure advanced approval through the Vice President of Enrollment Management and Student Records. The semester-credit-hours from each institution will be used to compute the student's academic workload. The total number of semester-credit-hours should be in compliance with the academic workload as defined by the Oklahoma State Regents for Higher Education and NEO A&M College. Transfer of credits taken simultaneously from two or more colleges will be subject to the policies of the receiving institution.

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; general education assessment to determine basic skill competencies; program outcomes 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 subtests 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 may 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 and Math.

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.

GENERAL EDUCATION OUTCOMES ASSESSMENT

Oklahoma State Regents for Higher Education and The Higher Learning Commission 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 general education outcomes assessment. The general education outcomes assessment will be accomplished through the administration of the MAPP test to all graduating students. The average scores in each subtest will be measured by comparison to benchmark scores that are based on national normative two-year college percentile data on an annual basis. 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.....\$92.35 per semester hour

GENERAL TUITION AND FEES FOR OUT-OF-STATE STUDENTS* \$226.70 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 Vice President 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 ...	\$26.00 per semester hour per Academic Readiness course
Internet Courses	\$20.00 per semester hour
Internet Remedial Courses.....	\$26.00 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 courses)	\$20.00 per semester hour
Community Service Laboratory Fee.....	Cost of Services
Student Identification Card (For time of enrollment).....	\$15.00
Transcript Fee (per semester)	\$5.00
Graduation Fee (final semester).....	\$35.00
Parking Permit (non-refundable)	\$25.00
Wellness Linen Fee	\$10.00 per credit hour
Transcripting Fee for Technical Schools.....	\$8.00 per credit hour
Some Classes may have laboratory fees.....	Varies with class

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. 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 COLLEGE

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 47) 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*

RESIDENTIAL 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.

- All full-time students (enrolled in 12 credit hours or more) 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 he/she resides with his/her parents or legal guardian within a 50-mile radius of Miami.
- 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.
- Basic TV cable is provided in each residence hall room.
- Residence hall occupants must choose one of two cafeteria meal plans offered.
- Telephone service for local calls and access to toll-free and long distance service is provided in the room cost. 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.
- 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.)
- 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 or Single Occupancy – when available)

	Academic Year	Per Semester	Installment Payments
Plan A-1			
18 Meals per Week (<u>Double</u>)	\$4,094.00	\$2,047.00	\$511.75
18 Meals per Week (<u>Single</u>)	\$4,670.00	\$2,335.00	\$583.75
Plan A-2			
14 Meals per Week (<u>Double</u>)	\$3,840.00	\$1,920.00	\$480.00
14 Meals per Week (<u>Single</u>)	\$4,416.00	\$2,208.00	\$552.00

Residence hall cost includes 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:

- 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 15th day of January, February, March and April and delinquent after the 5th day of each of these months.
- Semester Plan: Payment is due August 15th and January 15th.
- Annual Plan: Payment is due August 1st.

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.

POLICY ON THE USE OF SECURITY DEPOSITS

Security deposits required for residence halls are refundable providing the secured property is 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 an Ability to Benefit 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 NEO 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 (NEO):

- Federal Pell Grants
- Federal Academic Competitiveness Grants (ACG)
- 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 on campus 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 Grants, 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 Grants but may be eligible for other types of financial aid to assist with educational 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 are available online at www.neo.edu/ under the Financial Aid link. Several types of scholarships are available to students. They include, but are not limited to: Dobson Presidential Award, Tri-County Excellence Scholarship, Norse Academic Scholarship, Merit Residential 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 Non-resident 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. Fulltime, 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, which the college uses to determine your eligibility. Both the college and the student are notified when the FASFA process is complete.

FEDERAL ACADEMIC COMPETITIVENESS GRANTS

The Academic Competitiveness Grant (ACG) was made available for the first time for the 2006-2007 school year for first year college students who graduated from high school after January 1, 2006, and for second year college students who graduated from high school after January 1, 2005. The Academic Competitiveness Grant award is in addition to the student's Pell Grant award.

An Academic Competitiveness Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are eligible for a Federal Pell Grant and who had successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must maintain a cumulative grade point average (GPA) of at least 3.0. An ACG does not have to be repaid.

NATIONAL SCIENCE & MATHEMATICS ACCESS TO RETAIN TALENT GRANT (National SMART Grant)

NOTE*** BECAUSE NEO IS A 2-YEAR COLLEGE, THIS GRANT IS NOT AVAILABLE TO OUR STUDENTS. THIS IS FOR YOUR INFORMATION ONLY, SHOULD YOU DECIDE TO PURSUE THESE MAJORS AT NEO, THEN TRANSFER ON TO ANOTHER INSTITUTION.

The National SMART Grant is available during the third and fourth years of undergraduate study to full-time students who are eligible for the Federal Pell Grant and who are majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a foreign

language determined critical to national security. The student must also be enrolled in the courses necessary to complete the degree program and to fulfill the requirements of the intended eligible major in addition to maintaining a cumulative grade point average (GPA) of at least 3.0 in coursework required for the major. The National SMART Grant is in addition to the student's Pell Grant award.

This grant may provide up to \$4,000 for each of the third and fourth years of undergraduate study to full-time students who are eligible for a Federal Pell Grant and who are majoring in the courses listed above.

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 HIGHER LEARNING ACCESS PROGRAM (OHLAP)

Oklahoma's Promise provides awards equivalent to all or part of tuition expenses for students who complete the program's requirements while in high school. The award may be used at Oklahoma public and private colleges. Students enrolled in the eighth, ninth and tenth grade, whose family income does not exceed \$50,000, may enroll in the program.

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 an application for this award.

FEDERAL WORK-STUDY AND 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 Fall and Spring semester and 40 hours per week during the summer session.

In addition to the FCWS 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 Office of Financial Aid and online at www.neo.edu/, under the Student **Employment** link.

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

Administrative offices	Residence Hall Proctors	Maintenance
Bookstore	Instructors' secretaries	Reading & Math Tutors
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 DIRECT LOAN PROGRAM

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. Certification on these loans will not be processed prior to the last two 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 halftime. 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. Certification on these loans will not be processed prior to the last two weeks of each semester.

BUREAU OF INDIAN AFFAIRS GRANT

The United States Government, through the Bureau of Indian Affairs, provides annual scholarship 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 program; 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 allowances, 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, Federal Direct 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, JPTA, 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 and completed (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 placed on Financial Aid Suspension and will no longer be eligible for participation in any 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. Summer eligibility is different from the regular Fall/Spring semesters, six (6) hours during the Summer is considered full-time status, and three (3) hours is considered half-time status.

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. There are two appeal processes: one for the first time suspendees, called the SAP APP Mentoring Process, and one for returning suspendees, called the SAP REAPP Process. To appeal through either process, you must notify the Office of Financial Aid within ten (10) days of your suspension notifications so that the staff can initiate the correct appeal process for you. The Appeal Committee consists of the Vice President for Student Affairs, Vice President for Enrollment Management, and the Assistant Vice President for Fiscal Affairs. The student is advised to provide supporting documentation if they go through the SAP REAPP process 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 - 96 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 Office of Financial Aid. 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. 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. You will only be eligible to retake a failed course, or course from which you withdrew, twice, if it is listed on your 2nd Degree form or Credit Hour Extension. In other words, Financial Aid will only pay for a course three (3) times total before you are responsible for payment of those hours.

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 Office of Financial Aid 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 read a copy from the OFA website at www.neo.edu or obtain a copy in the Office of Financial Aid. 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 Financial Aid 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 Financial Aid 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 funds 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 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 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 semesters 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 for a maximum of 32 hours per year. 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

Men's Soccer Women's Soccer

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 \$300 tuition per semester or up to \$600 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 degree grade point average and enrolls for the next fall semester by the last day of the spring.

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 a maximum of 6 hours tuition each semester. 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 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 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 and transcript to scholarship application
3. Have a 26 or higher ACT composite score
4. Be in top 25% of high school class

This scholarship is worth an amount equivalent to unlimited general enrollment tuition each fall and spring semester for tuition, fees, book, 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 semesters with a 3.5 or higher cumulative 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 an amount equivalent to unlimited general enrollment tuition each fall and spring semester for tuition, fees, book, 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 Cardio Plus and Water Aerobics classes. All general enrollment tuition and the linen fees are discounted for the Cardio Plus and Water Aerobics 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.

Leadership/Talent Scholarship — We offer a complete program of curricular and cocurricular 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 | Drama |
| Band | Music |

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 — This scholarship pays up to \$800 per academic year. Recipients must apply by May 1st, have a 22 or higher composite ACT score, and pay the \$75 dorm deposit. This scholarship will be awarded to the first 40 qualifying applicants.

Non-Resident Tuition Waiver — This waiver pays for an unlimited number of hours of non-resident tuition charges for the fall, spring, and summer semesters. It is automatically awarded to all first time freshman and transfer students. In order to maintain the waiver students must have a cumulative 2.5 institutional grade point average after their first year at NEO. Students who fall below the 2.5 grade point average will lose the waiver until such time as their GPA is once again 2.5 or above.

Norse Academic Tuition Scholarship — This scholarship pays up to \$1000 per academic year. Applicants must have a 24 or higher ACT composite score, a 3.5 or higher high school grade point average and apply by the March 1st deadline. For a sophomore renewal, students must complete 24 or more hours (18 hours for nursing students) with a 3.0 grade point average.

Tri-County Excellence Scholarship — This scholarship pays up to \$1000 per academic year. It is a competitive scholarship awarded to selected students from Ottawa, Delaware, or Craig county high schools. Recipients will be selected by the Scholarship Committee based on academic record and recommendation from high school officials.

Viking Scholarship — This scholarship is offered through the High School and College Relations Office based upon recommendations from high school counselors and NEO faculty. For sophomore renewal eligibility, students must pass 24 or more hours the fall and spring semester with a 3.0 or higher grade point average and enroll for the next fall semester by the last day of the spring semester.

Other Types of Waivers

A. Room Fee Waiver — A limited number of Room Fee Waivers have been allocated to 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 August 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 Office or on the Foundation/Alumni Web page. 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) 540-6115.

Billie Pearl Able Memorial Scholarship — This scholarship was created to help a female basketball athlete. The candidate must be a graduate of Wyandotte High School and attend NEO A&M College. Financial need combined with a G.P.A. of 3.0 or higher will be determining factors of the award recipient. A special committee from Wyandotte High School will select the recipient.

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.

#3 BFT (#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. Applicants must complete a one page essay that contains their knowledge of the history of the British Flyers and Miami, Oklahoma. The essay must be turned in with the application.

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.

Carolyn Elmore Memorial Scholarship — This scholarship was established by the city of Picher in memory of Carolyn Elmore to help a student of the Picher School System or a descendant of an individual who attended the Picher School System. This student must be enrolled in 12 hours at NEO, and must maintain a 2.5 or higher G.P.A. Students who are majoring in a Health Science field are preferred. This student is selected by a committee of past citizens of Picher, Oklahoma and/or educators from the Picher School System.

Dan and Tim Drury Memorial Athletic 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 based on need.

David Froman Memorial Scholarship — Established in memory of David Froman, an Outstanding NEO Alumnus and member of the NEO A&M Drama and Theatre Department. The student must be a major in fine arts and be enrolled in 12 or more hours. The recipient must maintain a 2.5 GPA or higher and will be selected by the Drama & Theatre Department at NEO.

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, must carry a course load of 15 or more credit

hours each semester, maintain at least a 3.0 GPA, and maintain a good disciplinary record. 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 a special committee.

Susan Graham Memorial Scholarship — This scholarship was established in memory of Susan Graham to assist a student in the NEO Nursing program. The recipient of this scholarship award will be chosen by the NEO A&M Nursing faculty. They must maintain a 2.5 or higher G.P.A.

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.

Dobson History Education Alliance — This scholarship has been established to benefit students with a business major. The recipient must be enrolled full-time and maintain a 2.5 GPA. This candidate must also be willing to work some volunteer hours in the Dobson Museum.

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.

Mason McWatters Memorial Scholarship — Established to honor Mason McWatters, this scholarship will go to a student enrolled in the School of Agriculture and Natural Sciences. The candidate must be a full time student at NEO and maintain a G.P.A. of 2.5 or higher.

NEO 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.

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.

NEO Women's Scholarship — This scholarship was established by the NEO Women's Association to provide financial support for students with a financial need. The student must have a GPA of 3.0 or higher, this award may be applied to tuition, fee, room/board, and/or books.

Nursing Faculty Scholarship — This scholarship is provided by the NEO Nursing Faculty and is awarded to a second year nursing student. The student will be selected by the nursing faculty. This scholarship award will be made on the basis of academic merit, clinical performance and financial need.

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.

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.

Tom and Judy Poole Scholarship — This scholarship was created to honor Tom Poole, a long time Vice President of Fiscal Affairs at NEO. The recipients of this scholarship will be selected by Tom and Judy Poole and must be a full time student at NEO with a G.P.A. of 3.0 or higher.

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.

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).

Dr. Robert Swanson Memorial Scholarship — This scholarship was established in memory of Dr. Robert Swanson the band director and faculty member at NEO for several years. This student must be a member of the NEO Music Program Band and will be selected by the Music Program Faculty.

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.

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 the 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

Counseling services are available to all NEO students. The coordinator of counseling services is a licensed professional counselor and a licensed alcohol and drug counselor in the state of Oklahoma and her office is located in the Center for Academic Success and Advisement in Dyer Hall. Confidential counseling sessions may encompass academic, vocational, social or personal issues. The coordinator of counseling services also educates students about various mental health related topics, handles conflict resolution issues, intervenes in crises and leads support groups. Referrals are made for needed services that are not offered on campus.

LEARNING RESOURCE CENTER

The Dayle Creech Library and Learning Resource Center 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, audio visual materials, Internet access and other media are available for class assignments, cultural enrichment, or personal use. In addition to traditional media services, access to a wide variety of full text databases is provided. Carrels for private study and conference rooms for group meetings are available for patron needs. An open access computer laboratory compliments the other study area, while the open stack library system encourages students to browse freely and select materials as desired.

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 had an IEP and/or Vocational Rehabilitation. An application can be obtained by visiting Student Support Services, which is located in Ables Hall, Rooms 205-212, or contact the program director at (918) 540-6263.

HEALTH SERVICES

Students are expected to secure medical services through their own private physicians. In cases of serious accident or illness, students will be referred 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, 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 Harrill 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 Affairs. Emergency care, if needed, will be secured.

SERVICES FOR STUDENTS WITH DISABILITIES

General Information — Students with any type of disability that requires special accommodations for access to programs or services may request assistance from their instructor or the Americas with Disabilities Act (ADA) Coordinator. Please contact the Office of Student Affairs for additional information.

Accessibility — Classroom buildings are accessible by using ramps, chairlifts or elevators. Keys for the elevators and lifts may be obtained from the ADA Coordinator. A key deposit is required. At this time, housing accommodations have limited access. However, additional residence access is planned.

Parking Permits — Special parking permits may be obtained through the Campus Police Department located in the basement of the Library Administration Building or by request to the ADA Coordinator.

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 Affairs, Library Administration Building.

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."

The Post Office is open Monday – Friday from 8 am to 4:30 pm during the fall and spring semesters. During the Summer it is open Monday — Thursday from 8 am to 4:30 pm. A fee is charged for a postal box and a \$15.00 key deposit is required for the key. The deposit is refunded upon return of the key. Only one person is allowed to rent and use each postal box and students must have their key to pick up mail. Post Office personnel will not retrieve mail out of the box.

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 through the Campus Police department.

BOOKSTORE

The bookstore is located in the Bruce G. Carter Student Union and open fall and spring semesters Monday - Friday from 7:45 am to 4 pm; summer semester during the month of June only Monday - Thursday 7:00 am to 4:30 pm. Besides new and used textbooks, supplies and engineering drawing equipment, the Bookstore sells clothing, backpacks, novelties and sundries. Textbooks may be resold at the end of each semester during a scheduled period of time. Announcement of the time schedule for selling books will be made during the latter part of each semester. NEO contracts with a used book buyer to conduct its buy-back. The purchase price of a used textbook depends on whether the book is used again at the College. Fifty percent of the list price is usually paid for books that will be used the next semester. Books no longer used by the College will be purchased based on the supply and demand of the books and their general condition.

CONTINUING EDUCATION

CONTINUING EDUCATION

Continuing Education includes as 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 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. An off-campus center is located in Grove where area citizens may obtain more information and assistance on 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 the webpage for volunteer opportunities under Student Life - Activities on the NEO website - [www. neo.edu/](http://www.neo.edu/).

STUDENT ORGANIZATIONS AND ACTIVITIES

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 a cumulative 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. Selection 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 AND ORGANIZATIONS

Northeastern Oklahoma A&M College offers a variety of activities and organizations for students to become involved. Each semester students can participate in on-campus events and activities; off-campus excursions to athletic, cultural, and entertainment venues; and intramurals athletics. Information concerning events, activities, trips, and intramurals can be directed to the Coordinator for Student Activities located in the Student Activity Center. Suggestions for activities, events, and trips are welcomed. Please submit suggestions to the Coordinator of Student Activities.

A variety of clubs and organizations are available at Northeastern Oklahoma A&M College. Additional organizations are added at the request of the student body. Students who represent the college in organizations, clubs, competitive and non-competitive activities, athletics, or as officers of organizations and student body government must be passing twelve hours. These activities include but are not limited to student body government, athletics, agriculture teams, cheerleading, Norse Stars, drama, band, chorus, Meistersingers, Jazz Band, any athletic team or any other activity. Returning NEO students and transfer students must also have completed a minimum of 12 hours the preceding semester with an earned grade point average of 1.75 or higher. A faculty or staff advisor who is recommended by the club members shall be required for all organizations. The advisor will be responsible for checking student eligibility and for assisting in the club's activities. The advisor does not have veto power for the club/organization. For details of any club or organization, please contact the Office of Student Affairs.

Afro-American Society	Native American Student Association
Aggie Society	NEO Cheerleaders
Agricultural Education Club	NEO Herdsman
Band	NEO Nursing Students
Baptist Collegiate Ministries	NEO-Student Nurses Association
Child Development Club	Norse Stars
Choir/Meistersingers	Norse Silk
Christian Student Fellowship	Phi Beta Lambda
Collegiate Republicans	Phi Theta Kappa
Engineering Club	Physical Therapist Assistant Association
English Club	PreVet Club
Foreign Language Club	Psychology Student Association
Forestry and Wildlife Club	Resident Life Council
Grove Higher Education Center	Rodeo Club
History Club	Social Work Student Association
Investment Club	Student Ambassadors
Livestock Judging Team	Wesley Foundation
Masquers Club	
Medical Laboratory Technicians	

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, soccer, 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."

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

Intramural athletics include: flag football, golf, co-ed softball, volleyball, bowling, basketball, pool, and video games. Schedules and procedures for participation are arranged through the Coordinator of Intramurals, who is located in the Student Activity Center.

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 tests.

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 Freshman Year Experience 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 class attendance 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. Academic Warnings will be issued by instructors for excessive absences.

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 issued an academic warning, 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 provided by the Vice President for Enrollment Management. A transcript fee of \$5.00 per semester is charged. This fee includes the cost 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.neo.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 nor 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 16 weeks.

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 the 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 (18 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 maximum 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, Vice President for 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 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, Vice President for 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 an Add/Drop form and approved by the student's academic advisor. 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 Add/Drop form to the Admission's Office for official enrollment in the course.

DROPPING A COURSE — Withdrawal from a course must be documented on an Add/Drop form and approved by the student's academic advisor. Withdrawal after the Add/Drop Period ends (see above) also requires the signature of the class instructor. Refunds of tuition and fees will only be made as specified in the "Refund Policy" (see page 23). 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 a passing grade or 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, and each department 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 **23** 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 have 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 retention 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 retention 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 cumulative GPA to the required retention level or to achieve a 2.0 GPA the next semester in regularly-graded coursework, excluding activity or performance courses, will be suspended from the College. 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 reprobated. 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 final semester (prior semester for summer graduates), students seeking a degree should prepare for graduation. Students obtain an Application for Graduation and a Degree Check form from their advisors. The completed forms must be returned to the Registrar's 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 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 their advisor's office.

Substitution for any required course in a degree plan specified in the College Catalog requires approval by the student's advisor, department chair, and the dean of the school offering the degree.

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 experience 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 training, 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 credit 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 \$85. For more information, contact the Testing Center at (918) 540-6972.

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 Vice President for Enrollment Management.

ADVANCED STANDING EXAMINATION

Some academic departments offer locally prepared examinations for which no CLEP examination exists. The cost for the 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 once the advanced examination has been administered. For more information, contact the Testing Center at (918) 540-6972.

CO-OPERATIVE AGREEMENT WITH AREA TECHNOLOGY CENTERS

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. 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 Dean's 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 count 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 41 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 AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES® – NEO A&M College participates in the Who's Who Among Students in American Junior Colleges honors 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 49.) 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 46). 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 46). Individual programs may have additional requirements. See the Plan 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 107. 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	Freshman Composition I Freshman 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	<u>Select at least one course from the following:</u> 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 <u>Select an additional course from the list above or one course from the following</u> 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 African-American History HIST 2343 Religion in America 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	Select from the following science offerings: Biological Science Courses Chemistry Courses Geology Courses Physical Science Courses Principles of Physics I & II Fundamentals of Soil Science Principles of Horticulture 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 | <u>Select from the following:</u> Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<u>Social Science courses:</u>
AGECE 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 African-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
HIST 2323 The History of Oklahoma
MCOM 1013 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
SOCI 1113 Introduction to Sociology
SOCI 2113 Marriage and Family
SOCI 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 and Sciences

School of Human Environmental Sciences

Department of Business and Technology

Department of Nursing, Allied Health, and Physical Education

School of Liberal Arts

Department of Communication and Fine Arts

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 specialities 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

CRIMINAL JUSTICE

EARLY CHILDHOOD EDUCATION

ENGLISH

GENERAL STUDIES

MASS COMMUNICATION

MUSIC

NATIVE AMERICA STUDIES

NATURAL RESOURCES ECOLOGY &
MANAGEMENT

PSYCHOLOGY & SOCIOLOGY

Social Work Option

SOCIAL SCIENCE

SPEECH & THEATRE

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

AGRICULTURE

BUSINESS ADMINISTRATION

Pre-Accounting Option

EDUCATION — ELEMENTARY (Pre)

ENGINEERING — Pre

Math Option

NATURAL SCIENCES

NURSING (Pre-BSN)

PHYSICAL EDUCATION &

RECREATION

Community Wellness Option

Leisure Services Management Option

VETERINARY MED — Pre

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

BUSINESS ADMINISTRATION TECHNOLOGY

Accounting Option
Administrative Office Support Option
Entrepreneurship Option
Hospitality Option
Management and Marketing Option
Medical Office Assistant Option

COMPUTER SCIENCE

Computer Support Specialist Option

CONSTRUCTION TECHNOLOGY

Drafting and Design Option

EQUINE & RANCH MANAGEMENT

Equine Option

MEDICAL LABORATORY TECHNICIAN

NURSING

PHYSICAL THERAPIST ASSISTANT

TWO YEAR CERTIFICATE PROGRAMS

ACCOUNTING

ADMINISTRATIVE ASSISTANT

COMPUTER /INFORMATION SUPPORT

DRAFTING AND DESIGN

EQUINE AND RANCH MANAGEMENT

MANAGEMENT AND MARKETING

MEDICAL OFFICE ASSISTANT

ONE YEAR CERTIFICATE PROGRAMS

ACCOUNTING

ADMINISTRATIVE ASSISTANT

CHILD DEVELOPMENT

(Certificate of Mastery)

DRAFTING AND DESIGN

GENERAL OFFICE OPERATIONS

MARKETING AND MANAGEMENT

MEDICAL OFFICE ASSISTANT

ACADEMIC PROGRAMS BY COLLEGE DEPARTMENTS

- I. School of Agriculture and Natural Sciences
 - A. **Department of Agriculture**
 - Agriculture
 - Equine and Ranch Management
 - Equine Option
 - Equine and Ranch Management (Two Year Certificate)
 - Natural Resources Ecology and Management
 - Pre-Veterinary Medicine
 - B. **Department of Mathematics and Sciences**
 - Construction Technology
 - Drafting and Design Option
 - Natural Sciences
 - Pre-engineering
 - Math Option
- II. **School of Human Environmental Sciences**
 - A. **Department of Business**
 - Accounting (Two Year Certificate)
 - Accounting (One Year Certificate)
 - Administrative Assistant (Two Year Certificate)
 - Administrative Assistant (One Year Certificate)
 - Business Administration
 - Pre-Accounting Option
 - Business Administration Technology
 - Accounting Option
 - Administrative Office Support Option
 - Entrepreneurship Option
 - Hospitality Option
 - Management and Marketing Option
 - Medical Office Assistant Option
 - Computer Science
 - Computer Support Specialist Option
 - Computer Information Specialist (Two Year Certificate)
 - General Office Operations
 - Marketing and Management (Two Year Certificate)
 - Medical Office Assistant (Two Year Certificate)
 - Medical Office Assistant (One Year Certificate)
 - B. **Department of Nursing, Allied Health, and Physical Education**
 - Medical Laboratory Technician
 - Nursing (Associate Degree)
 - Nursing (Pre-BSN)
 - Physical Education
 - Community Wellness Option
 - Leisure Services Management Option
 - Physical Therapist Assistant

III. School of Liberal Arts

A. Department of Communication and Fine Arts

- Art
- English
- General Studies
- Mass Communication
- Music
- Speech and Theatre

B. Department of Social Sciences

- Child Development (Certificate of Mastery)
- Criminal Justice
- Early Childhood Education (AA)
- Education — Pre Elementary
- Native American Studies
- Psychology and Sociology
 - Social Work Option
- Social Science

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 Program at (918) 540-6245.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

<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

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
Additional liberal arts and science course(s).
See p. 54 for requirements.

Program Requirements:

Hours: 22

FYE	1011	Freshman Year Experience
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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 II
ART	2443	Sculpture I
ART	2853	Oil Painting I
ART	2933	Watercolor II
ART	2953	Oil Painting II
ART	1001-4	Special Problems

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

See Entry-Level Assessment and Placement, page 21, for enrollment requirements

**CRIMINAL JUSTICE
ASSOCIATE IN ARTS DEGREE**

This curriculum leads to an Associate in Arts Degree and is designed to prepare students or 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- 6208.**

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
<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

CRJU	1113	Introduction to Criminal Justice
CRJU	2233	Elementary Criminal Law
FYE	1011	Freshman Year Experience

15 hours as directed by advisor:

CRJU	1153	Introduction to Corrections
CRJU	2113	Report Writing
CRJU	2123	Police Management
CRJU	2133	Criminal Investigation
CRJU	2223	Criminal Legal Procedures
CRJU	2243	Criminal Justice Research
CRJU	2253	Juvenile Delinquency
CRJU	2273	Law Enforcement Internship
PSYC	1113	General Psychology
SOCI	1113	Introduction to Sociology

See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 2, 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:

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 <i>or</i> 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	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

FYE 1011 Freshman Year Experience

21 hours as directed by advisor:

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 21, for enrollment requirements.

ENGLISH
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 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 Program at (918) 540-6264.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours	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>	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	PSYC 1113 General Psychology
<i>General Ed Elective</i>	3 hours	ENGL 2413 Intro to Literature
<i>Computer Proficiency</i>	3 hours	See p. 54 for requirements.

Program Requirements:

Hours: 22

22 hours as directed by advisor:

FYE	1011	Freshman Year Experience
ENGL	2113	Advanced Composition
ENGL	2333	Introduction to Technical Writing
ENGL	2433	World Literature I
ENGL	2533	Creative Writing
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
GEOG	1013	World/Regional Geography
HUM	2103	Humanities I
HUM	2203	Humanities II
PHIL	1113	Introduction to Philosophy
SPCH	2713	Introduction to Speech Communication
STAT	2023	Elementary Statistics
		Foreign Language*

*All students seeking certification for public school teaching in Oklahoma are recommended to take a minimum of 10 hours of foreign language.

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

See Entry-Level Assessment and Placement, page 21, 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 Communication and Fine Arts Department at (918) 540-6196.**

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: 22

FYE 1011 Freshman Year Experience

21 additional hours as directed by advisor

A majority of these courses should be taken in courses classified as liberal arts and sciences.
Excludes physical education activity courses.

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 21, for enrollment requirements.*

**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 the Communication and Fine Arts Department at (918) 540-6196.**

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
SPCH 2713 Intro to Speech Communication
See p. 54 for requirements.

Program Requirements:

Hours: 22

Career Opportunities in (area of choice)

Core Requirements: 13 hours

FYE	1011	Freshman Year Experience
MCOM	1013	Introduction to Mass Communication
MCOM	1123	TV I: Studio Production
MCOM	1133	TV II: Field Production
MCOM	2163	Television Directing
MCOM	2213	Introduction to Broadcasting

Nine (9) hours as directed by advisor:

MCOM	1333	Beginning Photography
MCOM	1031	Television Production Activities I.
MCOM	1041	Television Production Activities II.
MCOM	2031	Television Production Activities III.
MCOM	2041	Television Production Activities IV.
MCOM	2113	Mass Media Writing
MCOM	2153	History of Film
MCOM	2520	Television Internship (variable credit 1-4 hours)
TH	1533	Voice and Diction
TH	2533	Oral Interpretation
TH	2543	Acting I
TH	2663	Technical Production I
TH	2673	Technical Production II

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

See Entry-Level Assessment and Placement, page 21, 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 the Instrumental Music Program at (918) 540-6280 or Vocal Music Program at (918) 540-6987.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

<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

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
Additional liberal arts and science course(s).
See p. 54 for requirements.

Program Requirements:

Hours: 28

FYE	1011	Freshman Year Experience
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27 hours as directed by advisor:

MUSC	1000	Master Class/Recital*
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

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

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

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

See Entry-Level Assessment and Placement, page 21, 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 the Native American Studies Program at (918) 540-6350.**

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
<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: 22

FYE 1011 Freshman Year Experience

Core Requirements: 12 hours

ENGL 1013 American Indian Writers
 FL 1013 Cherokee Language I or
 FL 1113 Cherokee Language II
 HIST 1043 History of the Nine Tribes
 HIST 1063 History of the American Indian
 POLS 1033 Tribal Sovereignty

Nine (9) additional hours as directed by advisor

ART 1012 Native American Art
 CRJU 1113 Introduction to Criminal Justice
 MUSC 1212 Traditional Indian Singing
 POLS 1023 American Indian Tribal Government
 POLS 1053 Tribal Demographics
 POLS 2053 Introduction to Law
 SOCI 1113 Introduction to Sociology
 SOSC 1000 Social Science Special Problems
 TH 1012 Traditional Indian Dance (Men)
 TH 1022 Traditional Indian Dance (Women)
 Approved electives as directed by advisor

See course description section of catalog for prerequisite(s).
 See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

NATURAL RESOURCES ECOLOGY AND MANAGEMENT

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) 540-6274.**

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>Science</i>	8 hours	Any lab 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	SPCH 2713 Intro to Speech Communication
<i>Computer Proficiency</i>	2 hours	AG 2112 Microcomputer Tech in Ag.

Program Requirements:

Hours: 23

23 hours as directed by advisor:

FYE	1011	Freshman Year Experience
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 I
ENTO	2991	Introduction to the Science of Entomology
ENTO	2992	Introduction to the Science of Entomology
FOR	2013	Resource/Fire Certification
FOR	2023	Resource/Fire Certification
FOR	2223	Wildland Firefighters Qualifications
NREM	1001	Natural Resources Field Application
NREM	1014	Introduction to Natural History
NREM	1114	Elements of Forestry
NREM	1214	Introduction to Wood Properties and Products
NREM	2013	Natural Resource Ecology
NREM	2103	Forest Measurements I
NREM	2113	Timber Harvesting
NREM	2134	Dendrology
NREM	2886	Forestry Internship
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 for Business and Economics
		Approved Electives (maximum 6 hours)

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

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

See Entry-Level Assessment and Placement, page 21, 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 Psychology and Sociology Program at (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	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	SPCH 2713 Intro to Speech Communication
<i>Computer Proficiency</i>	3 hours	See p. 54 for requirements.

Program Requirements:

Hours: 22

23 hours as directed by advisor:

FYE 1011 Freshman Year Experience

21 hours as directed by advisor:

PSYC 1113 General Psychology
PSYC 1123 Psychology Self Management
PSYC 1603 Developmental Psychology
PSYC 2743 Social Psychology
PSYC 2753 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 21, for enrollment requirements.

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 History. By proper advisement in the selection of electives, students also may prepare for four-year programs in **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) 540-6348.**

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
<i>General Ed Elective</i>	<i>3 hours</i>	Additional liberal arts and science course(s). See p. 54 for requirements.
<i>Computer Proficiency</i>	<i>3 hours</i>	

Program Requirements:

Hours: 22

23 hours as directed by advisor:

FYE 1011 Freshman Year Experience

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 2603 Total Wellness
 HIST 1063 History of American Indians
 HIST 1113 African-American History
 HIST 1613 Western Civilization to 1500
 HIST 1623 Western Civilization after 1500
 HIST 2323 The History of Oklahoma
 PHIL 1113 Introduction to Philosophy
 POLS 1021 Citizenship
 POLS 1023 American Indian Tribal Government
 POLS 1033 Indian Tribal Sovereignty
 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
 Approved electives (maximum 6 hours)

See course description section of catalog for prerequisite(s).
 See Entry-Level Assessment and Placement, page 21, 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) 540-6304.**

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>	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

Core Requirements: 13 hours

PSYC	1113	General Psychology
SOCI	1113	Introduction to Sociology
SOCI	2013	Introduction to Social Work
SOCI	2123	Social Problems
FYE	1011	Freshman Year Experience

Nine (9) hours as directed by advisor

CRJU	2233	Elementary Criminal Law
ECON	2013	Introduction to Macroeconomics
FRCD	2103	Child Development
HIST	1113	African-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(s)
		Approved electives (maximum 6 hours)

See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 21, 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 may also 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 student are welcome to audition for the theatre season's plays and musicals. **For more information contact the Communication and Fine Arts Department at (918) 540-6196.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

Communication 6 hours

ENGL 1113 Freshman Composition I

ENGL 1213 Freshman Composition II

History 3 hours

HIST 1483 American History or

HIST 1493 American History

Political Science 3 hours

POLS 1113 American Government

Humanities 6 hours

Select from HUM listing on p. 53.

Life Science 4 hours

Any Life Science course on p. 53.

Physical Science 4 hours

Any Physical Science course on p. 53.

College Math 3 hours

Any college-level MATH course on p. 53.

Required Elective 3 hours

One course from the following:

Psychology, Foreign Language, Fine Arts

(Art, Music, Drama), Social Sciences

General Ed Elective 3 hours

SPCH 2713 Intro to Speech Communication

Computer Proficiency 3 hours

See p. 54 for requirements.

Program Requirements:

Hours: 22

FYE 1011 Freshman Year Experience

21 hours as directed by advisor:

TH 1113 Techniques of Theatre Touring

TH 1133 Techniques of 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 21, 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>Lab Science</i>	<i>8 hours</i>	Any two Lab Science courses 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> SOC1 1113 Intro to Sociology
<i>General Ed Elective</i>	<i>6 hours</i>	SPCH 2713 Intro to Speech Comm. and additional liberal arts and science course(s) See p. 54 for requirements.
Computer Proficiency*		

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
FYE	1011	Freshman Year Experience

Six (6) additional hours as directed by advisor:

ACCT	2523	Computerized Accounting
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
MIS	2103	Computer Applications
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
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 Education Elective".

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

See Entry-Level Assessment and Placement, page 21, 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) 540-6272.**

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>Lab Science</i>	<i>8 hours</i>
<i>College Math</i>	<i>3 hours</i>
<i>Required Elective</i>	<i>3 hours</i>
<i>General Ed Elective(s)</i>	<i>3 hours</i>
<i>Computer Proficiency</i>	<i>2 hours</i>

Hours: 37

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 Lab 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 courses.
AG 2112 Microcomputer Tech in Ag

Program Requirements:

Hours: 23

FYE	1011	Freshman Year Experience
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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
AG	2281	Agriculture Cupstone
AG	2446	Agriculture Internship
AGCM	2103	Communications in Agriculture
AGEC	1114	Introduction to Agriculture Economics
AGEC	2203	Principles of Economics Applied to Ag
AGLE	1511	Intro to Leadership in Ag Sciences & Natural Resources
AGLE	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	2991	Introduction to the Science of Entomology
ENTO	2992	Introduction to the Science of Entomology
NREM	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

Requirements continued on page 75

PLNT	1213	Introduction to Plant and Soil Systems
PSYC	1113	General Psychology
SOCI	1113	Introduction to Sociology
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 21, for enrollment requirements.

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

This curriculum is designed to prepare students for transfer to a Bachelor’s program in Athletic Training. 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 Pre-Athletic Training Program at (918) 540-6323.**

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>Life Science</i>	<i>4 hours</i>	Life Science approved by advisor
<i>Physical Science</i>	<i>4 hours</i>	Physical Science approved by advisor
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p. 53.
<i>Required Elective</i>	<i>3 hours</i>	Psychology, Foreign Language, Fine Arts (Arts, Music, Drama), Social Sciences
<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

HHP	1713	Introduction to Athletic Training or
HHP	1753	Introduction to Physical Education
HHP	2602	Community First Aid
HHP	2603	Total Wellness
HHP	2663	Care and Prevention of Athletic Injuries

16 hours as directed by advisor:

HHP	1123	Leadership and Team Building
HHP	2052	Sports Officiating
HHP	2213	Principles in Health Education and Health Promotion
HHP	2272	Theory of Coaching Football
HHP	2352	Theory of Coaching Basketball
HHP	2432	Theory of Coaching Softball
HHP	2442	Theory of Coaching Volleyball
HHP	2472	Theory of Coaching Baseball
HHP	2612	Sports Safety Training
HHP	2733	Procedures in Athletic Training
		Electives approved by Department Chair—Maximum 6 hours
		Leisure courses as approved

See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 21, 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 **Economics, Finance, Marketing, Management, Sports Management**, 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 or e-mail business@neo.edu.**

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>Lab Science</i>	<i>8 hours</i>	Any two Lab Science courses 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> SOC1 1113 Intro to Sociology
<i>General Ed Elective</i>	<i>6 hours</i>	SPCH 2713 Intro to Speech Comm. and Additional liberal arts and science course(s)
<i>Computer Proficiency*</i>		See p. 54 for requirements.

Program Requirements:

Core Requirements: 13 hours

Hours: 22

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
FYE	1011	Freshman Year Experience

Nine (9) additional hours as directed by advisor:

ACCT	2523	Computerized Accounting
BADM	2113	Business Communications
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2223	Business Law
CS	1313	Introduction to Microcomputers or
CS	2103	Computer Concepts
MATH	2103	Elementary Calculus
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
MGMT	2213	Principles of Management
MIS	2103	Computer Applications
MKTG	2123	Marketing
OIS	1103	Keyboarding or
OIS	1213	Document Processing
OIS	1133	Professional Development
OIS	2033	Excel Spreadsheets
OIS	2523	Microsoft Word
STAT	2023	Elementary Statistics for Business and Economics
		Approved Business Electives

*A course taken to meet the computer proficiency requirement may be applied as a "General Education Elective". See course description section of catalog for prerequisite(s).

See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

**COMMUNITY WELLNESS OPTION
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** or other 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 Physical Education Program at (918) 540-6192.**

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	Life Science as approved by advisor
<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	Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<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

FYE	1011	Freshman Year Experience
HHP	1713	Introduction to Athletic Training <u>or</u>
HHP	1753	Introduction to Physical Education <u>or</u>
HHP	2413	Introduction to Leisure Management
HHP	2602	Community First Aid
HHP	2603	Total Wellness
HHP	2663	Care and Prevention of Athletic Injuries

10 hours as directed by advisor:

HHP	1122	Personal Trainer
HHP	1123	Leadership and Team Building
HHP	1832	Pedagogy of Sports Skills
HHP	1842	Pedagogy of Fitness and Wellness
HHP	2213	Principles of Health Education and Health Promotion
HHP	2712	Psychomotor Development
ECON	2103	Introduction to Macroeconomics
NUTR	1113	Nutrition
		Leisure activity courses
		Electives approved by Department Chair (6 hours maximum)

*A course taken to meet the computer proficiency requirement may be applied as a "General Education Elective".
See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 21, 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) 540-6264.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

<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

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
MATH 2413 Math Structure I or any college-level MATH course on p. 53.
ART 1803 Introduction to Art
Additional liberal arts and science course(s). See p. 54 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 7 hours

PSYC 1113	General Psychology
FYE 1011	Freshman Year Experience
SPCH 2713	Introduction to Speech Communication

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 2603	Total Wellness
HHP 2663	Care and Prevention of Athletic Injuries
HHP 2602	Community First Aid
HUM 2103	Humanities I
HUM 2203	Humanities II
MATH 1513	College Algebra
MATH 1613	Trigonometry
MATH 1715	College Algebra & Trigonometry
MATH 2513	Math Structures II
MUSC 1113	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 21, 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. 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 and Sciences Department at (918) 540-6275.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Communication 6 hours

History 3 hours

Political Science 3 hours

Humanities 6 hours

Lab Science 9 hours

College Math 3 hours

Required Elective 3 hours

General Ed Elective(s)

Computer Courses 3 hours

Hours: 37

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.

CHEM 1314 General Chemistry I and

PHYS 1014 General Physical Science

MATH 1513 College Algebra or higher

One course from the following:

Psychology, Foreign Language, Fine Arts

(Art, Music, Drama), Social Sciences

Additional liberal arts and science

course(s) to meet the 37 credit hours required.

Approved by departmental advisor

Program Requirements:

Hours: 23

FYE 1011 Freshman Year Experience

MATH 2145 Calculus I

MATH 2155 Calculus II

12 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 2233 Differential Equations

MATH 2273 Calculus III

PHYS 2115 Engineering Physics II

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

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

See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

**LEISURE SERVICES MANAGEMENT OPTION
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 **Leisure Services Management** or other 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 Physical Education Department at (918) 540-6192.**

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	Life Science as approved by advisor
<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	Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<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

FYE	1011	Freshman Year Experience
HHP	1713	Introduction to Athletic Training <u>or</u>
HHP	1753	Introduction to Physical Education <u>or</u>
HHP	2413	Introduction to Leisure Management
HHP	2602	Community First Aid
HHP	2603	Total Wellness
HHP	2663	Care and Prevention of Athletic Injuries

10 hours as directed by advisor:

HHP	1122	Personal Trainer
HHP	1812	Pedagogy of Outdoor Activities
HHP	1822	Pedagogy of Rhythm and Movement
HHP	2473	Foundation of Leisure Service Leadership
HHP	2692	Water Safety Instruction
HHP	2992	Lifeguarding
ECON	2103	Introduction to Macroeconomics
		Leisure activity course(s)
		Electives approved by Department Chair (6 hours maximum)

See *Entry-Level Assessment and Placement*, page 21, for enrollment requirements.

**MATH OPTION
ENGINEERING - PRE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to fulfill in part the course requirements for transfer to a Bachelor's program in Math. 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 and Sciences Department at (918) 540-6275.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

Communication 6 hours

ENGL 1113 Freshman Composition I

ENGL 1213 Freshman Composition II

History 3 hours

HIST 1483 American History or

Political Science 3 hours

POLS 1113 American Government

Humanities 6 hours

Select from HUM listing on p. 53.

Life Science 4 hours

Life Science course as directed by advisor

Physical Science 4 hours

Physical Science course as directed by advisor

College Math 3 hours

MATH 1513 College Algebra or higher

Required Elective 3 hours

PSCY 1113 General Psychology

General Ed Electives

Additional liberal arts and science course(s)

to meet the 37 credit hours required.

Computer Course 3 hours

Approved by departmental advisor

Program Requirements:

Hours: 22

FYE 1011 Freshman Year Experience

MATH 2145 Calculus I

MATH 2155 Calculus II

12 hours as directed by advisor

CHEM 1314 General Chemistry I

CHEM 1514 General Chemistry II

CS 1313 Introduction to Microcomputers

CS 2113 Advanced Microcomputers

MATH 1022 Engineering Problems

MATH 1613 Trigonometry

MATH 2233 Differential Equations

MATH 2273 Calculus III

PHYS 1114 Principles of Physic I

PHYS 1214 Principles of Physics II

PHYS 2015 Engineering Physics I

PHYS 2115 Engineering Physics II

SPCH 2713 Introduction to Speech Communication

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

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

See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

NATURAL SCIENCES
ASSOCIATE IN SCIENCE DEGREE

This curriculum is designed to fulfill in part the course requirements for entry into a school of Medicine. By proper advisement in the selection of electives, students may fulfill lower division requirements 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 Math and Science Department at (918) 540-6275.**

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>Lab Science</i>	<i>8-9 hours</i>	Satisfied by any two sciences listed below.
<i>College Math</i>	<i>3 hours</i>	MATH 1513 Math Collge Algebra or higher
<i>Required Elective</i>	<i>3 hours</i>	PSYC 1113 General Psychology <u>or</u> SOC1 1113 <i>Intro Sociology</i>
<i>General Ed Elective(s)</i>	<i>5 hours</i>	Additional liberal arts and science course(s) to meet the 37 credit hours required.
<i>Computer Proficiency*</i>	<i>3 hours</i>	See p. 54 for requirements.

Program Requirements:

Hours: 23

As directed by advisor

ACCT	2103	Financial Accounting
BIOL	1604	Animal Biology
BIOL	2101	Animal Biology Lab
BIOL	2534	Advanced Physiology
CHEM	1215	Principles of Chemistry I
CHEM	1314	General Chemistry I
CHEM	1514	General Chemistry II
CHEM	2105	Organic Chemistry I
CHEM	2205	Organic Chemistry II
CHEM	2344	Introduction to Organic and Biological Chemistry
ENGL	2413	Introduction to Literature
ENVR	1114	Introduction to Environmental Science
FYE	1011	Freshman Year Experience
GEOL	1114	Physical Geology
GEOL	1224	Historical Geology
MATH	1613	Trigonometry
MATH	2145	Calculus I
MATH	2155	Calculus II
MATH	2273	Calculus III
MCRO	2124	Introduction to Microbiology
MCRO	2301	Microbiology Lab
PHYS	1114	Principles of Physics I or
PHYS	2015	Engineering Physics I
PHYS	1214	Principles of Physics II or
PHYS	2115	Engineering Physics II
		Approved Elective (3 hours maximum)

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

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

See Entry-Level Assessment and Placement, page 21, 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>Lab Science</i>	8 hours	Satisfied by any two of the 4-5 hour lab science courses listed below.
<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>	5 hours	Additional liberal arts and science course(s)
<i>Computer Proficiency*</i>	3 hours	See p. 54 for requirements.

Program Requirements:

Hours: 22

FYE 1011 Freshman Year Experience

As directed by advisor

ALTH	1124	Chemistry for Health Sciences
BIOL	1604	Animal Biology
BIOL	2101	Animal Biology Lab
BIOL	2114	Anatomy and Physiology
BIOL	2121	Anatomy and Physiology Lab
BIOL	2534	Advanced Physiology
CHEM	1215	Principles of Chemistry I
CHEM	1314	General Chemistry I
ECON	2013	Introduction to Macroeconomics
HHP	2603	Total Wellness
HIST	1043	History of the Nine Tribes
HIST	1063	History of the American Indian
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
SOCI	2353	Cultural Anthropology
SPCH	2713	Introduction to Speech Communication
STAT	2023	Elementary Statistics in Business and Economics
		Approved Electives (maximum 6 hours)

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

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

See Entry-Level Assessment and Placement, page 21, 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 **Coaching** or other 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 Physical Education Program at (918) 540-6192.**

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	Life Science as approved by advisor
<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	Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<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

FYE	1011	Freshman Year Experience
HHP	1753	Introduction to Physical Education <u>or</u>
HHP	2413	Introduction to Leisure Management
HHP	2602	Community First Aid
HHP	2603	Total Wellness
HHP	2663	Care and Prevention of Athletic Injuries

10 hours as directed by advisor:

HHP	1123	Leadership and Team Building
HHP	2052	Sports Officiating
HHP	2213	Principles of Health Education and Health Promotion
HHP	2272	Theory of Coaching Football
HHP	2352	Theory of Coaching Basketball
HHP	2432	Theory of Coaching Softball
HHP	2442	Theory of Coaching Volleyball
HHP	2452	Theory of Coaching Cheerleading/Dance Groups
HHP	2462	Theory of Coaching Soccer
HHP	2472	Theory of Coaching Baseball
HHP	2612	Sport Safety Training
		Leisure Activity Courses
		Electives approved by Department Chair—Maximum 6 hours

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

See Entry-Level Assessment and Placement, page 21, 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) 540-6272.**

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>Lab Science</i>	<i>8 hours</i>
<i>College Math</i>	<i>3 hours</i>
<i>Required Elective</i>	<i>3 hours</i>
<i>General Ed Elective(s)</i>	<i>5 hours</i>
<i>Computer Proficiency</i>	<i>3 hours</i>

Hours: 37

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.
Approved science courses from listing on p. 53.
Any college level MATH courses on p. 53.
one course from the following:
Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
Additional liberal arts and science courses to meet the 37 credit hours required.
AG 2112 Microcomputer Tech in Ag

Program Requirements:

Hours: 23

23 hours as directed by advisor:

FYE	1011	Freshman Year Experience
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 or
BIOL	1414	Cellular Physiology or
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 or
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	Introduction to Plant and Soil Systems
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 Education Elective".

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

See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

**ACCOUNTING OPTION
BUSINESS ADMINISTRATION TECHNOLOGY
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 the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

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

Hours: 18

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History <i>or</i>
HIST 1493 American History
POLS 1113 American Government
Additional liberal arts and/or science course(s).
See p. 55 for requirements.

Program Requirements:

Hours: 42

Technical/Occupational Specialty: 27 hours

ACCT 1103	Financial Accounting Procedures I
ACCT 1203	Financial Accounting Procedures II
ACCT 2203	Managerial Accounting
ACCT 2523	Computerized Accounting
FYE 1011	Freshman Year Experience
BADM 2123	World of Business
BADM 2133	Business Ethics
BADM 2153	Consumer Math
BADM 2303	Business Internship
OIS 1133	Professional Development

Technical/Occupational Support: 15 hours as directed by advisor

BADM 1211	Basic Investments
BADM 2113	Business Communications
BADM 2223	Business Law
ECON 2013	Introduction to Macroeconomics
ECON 2023	Introduction to Microeconomics
FIN 2123	Personal Finance
MGMT 1133	Human Relations
MGMT 1223	Small Business Management
MGMT 2023	Human Resources Management
MGMT 2213	Principles of Management
MGMT 2223	Advertising
MIS 2103	Computer Applications
MKGT 2123	Marketing
STAT 2023	Elementary Statistics
	Approved Business Electives

**A course taken to meet the computer proficiency requirement may be applied as a "General Education Elective" or as a "Technical Support course."*

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

See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

**ADMINISTRATIVE OFFICE SUPPORT OPTION
BUSINESS ADMINISTRATION TECHNOLOGY
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 the Business Department at (918) 540-6466.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

<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>	6 hours	Approved liberal arts and/or science course(s).
<i>Computer Proficiency*</i>		See p. 55 for requirements.

Hours: 18

Program Requirements:

Hours: 42

Technical/Occupational Specialty: 28 hours

ACCT	1103	Financial Accounting Procedures I
FYE	1011	Freshman Year Experience
MIS	2133	Web Page Development
MIS	2213	Desktop Publishing
OIS	1133	Professional Development
OIS	1213	Document Processing
OIS	2033	Excel Spreadsheets
OIS	2313	Production Keyboarding
OIS	2503	Microsoft Office
OIS	2523	Microsoft Word

Technical/Occupational Support: 14 hours as directed by advisor

ACCT	1203	Financial Accounting II
ACCT	2203	Managerial Accounting
BADM	1211	Basic Investment
BADM	2113	Business Communications
BADM	2223	Business Law
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
FIN	2123	Personal Finance
MGMT	1133	Human Relations
MGMT	2023	Human Resources Management
MGMT	2213	Principles of Management
MGMT	2223	Advertising
MIS	2103	Computer Applications
MKGT	2123	Marketing
OIS	1103	Keyboarding
OIS	1183	Machine Transcription
		Approved Business Electives

*A course taken to meet the computer proficiency requirement may be applied as a "General Education Elective" or as a "Technical Support course."

See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 21, 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) 540-6284.**

TOTAL PROGRAM HOURS: 64

General Education Requirements:

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

Hours: 21

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History or HIST 1493 American History
POLS 1113 American Government
MATH 1513 College Algebra
ECON 2013 Macroeconomics
CS 2103, CS 1313 or CS 1373

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 37 hours

FYE	1011	Freshman Year Experience
CS	1373	Network Operating Systems
CS	2023	Adv 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 & Development
ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting

Technical/Occupational Support: 15 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 & Networking
CS	2433	Advanced Networking

See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

**COMPUTER INFORMATION SYSTEMS
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 is 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) 540-6284.**

TOTAL PROGRAM HOURS: 63

General Education Requirements:

Hours: 21

<i>Communication</i>	6 hours
<i>History</i>	3 hours
<i>Political Science</i>	3 hours
<i>Mathematics</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
MATH 1513 College Algebra
PSYC 1113 General Psychology
CS 2103, CS 1313 or CS 1373

Program Requirements: Hours: 43

Technical/Occupational Specialty: 37 hours

FYE	1011	Freshman Year Experience
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 & 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 Systems
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 Spreadsheets
OIS	2503	Microsoft Office
OIS	2523	Microsoft Word

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

See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

CONSTRUCTION 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) 540-6275.**

TOTAL PROGRAM HOURS: 67

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	College Level Math
		MATH 2123 or MATH 2133
<i>General Ed Elective</i>	4 hours	PHYS 1014 General Physical Science
<i>Computer Proficiency</i>	3 hours	See p. 55 for requirements.

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 28 hours

FYE	1011	Freshman Year Experience
CNST	1013	Construction Safety and Technology
CNST	1023	Introduction to Construction
CNST	1113	Construction Drawing and CAD
CNST	1123	Introduction to Carpentry Construction
CNST	1213	Introduction to Electrical Construction
CNST	1223	Introduction to Masonry Construction
CNST	1233	Methods of Construction
CNST	1323	Estimating I
DRFT	1153	Blueprint Reading

Technical/Occupational Support: 10 hours as directed by advisor

CNST	1133	Introduction to Carpentry Construction II
CNST	2123	Construction Management and Leadership
CNST	2233	Internship
DRFT	1843	Descriptive Geometry
DRFT	1125	Industrial Drafting
DRFT	2213	Pipe Drafting
DRFT	2223	Computer Aided Drafting and Design II
		Approved elective/s (maximum 3 hours)

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

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

See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

**DRAFTING AND DESIGN TECHNOLOGY OPTION
CONSTRUCTION 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) 540-6275.**

TOTAL PROGRAM HOURS: 67

General Education Requirements:

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

Hours: 22

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 College Level Math
MATH 2123 or MATH 2133
PHYS 1014 General Physical Science
See p. 55 for requirements.

Program Requirements:

Hours: 38

Technical/Occupational Specialty: 27 hours

FYE	1011	Freshman Year Experience
CNST	1013	Construction Safety and Technology
CNST	1023	Introduction to Construction
CNST	1113	Construction Drawing and CAD
CNST	1323	Estimating I
DRFT	1124	Architectural Drafting
DRFT	1153	Blueprint Reading
DRFT	2214	Machine Drafting
DRFT	2233	Structural Drafting

Technical/Occupational Support: 11 hours as directed by advisor

CNST	1133	Introduction to Carpentry Construction II
CNST	2123	Construction Management and Leadership
CNST	2233	Internship
DRFT	1843	Descriptive Geometry
DRFT	1125	Industrial Drafting
DRFT	2213	Pipe Drafting
DRFT	2223	Computer Aided Drafting and Design II
		Approved elective/s (maximum 3 hours)

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

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

See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

**ENTREPRENEURSHIP OPTION
BUSINESS ADMINISTRATION TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum prepares the student for entry level employment by developing skills in the fields of business and management. This program includes a maximum of 15 credit hours awarded through cooperative agreements with technology centers or approved prior learning experiences. **For more information contact the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 18

<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>	6 hours	Additional liberal arts and/or science course(s).
<i>Computer Proficiency*</i>		See p. 55 for requirements.

Program Requirements:

Hours: 42

Technical/Occupational Specialty: 28 hours

FYE	1011	Freshman Year Experience
ACCT	1103	Financial Accounting Procedures I
ACCT	1203	Financial Accounting Procedures II
ACCT	2203	Managerial Accounting
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2153	Consumer Math
MGMT	1133	Human Relations or
MGMT	2023	Human Resource Management
MGMT	1223	Small Business management
OIS	1133	Professional Development

Technical/Occupational Support: 14 hours as directed by advisor

BADM	1211	Basic Investment
BADM	2113	Business Communications
BADM	2223	Business Law
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
FIN	2123	Personal Finance
MGMT	2213	Principles of Management
MGMT	2223	Advertising
MKGT	2123	Marketing
MIS	2103	Computer Applications
TEC	1033	Beginning Applications
TEC	1045	Beginning Applications
TEC	1053	Intermediate Applications
TEC	1065	Intermediate Applications
TEC	2023	Advanced Applications
TEC	2035	Advanced Applications
		Approved Business Electives or Other Approved
		Technical/Occupational courses (6 hours maximum approved
		by Department Chair)

**A course taken to meet the computer proficiency requirement may be applied as a "General Education Elective" or as a "Technical Support course."*

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

See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

EQUINE OPTION
EQUINE 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) 540-6272.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 18

<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>	6 hours	Approved liberal arts and/or science course(s).
<i>Computer Proficiency*</i>	2 hours	AG 2112 Microcomputer Tech in Ag

Program Requirements:

Hours: 42

Technical/Occupational Specialty: at least 22 hours as directed by advisor

FYE	1011	Freshman Year Experience
ANSI	1124	Introduction to Animal Science
ANSI	2123	Livestock Feeding
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 <u>or</u>
FRMT	1113	Farm Animal Health
EQNE	2124	Equine Training Management I
EQNE	2133	Equine Reproduction <u>or</u>
FRMT	2123	Breeding Management of Farm Animals
EQNE	2234	Equine Training Management II
EQNE	2143	Advanced Equine Reproduction
EQNE	2212	Equine Selection
ANSI	2112	Live Animal Evaluation
PLNT	1213	Intruduction to Plant and Soil Systems
FRMT	2221	Farm and Ranch Management Capstone
EQNE	2222	Marketing the Performance Horse <u>or</u>
FRMT	1122	Livestock Production Sales Management
EQNE	2333	Equine Production and Business Management
FRMT	1003	Ranch Business Management
		Rodeo Activities

Additional hours to meet minimum 42 hours as directed by advisor

BIOL	1114	Introductory Biology
CHEM	1215	Principles of Chemistry I
MATH	1513	College Algebra
AGEC	1114	Intro to Agriculture Economics
		Approved Electives (maximum of 10 hours)

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

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

See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

HOSPITALITY OPTION
BUSINESS ADMINISTRATION TECHNOLOGY
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: 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: 31 hours

ACCT	1103	Financial Accounting Procedures I
FYE	1011	Freshman Year Experience
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2153	Consumer Math
HRAD	1103	Introduction to Hotels, Restaurants and Tourism
HRAD	2283	Hospitality Industry Financial Analysis
HRAD	2533	Hospitality Industry Technology
HRAD	2643	Lodging Operations
MKTG	2123	Marketing
OIS	1133	Professional Development

Technical/Occupational Support: 11 hours as directed by advisor

ACCT	1203	Financial Accounting Procedures II
BADM	1211	Basic Investment
BADM	2113	Business Communications
BADM	2123	World of Business
BADM	2223	Business Law
BADM	2300	Business Internship (variable credit)
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
MGMT	1133	Human Relations
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
MGMT	2213	Principles of Management
MGMT	2223	Advertising
MIS	2103	Computer Applications
MKGT	2103	Consumer Behavior
STAT	2023	Elementary Statistics for Business and Economics
		Approved Business Electives

***Meets General Education Elective requirement*

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

See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

**MARKETING AND MANAGEMENT OPTION
BUSINESS ADMINISTRATION TECHNOLOGY
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:

Communication 6 hours

History 3 hours

Political Science 3 hours

General Ed Elective 6 hours

*Computer Proficiency**

Hours: 18

ENGL 1113 Freshman Composition I

ENGL 1213 Freshman Composition II

HIST 1483 American History or

HIST 1493 American History

POLS 1113 American Government

Approved liberal arts and/or science course(s).

See p. 55 for requirements.

Program Requirements:

Hours: 42

Technical/Occupational Specialty: 27 hours

ACCT 1103 Financial Accounting Procedures I

ACCT 1203 Financial Accounting Procedures II

FYE 1011 Freshman Year Experience

BADM 2123 World of Business

BADM 2133 Business Ethics

BADM 2153 Consumer Math

MGMT 1123 Salesmanship

MGMT 2213 Principles of Management

MKTG 2123 Marketing

OIS 1133 Professional Development

Technical/Occupational Support: 15 hours as directed by advisor

ACCT 2523 Computerized Accounting

BADM 1211 Basic Investment

BADM 2113 Business Communications

BADM 2123 World of Business

BADM 2223 Business Law

BADM 2300 Business Internship (variable credit)

ECON 2013 Introduction to Macroeconomics

ECON 2023 Introduction to Microeconomics

MGMT 1133 Human Relations

MGMT 1223 Small Business Management

MGMT 2023 Human Resources Management

MGMT 2223 Advertising

MIS 2103 Computer Applications

MKGT 2103 Consumer Behavior

STAT 2023 Elementary Statistics for Business and Economics

Approved Business Electives

***Meets General Education Elective requirement*

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

See Entry-Level Assessment and Placement, page 21, 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 courses 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 experiences.

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. 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 course)	\$350.00
Liability Insurance	15.50
Physical Examination	45.00
Heptavax Vaccine	\$150.00 minimum
MMR	
TB Skin Test	

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.

NAACLS
5600 N. River Rd, Suite 720
Rosemont, IL 60018
(773) 714-8880
www.naacls.org

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

For more information contact the Medical Laboratory Technician Program at (918) 540-6140.

TOTAL PROGRAM

HOURS: 67

General Education Requirements:

Hours: 18

Communication	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
History	3 hours	HIST 1483 American History <u>or</u>
		HIST 1493 American History
Political Science	3 hours	POLS 1113 American Government
General Ed Elective	3 hours	PSYC 1113 General Psychology
Computer Science	3 hours	Approved computer science course

Program Requirements:

Hours: 49

Technical/Occupational Support: 14 hours as directed by advisor

FYE	1011	Freshman Year Experience
BIOL	2114	Anatomy and Physiology
CHEM	1215	Principles of Chemistry I or CHEM 1314 General Chemistry I
MATH	0123	Intermediate Algebra or higher
MCRO	2124	Microbiology
OIS	1113	Medical Terminology

Technical/Occupational Specialty: 35 hours

MLAT	1304	Basic Hematology
MLAT	1313	Phlebotomy, Urinalysis, and Body Fluids
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 21, 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: 67

General Education Requirements:

Hours: 18

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

Program Requirements:

Hours: 42

Technical/Occupational Specialty: 28 hours

ACCT	1103	Financial Accounting Procedures I
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2153	Consumer Math
FYE	1011	Freshman Year Experience
OIS	1113	Medical Terminology
OIS	1183	Machine Transcription
OIS	1133	Professional Development
OIS	1143	Medical Seminar
OIS	2033	Excel Spreadsheets
OIS	2123	Medical Insurance and Coding
OIS	2523	Microsoft Word

Technical/Occupational Support: 14 hours as directed by advisor

ACCT	2523	Computerized Accounting
ACCT	1203	Financial Accounting II
ACCT	2203	Managerial Accounting
BADM	2113	Business Communications
BADM	2223	Business Law
MGMT	1133	Human Relations
MGMT	2023	Human Resource Management
MIS	2103	Computer Applications
OIS	1103	Keyboarding
OIS	1193	Machine Transcription
OIS	2313	Production Keyboarding
OIS	2333	Medical Document Processing
		Approved Business Electives

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

See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

NURSING (Associate Degree — RN)

Admission Requirements

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 the Nursing webpage on the College's website www.neo.edu/ 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 the Nursing webpage on the College's website at www.neo.edu/.

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

Criminal Background Checks

Upon admission to the Nursing Program, students are required to undergo criminal background and sexual offender checks for Oklahoma, Missouri, Kansas, Arkansas and any other state in which the student has resided since the age of 18 and for all name changes. Federal background checks with fingerprinting are required. 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 the drug testing will be the responsibility of the student.

Licensure Criteria

The Northeastern Oklahoma A&M College Associate Degree Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. ss567.5 & 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). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:

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

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 of mental incompetence [59 O.S. ss 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 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. ss 567.5 & 567.6].

Progression and Graduation

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 and visual skills, and tactile abilities. Contact the Nursing Department at (918) 540-6316 for more information.

To graduate with an Associate in Applied Science Degree in Nursing, the student must:

1. Complete all the required general education, support, and nursing courses with a grade of "C" or above.
2. Meet the College's graduation requirements as stated on page 50 of this catalog.

LPN's and Paramedics Advanced Placement

NEO offers an advanced placement option for Licensed Practical Nurses (LPNs) or licensed paramedics wishing to attend the program. LPNs and paramedics interested in pursuing a degree through advanced placement must meet the minimum requirements stated above. Contact the Department of Nursing office at (918) 540-6316 for requirements, curriculum plan and career advisement.

Fast Track Bridge Program for LPNs and Paramedics

NEO offers a Fast Track Program designed for mature, focused, working LPNs and license paramedics who desire to further their career in an accelerated manner. This hybrid program requires classroom attendance, skills laboratory activities, clinical experiences, and Internet assignments and can be accomplished in one calendar year, after completion of all required non-nursing courses. Contact the Fast Track Coordinator at (918)-787-5475 for more information about completing this fast track associate degree nursing program for LPNs and licensed paramedics.

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

<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>Controlled Electives</i>	6 hours	PSYC 1113 General Psychology and
		PSYC 1603 Developmental Psychology
<i>Computer Proficiency</i>	3 hours	See p. 55 for requirements.

Program Requirements:

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

Hours: 51

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
BIOL	2534	Advanced Physiology
NURS	1001	Nursing Special Problems
NURS	1111	Cardiopulmonary Resuscitation
NURS	1121	Transition to ADN
NURS	1122	Expanded Transitions
MCRO	2301	Introduction to Microbiology Lab

* CHEM 1215 Principles of Chemistry I, CHEM 1314 General Chemistry I, or BIOL 1604 Animal Biology may be substituted. Chemistry and Animal Biology are often recommended for those students interested in pursuing 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 21, 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 and related expenses are approximate and subject to change without prior notice.

	1st Semester	2nd Semester
Uniforms and related supplies	\$90.00	
Books and supplies	1,100.00	\$200.00
Liability Insurance	15.50	
Achievement Tests	148.75	124.35
Criminal Background Check	75.00*	
Lab Fees 20.00 20.00		
Lab Supply Packet	65.00	28.00
Watch, stethoscope, bandage scissors and penlight.	50.00	
Physical Exam	60.00	
Heptavax Vaccine	150.00	
Total	\$1,774.25	\$372.35

*Additional cost may be incurred based upon the number of states and names checked.

	3rd Semester	4th Semester
Books and supplies	\$180.00	\$175.00
Liability Insurance	15.50	
Achievement Tests	124.75	124.75
Lab Fees	20.00	20.00
Lab Supply Packet	25.00	32.95
State Licensure		85.00-96.00
Background Check		15.00
Licensure (State Board) Pictures		25.00-29.00
NCLEX Testing Fee		200.00
Pinning Ceremony Uniform		30.00
Graduation Fee		20.00
Nursing Pin		50.00-154.00
Total	\$365.25	\$777.70 - 896.70

ACCREDITATION

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

National League for Nursing Accrediting Commission, Inc.
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
(404) 975-5000
www.NLNAC.org

Oklahoma Board of Nursing
2915 Classen Boulevard, Suite 524
Oklahoma City, OK 73106-5437
(405) 962-1800
www.youoklahoma.com/nursing

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 admission to 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 courses 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.

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	CPR Certification	Cost Vary
Physical Examination	\$ 45.00 (ave.)	Federation of PT (exam)	\$ 350.00
Liability Insurance	18.50	PTA License (Oklahoma)	125.00
Health Insurance	Cost Vary	Criminal Background Check	75.00 (approx.)
Heptavax Vaccine	150.00 (ave.)	Board Exam Review Test	30.00

GRADUATION

The PTA student must:

- Meet basic college requirements for graduation.
- 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.
- Complete the PTA program 42 hours with an overall grade point average of 2.75 or above and may not receive any grade lower than a "C".
- Pass a comprehensive practice board exam at a pass point set at the national average of all students taking the test. The exam will be given on campus at the completion of Clinical III.

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.

ACCREDITATION

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.

Information on accreditation may be obtained at the following address:

Commission on Accreditation in Physical Therapy Education
APTA
1111 N. Fairfax St.
Alexandria, VA 22314-1488
www.apta.org

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

For more information contact the Physical Therapist Assistant Program Director at
(918) 540-6936.

TOTAL PROGRAM

HOURS: 72

General Education Requirements:

Hours: 18

Communication	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
History	3 hours	HIST 1483 American History <u>or</u>
		HIST 1493 American History
Political Science	3 hours	POLS 1113 American Government
General Ed Elective	3 hours	PSYC 1113 General Psychology
Computer Science	3 hours	Approved computer science course

Program Requirements:

Technical/Occupational Support (Prerequisites): 11 hours

Hours: 54

PHYS	1025	Physical Science for Physical Therapy
BIOL	2114	Anatomy and Physiology
OIS	1113	Medical Terminology
FYE	1011	Freshman Year Experience
		(recommended for first-time freshmen not required)

Technical/Occupational Specialty: 43 hours

PHTA	1113	Introduction to Physical Therapy
PHTA	1292	Physical Therapy Procedures I
PHTA	2333	Clinical Experience I
PHTA	2343	Physical Therapy Procedures II
PHTA	2353	Neurology & Pathology
PHTA	2363	Kinesiology
PHTA	2389	Orthopedic Rehabilitation
PHTA	2414	Rehabilitation
PHTA	2434	Clinical Experience II
PHTA	2442	Professionalism in Healthcare
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 21, for enrollment requirements.

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

This curriculum is designed to prepare the student for a career in ranch management upon graduation. Students may also select an option in **Equine Science** (see page 95). **For more information contact the Agriculture Department at (918) 540-6272.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Communication 6 hours

History 3 hours

Political Science 3 hours
General Ed Elective 6 hours
*Computer Proficiency** 2 hours

Hours: 18
ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History or
HIST 1493 American History
POLS 1113 American Government
Approved liberal arts and/or science course(s).
AG 2112 Microcomputer Tech in Ag

Program Requirements: Hours: 42

Technical/Occupational Specialty: 28 hours

FYE 1011 Freshman Year Experience
ANSI 1124 Introduction to Animal Science
ANSI 2112 Livestock Animal Evaluation or
EQNE 1101 Equine Selection
ANSI 2123 Livestock Feeding
FRMT 2203 Feedlot Management
FRMT 1003 Ranch Business Management
EQNE 2333 Equine Production and Business Management
FRMT 2123 Breeding Management of Farm Animals or
EQNE 2133 Equine Reproduction
FRMT 1113 Farm Animal Health or
EQNE 2123 Equine Health Disease
FRMT 1122 Livestock Production Sales Management or
EQNE 2222 Marketing the Performance Horse
FRMT 2221 Farm and Ranch Management Capstone

Additional hours to meet minimum 42 as directed by advisor

AGEC 1114 Introduction to Agriculture Economics**
AGLE 2303 Personal Leadership Development
MCAG 1413 Introduction to Engineering in Agriculture
PLNT 1213 Introduction to Plant and Soil Systems
SOIL 2124 Fundamentals of Soil Science**
Livestock Selection courses
Approved Electives (maximum of 10 hours)

**Meets General Education Elective requirement
See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 21, 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 the Business Department at (918) 540-6294.**

TOTAL PROGRAM

HOURS: 46

General Education Requirements:

Hours: 6

Communication 3 hours

ENGL 1113 Freshman Composition I

General Education Elective 3 hours

As directed by advisor

*Computer Proficiency**

See p. 55 for requirements.

Program Requirements:

Hours: 54

Technical/Occupational Specialty: 22 hours

ACCT 1103 Financial Accounting Procedures I

ACCT 1203 Financial Accounting Procedures II

ACCT 2203 Managerial Accounting

ACCT 2523 Computerized Accounting

FYE 1011 Freshman Year Experience

BADM 2153 Consumer Math

ECON 2013 Introduction to Macroeconomics

OIS 2033 Excel Spreadsheets

Technical/Occupational Specialty: 43 hours

BADM 1211 Basic Investments

BADM 2102 Principled Style Leadership

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

MIS 2103 Computer Applications

MKTG 2123 Marketing

OIS 1103 Keyboarding

OIS 1133 Professional Development

STAT 2023 Elementary Statistics for Business and Economics

Approved Business Electives

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

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

See Entry-Level Assessment and Placement, page 21, 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 the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 49

General Education Requirements:

Communication 3 hours
Political Science 3 hours
General Ed Elective 3 hours
*Computer Proficiency**

Hours: 9
ENGL 1113 Freshman Composition I
POLS 1113 American Government
As directed by advisor
See p. 55 for requirements.

Program Requirements:

Hours: 40

Technical/Occupational Specialty: 22 hours

ACCT 1103 Financial Accounting Procedures I
FYE 1011 Freshman Year Experience
OIS 1133 Professional Development
OIS 1213 Document Processing
OIS 2033 Excel Spreadsheets
OIS 2313 Production Keyboarding
OIS 2503 Microsoft Office
OIS 2523 Microsoft Word

Additional hours to meet minimum 42 as directed by advisor

ACCT 2523 Computerized Accounting
BADM 2113 Business Communications
MIS 2103 Computer Applications
OIS 1013 Business English
OIS 1103 Keyboarding
OIS 1183 Machine Transcription
OIS 1193 Machine Transcription
OIS 2113 Records Management
Approved Business Electives

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

See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

COMPUTER INFORMATION SYSTEMS

TWO-YEAR CERTIFICATE

This 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) 540-6284.**

TOTAL PROGRAM HOURS: 43

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 22 hours

FYE	1011	Freshman Year Experience
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 & Development
ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting

Technical/Occupational Specialty: 43 hours

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 & Networking
CS	2433	Advanced Networking

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

See Entry-Level Assessment and Placement, page 21, 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) 540-6275.**

TOTAL PROGRAM HOURS: 45

Program Requirements:

Hours: 45

Technical/Occupational Specialty: 28 hours

DRFT	1124	Architectural Drawing
DRFT	1125	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: 17 hours as directed by advisor

ELEC	1103	Essentials of Electricity
PLAS	1103	Industrial Materials
PLAS	1114	General Plastics
PLAS	1213	Plastics Testing
FYE	1011	Freshman Year Experience
TEC	2053	Industrial Safety
		Approved Electives

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

See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

EQUINE 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 the Agriculture Department at (918) 540-6272.**

TOTAL PROGRAM HOURS: 36

Program Requirements:

Hours: 36

Select three of the following courses: 9-10 hours

EQNE	1103	Introduction to Equine
EQNE	2133	Equine Reproduction
EQNE	2143	Advanced Equine Reproduction
FRMT	1113	Farm Animal Health - Cattle Diseases
FRMT	1213	Beef Production
FRMT	1223	Sheep Production
FRMT	2103	Swine Production
FRMT	2203	Feedlot Management

Additional hours to meet minimum 36 hours of program requirements as directed by advisor:

FYE	1011	Freshman Year Experience
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
EQNE	1101	Equine Selection
EQNE	1211	Equine Selection
EQNE	2212	Equine Selection
EQNE	2124	Equine Training Management I
EQNE	2123	Equine Health and Disease
EQNE	2234	Equine Training Management II
EQNE	2333	Equine Production and Business Management
FRMT	1004	Ranch Records and Finance
FRMT	1122	Livestock Production Sales Management
FRMT	2123	Breeding Management of Farm Animals
FRMT	2221	Farm and Ranch Management Capstone
FRMT	2222	Ranch Jobs
FRMT	2400	Work Experience (variable credit)
PLNT	1213	Introduction to Plant and Soil Systems
SOIL	2124	Fundamentals of Soil Science

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

See Entry-Level Assessment and Placement, page 21, 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:

Communication 3 hours
Political Science 3 hours
General Education Elective 3 hours
*Computer Proficiency**

Hours: 9
ENGL 1113 Freshman Composition I
POLS 1113 American Government
As directed by advisor
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
FYE 1011 Freshman Year Experience
ECON 2013 Introduction to Macroeconomics
ECON 2023 Introduction to Microeconomics
MGMT 1123 Salesmanship
MGMT 2213 Principles of Management
MKTG 2123 Marketing

Technical/Occupational Support: 18 hours as directed by advisor

ACCT 2523 Computerized Accounting
BADM 1211 Basic Investment
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
MGMT 2223 Advertising
MIS 2103 Computer Applications
MKTG 2103 Consumer Behavior
PSYC 1113 General Psychology or
SOC 1113 Introduction to Sociology
SPCH 2713 Intro to Speech Communication
STAT 2023 Elementary Statistics for Business and Economics
Approved Business Elective

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

See Entry-Level Assessment and Placement, page 21, for enrollment requirements.

MEDICAL OFFICE ASSISTANT

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:

Communication 3 hours
Science 3 hours
General Education Elective 3 hours
*Computer Proficiency**

Hours: 9
ENGL 1113 Freshman Composition I
HHP 2653 Applied Anatomy
As directed by advisor
See p. 55 for requirements.

Program Requirements:

Technical/Occupational Specialty: 28 hours

ACCT 1103 Financial Accounting Procedures I
FYE 1011 Freshman Year Experience
OIS 1113 Medical Terminology
OIS 1183 Machine Transcription
OIS 1213 Document Processing
OIS 2033 Excel Spreadsheets
OIS 2123 Medical Insurance and Coding
OIS 2333 Medical Document Processing
OIS 2503 Microsoft Office
OIS 2523 Microsoft Word

Hours: 45

Technical/Occupational Support: 17 hours as directed by advisor

ACCT 2523 Accounting for Microcomputer
BADM 2113 Business Communications
MIS 2103 Computer Applications
OIS 1013 Business English
OIS 1103 Keyboarding
OIS 1123 Medical Assistant Office Procedures I
OIS 1133 Professional Development
OIS 1173 Administrative Office Procedures
OIS 1193 Machine Transcription
OIS 2113 Records Management
OIS 2313 Production Keyboarding
Approved Business Elective

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

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

See Entry-Level Assessment and Placement, page 21, 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 the Business Department at (918) 540-6294**

TOTAL PROGRAM HOURS: 31

General Education Requirements:

Communication 3 hours

Hours: 3
ENGL 1113 Freshman Composition I

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
FYE	1011	Freshman Year Experience
BADM	2153	Consumer Math
OIS	2033	Excel Spreadsheets

Technical/Occupational Support: 12 hours as directed by advisor

ACCT	2203	Managerial Accounting
BADM	2113	Business Communications
BADM	2123	World of Business
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
MGMT	1133	Human Relations
MIS	2103	Computer Applications
		Approved Business Electives

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 the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 31

General Education Requirements:

Communication 3 hours

Hours: 3
ENGL 1113 Freshman Composition I

Program Requirements:

Hours: 28

Technical/Occupational Specialty: 16 hours

ACCT	1103	Financial Accounting Procedures I
FYE	1011	Freshman Year Experience
OIS	1213	Document Processing
OIS	2033	Excel Spreadsheets
OIS	2313	Production Keyboarding
OIS	2523	Microsoft Word

Technical/Occupational Support: 12 hours as directed by advisor

MIS	2103	Computer Applications
BADM	2113	Business Communications
OIS	1013	Business English
OIS	1103	Keyboarding
OIS	1183	Machine Transcription
OIS	1193	Machine Transcription
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 21, 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) 540-6265.**

TOTAL PROGRAM HOURS: 18

General Education Requirements:

Communication 3 hours

Hours: 3
ENGL 1113 Freshman Composition I

Program Requirements:

Technical/Occupational Specialty: 15 hours

FRCD 1113 Orientation to Child Care
FRCD 1313 Nutrition for Children
FRCD 2013 Literature for Children
FRCD 2103 Child Development
FRCD 2243 Health and Safety of the Preschool Child

Hours: 15

*See course description section of catalog for prerequisite(s).
See Entry-Level Assessment and Placement, page 21, for enrollment requirements.*

DRAFTING AND DESIGN TECHNOLOGY

ONE-YEAR CERTIFICATE

This curriculum prepares the student for entry level employment in the 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) 540-6275.**

TOTAL PROGRAM HOURS: 31

Program Requirements:

Hours: 31

Technical/Occupational Specialty: 19 hours

DRFT	1125	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	Plastic Testing
FYE	1011	Freshman Year Experience
TEC	2053	Industrial Safety
		Approved Electives

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

See Entry-Level Assessment and Placement, page 21, 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 the Business Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 31

General Education Requirements:

Communication 3 hours

Hours: 3

ENGL 1113 Freshman Composition I

Program Requirements:

Hours: 28

Technical/Occupational Specialty: 16-17 hours

ACCT	1103	Financial Accounting Procedures I <u>or</u>
BADM	2153	Consumer Math
FYE	1011	Freshman Year Experience
MIS	2103	Computer Applications
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: 11-12 hours as directed by advisor

BADM	2113	Business Communications
HHP	2603	Total Wellness
OIS	1013	Business English
OIS	1183	Machine Transcription
OIS	2033	Excel Spreadsheets
OIS	2113	Records Management
OIS	2313	Production Keyboarding
OIS	2523	Microsoft Word
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 21, for enrollment requirements.

MANAGEMENT AND MARKETING

ONE-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: 31

General Education Requirements:

Communication 3 hours

Hours: 3
ENGL 1113 Freshman Composition I

Program Requirements:

Hours: 28

Technical/Occupational Specialty: 16-17 hours

FYE	1011	Freshman Year Experience
ACCT	1103	Financial Accounting Procedures I <u>or</u>
ACCT	2103	Financial Accounting
MGMT	1123	Salesmanship
MGMT	2213	Principles of Management
MKTG	2123	Marketing

Technical/Occupational Support: 8 hours as directed by advisor

BADM	1211	Basic Investment
BADM	2113	Business Communications
BADM	2223	Business Law
MGMT	1133	Human Relations
MIS	2103	Computer Applications
PSYC	1113	General Psychology or
SOCI	1113	Introduction to Sociology
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
MGMT	2223	Advertising
MKTG	2103	Consumer Behavior
SPCH	2713	Intro to Speech Communication

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

See Entry-Level Assessment and Placement, page 21, 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: 31

General Education Requirements:

Communication 3 hours

Hours: 3
ENGL 1113 Freshman Composition I

Program Requirements:

Hours: 28

Technical/Occupational Specialty: 22 hours

ACCT	1103	Financial Accounting Procedures I
BADM	1011	Career Opportunities in Business
OIS	1113	Medical Terminology
OIS	1183	Machine Transcription
OIS	1213	Document Processing
OIS	2123	Medical Insurance and Coding
OIS	2333	Medical Document Processing
OIS	2523	Microsoft Word

Technical/Occupational Support: 6 hours as directed by advisor

MIS	2103	Computer Applications
BADM	2113	Business Communications
OIS	1013	Business English
OIS	1103	Keyboarding
OIS	1123	Medical Assistant Office Procedures I
OIS	1193	Machine Transcription
OIS	2033	Excel Spreadsheets
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 21, 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.

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 money for tuition and fees, a book allowance, and a monthly tax-free stipend. Some of the scholarships are targeted toward specific majors but others are available to students in any major upon transfer to OSU. Juniors, seniors, and graduate students at OSU not on AFROTC scholarship who meet eligibility criteria receive a monthly Stipend.

Obligation

Student may try AFROTC by taking the freshman or sophomore AFROTC courses without obligation. In most cases, students do not have to make a final decision whether to commit to ROTC until their junior year of college. Students who successfully complete the AFROTC program become second lieutenants in the U.S. Air Force with a four-year active duty service obligation. Those selected for pilot training or other "flying" positions incur a longer commitment.

The Air Force ROTC Curriculum

Air Force ROTC courses are listed in the OSU catalog as Aerospace Studies (AERO). Freshman and sophomore AFROTC classes are one credit hour. Junior and senior AFROTC classes are three credit hours. All courses require the cadet to enroll in and attend a weekly Leadership Laboratory (LLAB) period at which leadership and followership skills are taught and emphasized.

To Learn More

For further information regarding the AFROTC program, students should call the Air Force ROTC unit at 405-744-7744, visit the web site at "afrotc.okstate.edu", or send an e-mail to "afrotc@okstate.edu".

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.

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.

CIED 0133 Improved Reading Skills Lab 3, Cr. 0

The course teaches reading skills and attempts to individualize the practical application of these skills, while focusing on improving comprehension skills, building a strong vocabulary and learning various techniques to enhance students skills. Students may be placed in this course based on ACT, CPT or other assessment testing.

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 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 1143 Medical 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 medical office worker. Includes emphasis on public relations, receptionist skills, and the Health Insurance Portability and Accountability Act (HIPAA).

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. Students should be comfortable keyboarding with Microsoft Word.

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 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. Students should be familiar with the keyboard before taking this class.

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.

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 will develop proficiency in the use of coding systems. It will also 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 1113.

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 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 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. Students should be familiar with the keyboard before taking this class.

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.

HORT 1013 Principles of Horticulture Science Class 2, Lab. 2, Cr. 3

Basic physical and physiological processes responsible for plant dormancy, growth, flowering, fruiting, and senescence with respect to the science and the art of production, cultivation, utilization, and/or storage of horticultural plants; management and control of horticulture pests.

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 Introduction to Plant and Soil Systems 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.

ANGLE 1511 Intro to Leadership in Agricultural Sciences & Natural Resources Class 1, Cr. 1

This course introduces students to the concept of leadership as a field of study. Emphasis is placed on the application of acquired knowledge to practical problems.

PLNT 2013 Applied Plant Science 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.

AGCM 2103 Communications in Agriculture Class 3, Cr. 3

Fundamentals of agricultural newswriting and other communication methods. Careers in and the role of the media in agriculture and other related fields. Prerequisite: concurrent enrollment or completion of ENGL 1113 or consent of instructor.

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.

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, Lab. 2, Cr. 4

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.

AGEC 2203 Principles of Economics Applied to Agriculture Class 3, Cr. 3

(2203 Economics)

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.

AGLE 2303 Personal Leadership Development in Agriculture Sciences and Natural Resources Class 3, Cr. 3

This course focuses on how leaders identify key attributes of leadership and link them to their own unique vision, values, and personal strength.

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.

AG 2446 Agricultural Internship Lab. 18, Cr. 6

The internship course in the Department of Agriculture is designed to provide students appropriate college credit for career oriented learning experiences that complement and

enhance their formal classroom training. Course credit is awarded upon successful completion of a structured internship program with a business or organization involved in the production, processing, distribution, regulation, or oversight of agricultural and food products, services, or related resources.

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.

AG 2281 Agricultural Capstone Class 1, Cr. 1

ENTO 2991 Introduction to the Science of Entomology (lab) Lab. 2, Cr. 1

Laboratory based course focused on insect structure, function, and classification. Biology and ecology of insects are demonstrated in both laboratory and field settings. Designed to reinforce and supplement concepts covered in ENTO 2992 through practical applications. Prerequisite or Co-requisite: ENTO 2992.

ENTO 2992 Introduction to the Science of Entomology Class 2, Cr. 2

Basic biology and classification of insects and closely related animals. Overview of the ecology roles of insects in both natural and managed ecosystems.

ALLIED HEALTH

ALTH 1001-1004 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 four hours.

ALTH 1124 Chemistry for Health Sciences Class 4, Cr. 4

This course is designed to be used as a beginning course for students who intend to pursue careers as nurses, medical laboratory technicians, and other allied health fields. This one semester course covers the language of inorganic chemistry, atomic structure, molecular and chemical bonding and calculations. Also covered will be the physical properties of gases, interactions between molecules, the science of solutions, chemical reactions and acid base balance. This course is intended to provide only didactic theory, with the application of the course content to be covered in the specific program disciplines. This course does not meet the prerequisite requirements for BIOL 2114 Anatomy and Physiology.

AMERICAN SIGN LANGUAGE

ASL 1113 American Sign Language Class 3, Cr. 3

This is an introductory course in American Sign Language (ASL). The course will emphasize building sign vocabulary, fingerspelling, grammar and syntax rules, facial expressions, use of personal space, mime and the development of sensitivity and awareness of the Deaf Community in America. Students are expected to acquire basic signing skills and sign vocabulary.

ANIMAL SCIENCE — See Agriculture

ART

ART 1001-1004 Art: Special Problems Cr. 1-4

Advanced study in a mixture of mediums and a continuation in self exploration through the student's art work. Students will work independently and one-on-one with the instructor. Prerequisite: consent of the instructor.

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 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.

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 1111 General Biology Lab Lab. 2, Cr. 1

This is a one hour lab that accompanies BIOL 1113 for non-major students who need a biology course with a lab component. Prerequisite or co-requisite: BIOL 1113.

BIOL 1113 General Biology Class 3, Cr. 3

This is an introduction to the life sciences. The topics include scientific method, cell structure and organization, biological molecular and metabolism, the levels of biological organization and systematics, plant and animal systems, mendelian genetics, heredity, evolution and ecology. The course is a general education course designed for non-majors which does not require a lab. Students may enroll in a one credit hour laboratory course to meet a lab requirement.

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 Class 3, Cr. 3

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 BIOL2114 (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.

BIOL 1404 Plant Biology (Botany) Class 3, Lab. 3, Cr. 4

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.

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 2101 Animal Biology (Zoology) Lab Lab. 3, Cr. 1

A supplement to Animal Biology (Zoology) 1604.

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 & Physiology Lab Lab. 2, Cr. 1

A supplemental lab to Anatomy and Physiology BIOL 2114.

MCRO 2124 Introduction to Microbiology Class 3, Lab. 2, Cr. 4

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, CHEM 1215 or equivalent, and BIOL 2114.

MCRO 2301 Introduction to Microbiology Lab Lab. 2, Cr. 1

A supplement to Microbiology 2124.

BIOL 2534 Advanced Physiology Class 3, Lab. 2, Cr. 4

A thorough coverage of the physiology and interactions of most body systems. Physiology and cellular mechanisms of selected pathologies within each system. Genes, inheritance patterns, mutations and genetic disorders and their expression at the cellular level. Immunology and autoimmune diseases.

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.

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. Students should not concurrently enroll in this course and ECON 2023.

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. Students should not concurrently enroll in this course and 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.

FIN 2123 Personal Finance Class 3, Cr. 3

A first course in the management of the individual's financial affairs such as budgeting, use of credit, mortgage financing, investment and estate planning.

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.

MIS 2103 Computer Applications Class 3, Lab. 2, Cr. 3

A hands-on approach to the microcomputer. Applications will include an introduction to the Windows operating system; the Internet; and word processing, spreadsheet, database, and presentation software programs. Prerequisite: Knowledge of keyboard.

BADM 2113 Business Communications I Class 3, Cr. 3

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.

BADM 2123 World of Business Class 3, Cr. 3

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.

BADM 2133 Business Ethics Class 3, Cr. 3

This course explores ethics in business. It seeks to define ethics and to help the student understand the role of ethics in our society. Actual cases will be used extensively to enable the student to see the value of business ethics in today's world.

MIS 2133 Web Page Development Class 3, Cr. 3

This course is designed as an introduction to web page development. The course covers current techniques in web design, authoring, creation and implementation of web pages using various web development tools. Students will design web pages using frames, backgrounds, tables and multimedia.

BADM 2153 Consumer Mathematics Class 3, Cr. 3

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.

ACCT 2203 Managerial Accounting Class 3, Cr. 3

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.

MIS 2213 Desktop Publishing Class 3, Cr. 3

This course provides hands-on training in desktop publishing (DTP) necessary to create publications such as flyers, brochures, business cards, and other business items for print. Topics include: DTP concepts, operation of DTP software, publication page layout, basic graphic design, and practical applications.

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 Computerized Accounting Class 3, Cr. 3

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.

BADM 2301-2306 Business Internship**Lab 2-12, Cr. 1-6**

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.

CHEMISTRY**CHEM 1215 Principles of Chemistry I****Class 3, Lab. 4, Cr. 5**

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. See page 22 for placement guidelines.

CHEM 1225 Principles of Chemistry II**Class 3, Lab. 4, Cr. 5**

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.

CHEM 1314 General Chemistry I**Class 3, Lab. 3, Cr. 4**

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. See page 22 for placement guidelines.

CHEM 1514 General Chemistry II**Class 3, Lab. 3, Cr. 4**

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 2105 Organic Chemistry I**Class 3, Lab. 4, Cr. 5**

Covers the general principals of nomenclature, structures, bonding, methods of preparation, reactions, mechanisms and uses of acyclic, cyclic, and aromatic compounds. Introduction to interpretation and use of NMR, IR, GC/Mass spectroscopy.

CHEM 2344 Introduction to Organic & 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: Chemistry 1215 or Chemistry 1314, Math 1513 (or concurrent enrollment).

CHEM 2345 (Introductory) Organic Chemistry**Class 3, Lab. 4, Cr. 5**

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.

COLLEGE LIFE AND SUCCESS

CLS 1021

College Life and Success

Class 1, Cr. 1

This course is an extension of the Freshman Year Experience course, designed for entering freshman to provide additional knowledge and skills to ensure, success in college life. Prerequisite: FYE 1011

COMPUTER SCIENCE

CS 1001-1003

Computer Science Special Problems

Cr. 1-3

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. For computer science majors only.

CS 1223

Computer Science Orientation

Class 2, Lab. 2, Cr. 3

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 1353

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. 2, Cr. 3

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. 2, Cr. 4

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. 2, Cr. 3

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) Class 3, Lab. 2, Cr. 4

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) Class 3, Lab. 2, Cr. 4

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. 2, Cr. 3

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.

CONSTRUCTION TECHNOLOGY

CNST 1013 Construction Safety Technology Class 3, Cr. 3

This course is designed to provide an in-depth coverage of safety associated in the construction industry. This course reviews the organization of accident prevention programs, job hazards, analysis, accident cost control, inspections, reports, records, and safety standards as established by the federal and state governments. Thirty-hour OSHA voluntary compliance cards are available for students who qualify. This course uses NCCER training and certification on each modular component. Students that meet NCCER criteria have the opportunity to gain the NCCER certification, which is nationally recognized.

CNST 1023 Introduction to Construction Class 3, Cr. 3

This course explores the various types of construction and careers in the industry. This course introduces construction math, hand tools, power tools, drawings, communication skills, critical thinking and problem solving, materials and handling, and sources of information.

CNST 1113 Construction Drawing & Computer Aided Drafting Class 1, Lab. 4, Cr. 3

This basic course is computer graphics uses AutoCAD software. Course content covers the software usage as well as how it benefits the construction industry. Basic symbols and techniques are used in this hands-on application.

CNST 1123 Introduction to Carpentry Class 2, Lab. 2, Cr. 3

This course is designed to provide an introduction in carpentry fundamentals using a hands-on approach. Course reviews carpentry history, career opportunities for carpentry, tools, plans, floor systems, wall and ceiling framing, roof framing, windows, doors, and basic stair layout. This is an overall basic course for carpentry skills which lays the foundation for advanced skills. This course uses National Center for Construction Education Research (NCCER) training and certification on each modular component. Students which meet NCCER criteria have the opportunity to gain the NCCER certification which is nationally recognized.

CNST 1133 Introduction to Carpentry II Class 2, Lab. 2, Cr. 3

This course provides advanced instruction into carpentry using a hands-on approach. Course reviews drawings and applies them to the various phases of construction. This is an advanced course for carpentry skills. This course uses National Center for Construction Education and Research (NCCER) training and certification on each modular component. Students which meet NCCER criteria have the opportunity to gain the NCCER certification, which is nationally recognized.

CNST 1153 Blueprint Reading Class 3, Cr. 3

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.

CNST 1233 Methods of Construction Class 2, Lab. 2, Cr. 3

This is a course on light frame and finishes in the construction industry. Course explains the materials, methods and applications used in the construction industry, including specifications, labor costs, productivity and units.

CNST 2113 Field Safety Class 2, Lab. 2, Cr. 3

This course is designed to provide an in-depth coverage of safety associated in the construction industry. This course reviews information for safety compliance in the construction field. Course takes an extensive look: at safety standards as established by the federal and state governments. Ten-hour OSHA voluntary compliance cards are available for students who qualify. This course uses NCCER training and certification on each modular component. Students which meet NCCER criteria have the opportunity to gain the NCCER certification which is nationally recognized.

CNST 1213 Introduction to Electrical Construction Class 2, Lab. 2, Cr. 3

This course provides basic instruction into the electrical trade using a hands-on approach. Course reviews careers, electrical safety, electrical circuits, theory, The National Electrical Code, Device Boxes, conduit bending, fitting, types of applications, blueprints, residential electrical services, and electrical testing equipment. This course uses National Center for Construction Education and Research (NCCER) training and certification on each modular component. Students which meet NCCER criteria have the opportunity to gain the NCCER certification, which is nationally recognized.

CNST 1223 Introduction to Masonry Class 2, Lab. 2, Cr. 3

This course provides basic instruction into masonry using a hands-on approach. Course reviews tools, equipment, measurements, drawings, specifications, materials, and installation techniques. This course uses NCCER training and certification on each modular component. Students which meet NCCER criteria have the opportunity to gain the NCCER certification which is nationally recognized.

CNST 1323 Estimating I Class 2, Lab. 2, Cr. 3

This course is designed to provide estimating techniques and methods of construction. Comprehensive material take-off is taught using a hands-on method. Other material includes unit pricing, bid process and bid procedures.

CNST 2123 Construction Management and Leadership Class 2, Lab. 2, Cr. 3

This course covers construction management fundamentals, safety, communication, issues and resolutions, documents, planning, estimating and cost control, scheduling, productivity, quality control, and critical problem solving. This course uses the National Center for Construction Education and Research (NCCER) training and certification for each modular component. Students which meet NCCER criteria have the opportunity to gain the NCCER certification which is nationally recognized.

CNST 2233 Internship Cr. 3

This course is a capstone course designed to integrate academic and technical lectures and labs with business and industry work experience. Students work with area businesses to gain real-life work experience. Students will be supervised by professionals in the industry.

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 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 1223.

DRFT 1125 Industrial Drafting Class 3, Lab. 4, Cr. 5

A fundamental drawing course for drafting majors. Covers the theory of orthographic and pictorial drawing. The basic in line work, lettering, geometric construction, orthographic projection, auxiliaries, sections, dimensioning, tolerance, isometric projection, and sketching. The major portion of the drawings are completed on the drawing board with some introduction to the computer-aided drawing system, 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. DRFT 1223, or permission of Department Chair.

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 1223, or permission of Department Chair.

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. Prerequisite: Must satisfy any deficiency in English prior to enrollment in this course.

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. Prerequisite: Must satisfy any deficiency in English prior to enrollment in this course.

ENGL 2333 Introduction to Technical Writing Class 3, Cr. 3

Study of various rhetorical issues in technical writing. Emphasis on writing situations in the student's area of specialization with a focus on form and content. Does not meet any part of the six-hour composition requirement for the associate in arts and associate in science degrees. 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: Must satisfy any deficiency in English prior to enrollment in this course.

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). Prerequisite: Must satisfy any deficiency in English prior to enrollment in this course.

ENGL 2443 World Literature II Class 3, Cr. 3

Covers literature from the Enlightenment to present (exclusive of British and American literatures). Prerequisite: Must satisfy any deficiency in English prior to enrollment in this course.

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 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. Prerequisite: Must satisfy any deficiency in English prior to enrollment in this course.

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. Prerequisite: Must satisfy any deficiency in English prior to enrollment in this course.

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. Prerequisite: Must satisfy any deficiency in English prior to enrollment in this course.

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. Prerequisite: Must satisfy any deficiency in English prior to enrollment in this course.

ENVIRONMENTAL SCIENCE

ENVR 1114 Introduction to Environmental Science Class 3, Lab. 2, Cr. 4

An integrated scientific study of current environmental issues pertaining to resource supply and demand. Environmental problems will be addressed from the standpoint of ethical, risk, scientific, and social feasibility.

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. 2, 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.

EQNE 2012 Basic Horsemanship Class 1, Lab. 2, 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. 2, 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. 6, 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 2234 Equine Training Management II Class 2, Lab. 6, Cr. 4

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 2, Lab. 2, 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.

EQNE 2222 Marketing the Performance Horse Class 1, Lab. 2, 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.

EQNE 2333 Equine Production and Business Management Class 3, Cr. 3

That the student develops a basic understanding and comprehension of horse laws, taxes, insurance, and accounting and records as related to the horse industry. Emphasis will be placed on how to achieve a profitable and functional operation in the horse industry as a breeder, trainer, stable manager, and owner.

FARM AND RANCH MANAGEMENT

(See also Equine)

FRMT 1003 Ranch Business Management Class 3, Cr. 3

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 1123 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.

FORESTRY/WILDLIFE

NREM 1001-1003 Natural Resources Field Application

Cr. 1-3

Field observation of professional management on public and private lands. Prerequisite: none.

NREM 1014 Introduction to Natural History Class 3, Lab. 2, Cr. 4

The study of living organisms especially their origins, adaptations for reproducing and relation to their environment. Laboratory emphasis is on observation and investigation of the diversity and adaptation of living organisms.

NREM 1114 Elements of Forestry Class 3, Lab. 2, Cr. 4

A preview of forestry subjects, including forest resources, agencies, industries, and practices.

NREM 2103 Forest Measurements I Class 2, Lab. 2, 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.

NREM 2013 Natural Resource Ecology Class 3, Cr. 3

Introductory focus on understanding and applying general ecological principles to agricultural and natural ecosystems. Emphasis and relationships between climate, soils, agricultural, and natural ecosystems. Topics include nutrient cycles, energy flow, species interactions, biological diversity, productivity, sustainability, and landscape and ecosystem management.

NREM 2113 Timber Harvesting Class 2, Lab. 2, Cr. 3

The objective of this course is to develop basic understanding of theory and strategies of planning and management of timber harvesting, techniques including felling, bucking, skidding, operation, cable yarding, harvesting cost analysis, safety aspects of harvesting, and principles of forest road building.

NREM 1214 Introduction to Wood Properties and Products Class 3, Lab. 2, Cr. 4

To develop basic understanding of anatomical, physical, and mechanical properties of solid wood and wood products. Principles of lumber manufacturing, veneer wood and preservation techniques. Some basic concepts of manufacture of wood composites including particleboard, fiberboard, oriented strandboard, and waferboard will also be reviewed. Paper production will also be covered.

NREM 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.

NREM 2886 Forestry Internship Lab. 18, Cr. 6

This course is designed to provide students with career oriented learning experiences that complement and enhance their formal classroom training. Students will complete a structured intern program with a business or organization involved in the production, processing, distribution, regulation, or oversight of forestry, wildlife, environmental resource management or related field.

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 focused on this class. Prerequisite: LEIS 1182.

LEIS 1231 Introduction to Golf Lab. 2, Cr. 1

Introduction of the basic skills, rules, terminology and etiquette of golf.

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 1713 Introduction to Athletic Training Class 3, Cr. 3

An introduction to the profession of athletic training. The principles of injury prevention and care relative to athletic injuries and development of essential skills and competencies needed to perform selected athletic training procedures. Theory-based course with required laboratory experience.

HHP 1753 Introduction to Physical Education Class 3, Cr. 3

The nature, scope, and significance of physical education. Historical and philosophical foundations, major sub-disciplines and their interrelationships, and career opportunities.

HHP 1812 Pedagogy of Outdoor Activities Class 2, Cr. 2

Introduction of selected motor skills, activities, methods and theories within outdoor activities. Analysis of skills concepts, terms, safety issues, teaching strategies and developmental appropriateness. Prerequisite: HPER majors only.

HHP 1822 Pedagogy of Rhythm and Movement Class 2, Cr. 2

Introduction of basic fundamentals and methods of movement skills for rhythms including social, creative, developmental, and multicultural dance and activities. Analysis of skills, concepts, terms, safety issues, teaching strategies and developmental appropriateness. Prerequisite: HPER majors only.

HHP 1832 Pedagogy of Sports Skills Class 2, Cr. 2

Introduction of selected motor skills, activities, methods and theories of individual, dual and team sports. Analysis of skills, concepts, terms, safety issues, teaching strategies and developmental appropriateness. Prerequisite: HPER majors only.

HHP 1842 Pedagogy of Fitness and Wellness Class 2, Cr. 2

Introduction of concepts, technologies and teaching methods for strength training, aerobic conditioning and stress management. Analysis of skills, concepts, terms, and computer applications, safety issues, teaching strategies and developmental appropriateness. Prerequisite: HPER majors only.

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 instruction 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 2213 Principles in Health Education and Health Promotion Class 3, Cr. 3

Introduction to the field of health education and health promotion focusing on health principles, theories, career opportunities and a field experience.

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 2432 Theory of Coaching Softball 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 the community along with the general objectives in coaching will be offered.

HHP 2442 Theory of Coaching Volleyball 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 the community along with the general objectives in coaching will be offered.

HHP 2451 Athletic Training Practicum Lab. 2, Cr. 1

Directed observation in supervised introductory laboratory and clinical experiences in athletic training. Prerequisite: Full admission into athletic training program. HHP 2452 Theory of Coaching Cheerleading and Dance Groups 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 the community along with the general objectives in coaching will be offered.

HHP 2461 Athletic Training Practicum II Lab 2, Cr. 1

Directed observation in supervised introductory laboratory and clinical experiences in athletic training. Prerequisite: Successful completion of HHP 2451.

HHP 2462 Theory of Coaching Soccer Class 2, Cr. 2

An insight into what is involved in the management and preparation of a soccer 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 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 2603 Total Wellness Class 3, Cr. 3

Individual, interpersonal, and soci-cultural issues that have an impact on health. Behavioral decision making, social relations, cultural diversity and environmental sensitivity.

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.

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 2692 Water Safety Instruction Class 1, Lab. 2, 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 2712 Psychomotor Development Class 2, Cr. 2

Fundamental aspects of motor development for infants, children, youth and adults.

HHP 2733 Procedures in Athletic Training Class 3, Cr. 3

Introduction to the psychomotor skills required in the profession of athletic training. Procedures relative to athletic injuries and development of essential skills and competencies needed to perform selected athletic training procedures. Theory-based course with required lab experience. Prerequisite: HHP 1713.

HHP 2844 Assessment of Lower-extremity Athletic Injuries Class 3, Lab. 2, Cr. 4

Advanced knowledge and skills related to the recognition, assessment and appropriate medical referral of athletic injuries to the spine and lower extremities. Prerequisites: HHP 2653, HHP 2663.

HHP 2854 Assessment of Upper-extremity Athletic Injuries Class 3, Lab. 2, Cr. 4

Advanced knowledge and skills related to the recognition, assessment and appropriate medical referral of athletic injuries to the spine and upper extremities. Prerequisites: HHP 2653, HHP 2663, HHP 2844.

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 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 States and the impact on both the American Indian and European cultures from contact with white civilization.

HIST 1113 African-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 the 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.

HIST 2343 **Religion in America** **Class 3, Cr. 3**

Survey of the history of religion in America and its impact on social reform, politics, and intellectual life.

HIST 2623 **History of the Hispanic American Nations, 1810 to Present** **Class 3, Cr. 3**

The emancipation and development of the Spanish-American nations with special attention to the movements for national independence, political unification, economic developments and social welfare.

HOTELS, RESTAURANTS AND TOURISM

HRAD 1103 **Intro to Hotels, Restaurants and Tourism in a Global Environment** **Class 3, Cr. 3**

Study of hotels, restaurants, tourism and the hospitality industry around the world. Emphasis on the scope of the industry, development and history of the hospitality industry on an international basis, ethical issues and career opportunities.

HRAD 2283 **Hospitality Industry Financial Analysis** **Class 3, Cr. 3**

Study of financial analysis theory and practice in the hospitality industry including analysis and interpretation of financial statements, internal control, cost management, and budgets. Specific examples of the industry will be studied.

HRAD 2533 **Hospitality Information Technology** **Class 3, Cr. 3**

Overview of computer systems and applications utilized in the hospitality industry. Emphasis on the interaction between technology, oral, and written communication at all levels of the hospitality industry.

HRAD 2643 **Lodging Operations** **Class 3, Cr. 3**

This course introduces and discusses the organization and administration of hotel operations, including front desk operations, housekeeping, laundry, sales/marketing, management and other positions common to hotel operation.

HUMANITIES

(Also see other humanities selections, p. 54)

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.

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 1003	Spanish for Law Enforcement I	Class 3, Cr. 3
This course will provide learner-friendly, practical Spanish for police officers. No prior Spanish is required.		
SPAN 1013	Conversational Medical Spanish	Class 3, Cr. 3
This course is a conversational and interactive approach to enable individuals to communicate with patients in basic Spanish in a health-care setting.		
SPAN 1103	Spanish for Law Enforcement II	Class 3, Cr. 3
This course will provide learner-friendly, practical Spanish for police officers. No prior Spanish is required.		
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 1115 Beginning Spanish Class 5, Cr. 5

The main objective in the beginning course of Spanish is to develop the ability to understand simple Spanish spoken in small units, to read everyday Spanish with comprehension, to ask or answer brief questions in Spanish, and to acquire a general knowledge of the geography of Spain and Latin America. At the beginning of the course the emphasis is placed upon careful training in pronunciation. The reading material used is to acquaint the student with the life and civilization of Spanish-speaking countries.

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 1/2 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 1215 Beginning Spanish II Class 5, Cr. 5

A continuation of Spanish 1115, involving a more thorough study of grammatical principles and forms. The development of reading skills continues to be a major objective. Ability to understand spoken Spanish of ordinary difficulty, to ask or answer questions of normal complexity, and to read with considerable ability are the chief aims. The reading material information gives some cultural background of Spain and Latin America. Prerequisite: SPAN 1113 and/or SPAN 1123, SPAN 1115, or one year 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 11/2 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, 2 units of high school Spanish, or SPAN 1225.

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 2113. Prerequisites: SPAN 2113.

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 1001-1004 Mass Communication Special Problems Cr. 1-4

Designed primarily for independent study with credit varying from one to four hours. May also be used for internships in broadcasting or journalism. May be taken more than once. Maximum credit is four hours.

MCOM 1011, 1021, 2011, 2021

Newspaper Production I, II, III, IV

**Lab. 2, Up to 4 hours credit,
but not more than one credit hour per semester**

This two hour lab class consists 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 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 2521, 2522, 2523, 2524

Television Internship Class 3, Cr. 3

This course is designed to give the student real-world experience by putting them to work at a local professional television station.

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 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.

MUSC 1113	Fundamentals of Music I	Class 3, Cr. 3
<p>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 Entraining 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.</p>		
MUSC 1151, 1251, 2151, 2251	Applied Organ Lessons	Class 1, Cr. 1
<p>A study of registration, technique for control, and repertoire.</p>		
MUSC 1152, 1252, 2152, 2252	Applied Organ Lessons	Class 2, Cr. 2
<p>A study of registration, technique for control, and repertoire.</p>		
MUSC 1161, 1261, 2161, 2261	Applied Harp Lessons	Class 1, Cr. 1
<p>A study of the uniqueness of the instrument, teaching the body to coordinate for the technique of the instrument, and repertoire.</p>		
MUSC 1162, 1262, 2162, 2262	Applied Harp Lessons	Class 2, Cr. 2
<p>A study of the uniqueness of the instrument, teaching the body to coordinate for the technique of the instrument, and repertoire.</p>		
MUSC 1212	Traditional Indian Singing	Class 2, Cr. 2
<p>The teaching of inter-tribal pow-wow music. Class sessions will center around the powwow 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).</p>		
MUSC 1213	Fundamentals of Music II	Class 3, Cr. 3
<p>A continuation of Fundamentals of Music I 2673.</p>		
MUSC 1321, 1341, 2321, 2341	Norse Sound Pep Band	Lab. 3, Cr. 1
<p>Study and performance of works for the basketball pep band. Enrollment by instructor's approval. This course will be offered during the second eight weeks of fall semester and the first eight weeks of the spring semester.</p>		
MUSC 1331, 1431, 2331, 2431	Applied Voice Lessons	Class 1, Cr. 1
<p>A study of the technique of singing, teaching or musicianship, and learning of repertoire.</p>		
MUSC 1332, 1432, 2332, 2432	Applied Voice Lessons	Class 2, Cr. 2
<p>A study of the technique of singing, teaching or musicianship, and learning of repertoire.</p>		
MUSC 1503	American Music Appreciation	Class 3, Cr. 3
<p>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.</p>		
MUSC 1513	Music Literature	Class 3, Cr. 3
<p>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.</p>		
MUSC 1531	Sight-Singing and Eartraining I	Class 2, Cr. 1
<p>Reading and dictation of simple melodies and basic rhythms.</p>		
MUSC 1533	Theory of Music I	Class 3, Cr. 3
<p>A study of chord structure and progression with simple triads.</p>		

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, 2601, 2701	Band	Lab. 5, Cr. 1
A study of tone quality, technique repertoire for marching performance and concert performance.		
MUSC 1641, 1741, 2641, 2741	Chorus-Concert Choir	Lab. 4, Cr. 1
A study of tone quality, breath support, tone placement, 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	NEO Meistersingers – Show Choir	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.		

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 States 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 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.

MUSC 1212 **Traditional Indian Singing** **Class 2, Cr. 2**

The teaching of inter-tribal pow-wow music. Class sessions will center around the powwow 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. Prerequisites: BIOL 1414 or one of the other required biological sciences; Admission to nursing program. Concurrent course: BIOL 2114, 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 of transfer or articulation. Content includes the philosophy and theoretical framework of the 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 1122 **Expanded Transitions** **Class 2, Cr. 2**

This course is designed to facilitate the Paramedic transition into the Associate Degree Nursing Program at the second semester level. Content includes the philosophy and theoretical framework of NEO's Nursing Program, the roles and competencies of the associate degree nurse, the transition from being a Paramedic to an RN. Nursing process according to the NEO Nursing Program's format will also be addressed. Additional skills and fundamental instructional theories will be presented in this course.

for a physical science for non-science majors. Areas studied are physics, chemistry, geology, meteorology, and astronomy. Prerequisite: MATH 0123 or above.

PHYS 1025 Physical Science for Physical Therapy Class 4, Lab. 2, Cr. 4

This course is designed to provide a physics background for students trying to enter the Physical Therapist Assistant field. In addition 20% of the course will provide a chemistry background and another 20% will cover the theory of cell structures. The last two topics will prepare students for Anatomy and Physiology. Prerequisite: MATH 0123 of 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 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 2333 Clinical Experience I Lab. 9, Cr. 3

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 2389 Orthopedic Rehabilitation Class 7, Lab. 6, Cr. 9

A study of selected anatomical, physiological and pathological factors which relate to specific clinical conditions seen in orthopedic physical therapy. This will include the application of orthopedic assessment strategies and the 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 wounded care. Relate proper use of prosthetics, orthotics, and the prescriptive wheelchair. Prerequisite: Required PHTA courses.

PHTA 2434 Clinical Experience II Lab. 12, Cr. 4

Supervised clinical experience and application of physical therapy services. Group discussion of selected clinical topics in a seminar format. Prerequisite: Required PHTA courses.

PHTA 2442 Professionalism in the Healthcare Class 2, Cr. 2

This course is designed to provide tools for students and practitioners as they confront ethical dilemmas, moral controversy, function as a member of the healthcare team and face the challenges that the Physical Therapist Assistant and all healthcare professionals face in day to day clinical practice.

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. Prerequisite: 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 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.

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.

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 policepower 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.

POLS 2063 Introduction to Comparative Politics Class 3, Cr. 3

A comparative study of the political processes and institutions of contemporary societies. Introduction to the concepts and methods of comparative politics.

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 0133 Improved Reading Skills Class 1, Lab. 4, Cr. 0

The course teaches reading skills and attempts to individualize the practical application of these skills, while focusing on improving comprehension skills, building a strong vocabulary and learning various techniques to enhance student's skills. Students may be placed in this course based in ACT, CPT or other assessment testing.

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, notetaking, 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.

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 levels. 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.

SPANISH — See Languages

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 1113 Techniques of Theatre Touring Lab. 7, Cr. 3

A participation course in which students will rehearse, produce, perform, and maintain a touring theatre production. Prerequisite: Enrollment by audition only.

TH 1133 Techniques of Theatre Touring Lab. 7, Cr. 3

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.

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: Speech 2713.

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 2553 Acting II: Acting for the Camera Class 3, Cr. 3

Course in the history, development and techniques used in the camera acting process. Topics include the language of the cinema, television acting, and motion picture acting. Students work together on multiple in class performances culminating in a final on-screen project. Class is 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 stage and television studio make-up. Practical experience is gained by preparing for departmental productions. Prerequisite: TH 2663.

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

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 1012 Introduction to Integrated Studies Class 2, Cr. 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 Class 2, Cr. 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 Class 2, Cr. 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 Class 3, Cr. 3

Skills development in an applied setting. Beginning level techniques are developed through design and completion of projects.

TEC 1045 Beginning Applications Class 5, Cr. 5

Skills development in an applied setting. Beginning level techniques are developed through design and completion of projects.

TEC 1053 Intermediate Applications Class 3, Cr. 3

Skills development in an applied setting. Intermediate level techniques are developed through design and completion of projects.

TEC 1065 Intermediate Applications Class 5, Cr. 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 2, Lab. 2, Cr. 3

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. 4, 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	Class 3, Cr. 3
Skills development in an applied setting. Advanced level techniques are developed through design and completion of projects.		
TEC 2035	Advanced Applications	Class 5, Cr. 5
Skills development in an applied setting. Advanced level techniques are developed through design and completion of projects.		
TEC 2043	Special Topics	Class 3, Cr. 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	Class 5, Cr. 5
Topics that deal with important issues within the industry. Includes problem solving techniques, troubleshooting, etc.		
TEC 2063	Special Projects	Class 3, Cr. 3
Advanced skills used in the work on special projects related to a student career goals.		
TEC 2075	Special Projects	Class 5, Cr. 5
Advanced skills used in the work on special projects related to a student career goals.		
TEC 2083	Job Readiness	Class 3, Cr. 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	Class 3, Cr. 3
A capstone course designed to integrate academic and technical lectures and labs with business and industry work experience.		
TEC 2106	Field Internship	Class 6, Cr. 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.

TELEVISION — See Mass Communication

THEATRE — See Speech and Theatre

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- Bethene Fahnestock, BSN, M.S..... **School of Human Environmental Sciences**
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Graduate Study, Pittsburg State University

FACULTY

- BECKY ACUPAN, 2010..... PHYSICAL THERAPIST ASSISTANT
B.S., University of Oklahoma Health Science Center; Graduate Study, Pittsburg State University
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B.S., Oklahoma State University; M.S., Pittsburg State University
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B.S., Graceland University; M.S., Northeastern State University
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B.S., University of Arkansas; M.S., Pittsburg State University
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A.A., Northeastern Oklahoma A&M College; B.S., University of Central Oklahoma; D.V.M., Oklahoma State University
- CHERYL ANN BUTLER, 1995..... PSYCHOLOGY
B.S., M.S., Pittsburg State University
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A.A., Northeastern Oklahoma A&M College; B.A., Kansas State College; M.A., Pittsburg State University
- RICHARD H. COINER, JR., 1991..... HISTORY
B.A., University of Oklahoma; Juris Doctorate, University of Tulsa; Graduate Study, University of Kansas
- ADAM COMPTON, 2005..... MUSIC
B.A., California State University; M.Ed., Lyndenwood University.
- KIRSTEN COUCH, 1994..... ART
B.A., M.F.A., University of Oklahoma

PATRICIA E. CREECH, 1997 DEPARTMENT CHAIR, BUSINESS & TECHNOLOGY/ACCOUNTING
 B.B.A, M.S., University of Oklahoma

SHANNON CUNNINGHAM, 2003 DEPT. CHAIR AGRICULTURE/AGRICULTURE/
 EQUINE JUDGING COACH
 B.S., Oklahoma State University; M.S., University of Arkansas

LESLI DEICHMAN, 2002 PSYCHOLOGY
 B.A., University of Central Florida; M.S., New Hampshire College; Doctorate of Psychology,
 Southern California University for Professional Studies

STEPHEN TYLER DEWEY, 2009 AGRICULTURE
 B.S., Texas A&M University Commerce; M.S., University of Arizona

DEWANE STEVEN DIXON, 2010 MATHEMATICS
 B.S., Missouri Southern State University; M.S., Pittsburg State University

MATTHEW SCOTT DONALDSON, 2010 BUSINESS
 B.S.B.A., B.S.E., Missouri Southern State University; M.S., Emporia State University

ADRIENNE DOWD, 2009 ENGLISH
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ROGER WAYNE FENT, 1981 AGRICULTURE
 B.S., M.S., Oklahoma State University

VICKIE FIELDS, 2003 NURSING/COORDINATOR, LPN TO RN PROGRAM
 A.A., Northeastern Oklahoma A&M College; B.S.N., Pittsburg State University; M.S.,
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TROY FUGATE, 2006 CRIMINAL JUSTICE
 A.A.S, Northeastern Oklahoma A&M College; B.S., Missouri Southern State College; M.S.,
 Central Missouri State University

BARBARA GEORGE, 2002 SPEECH & THEATER; DIR. THEATRE
 B.A., Northeastern Oklahoma State University; M.S., North Texas State University, Denton

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 BIOLOGICAL SCIENCE
 A.A., Northeastern Oklahoma A&M College; B.S., Oklahoma State University; M.S., Ph.D.,
 Iowa State University

DUSTIN GROVER, 2005 COMPUTER SCIENCE/HEAD MEN'S BASKETBALL COACH/
 INTERIM ATHLETIC DIRECTOR
 A.A., Northeastern Oklahoma A&M College; B.S., Oklahoma State University; M.S.,
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SEONAE HA-BIRDSONG, 1999 READING & ENGLISH
 B.A., M.A., Kyungpook National University; Ph.D., Oklahoma State University

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 A.A., Northeastern Oklahoma A&M College; B.S., Missouri Southern State College;
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 A.A., Northeastern Oklahoma A&M College; B.S., M.S., Oklahoma State University

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 B.S., Harding University; B.A., M.S., University of Minnesota

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 A.A., Laramie County Community College; B.S., M.S., West Texas A&M University

ASHLEE A. JACKSON, 2009 EARLY CHILDHOOD
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GERALD JONES, 2006MEDICAL LAB TECHNOLOGY
 B.S., University of Oklahoma; M.S., Webster College

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 B.S., M.S., Ed.S., Pittsburg State University

ERIN A. KELLOGG, 2010.....MATHEMATICS
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TE NONA KUHN, 2002..... EARLY CHILDHOOD EDUCATION/
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 A.A., Northeastern Oklahoma A&M College; B.S., Oklahoma State University; M.Ed.,
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RON LAWSON, 2001 BUSINESS
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DAVID A. LOVING, 2002HISTORY
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 A.A., Northeastern Oklahoma A&M College; B.A., Langston University; M.A., Northeastern
 State University

MATTHEW G. MAYFIELD, 1991PHYSICS/MATH
 B.S., M.A., University of Missouri, Columbia

STEVEN B. McCURLEY, 1991.....COMMUNICATIONS & FINE ARTS DEPARTMENT CHAIR
 SPEECH & THEATRE INSTRUCTOR/TECHNICAL DIRECTOR, FINE ARTS CENTER
 A.A., Northeastern Oklahoma A&M College; B.A., Central State University; M.A., Oklahoma
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 Nursing Diploma, Hillcrest Medical Center School of Nursing; B.S.N., Pittsburg State
 University; M.S., University of Oklahoma

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 B.S., University of Tulsa; M.S.N., University of Oklahoma

SIDNEY ANN MORGAN, 1998..... NURSING, ALLIED HEALTH, &
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 CLINICAL COORDINATOR/INSTRUCTOR PTA PROGRAM
 A.A.S., Northeastern Oklahoma A&M College; B.S., University of Oklahoma; M.A., Pittsburg
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JOHN PARRIGON, 2007HPER/MEN'S SOCCER COACH
 B.S., Missouri Southern State University; M.S, University of Arkansas

JULIEANNA D. ROHDE, 2003 BIOLOGY
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KEITH A. SUTTON, 1992..... ENGLISH
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College

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A.A.S., Edmonds Community College; B.S., Oklahoma State University; M.A., Southern
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B.M.E., M.M.E., University of Tennessee; Graduate Studies, University of Missouri at Kansas
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B.S.N., Pittsburg State University; M.S.N., University of Kansas

STAFF

ZACH ALLEN, 2010, B.S.....Assistant Football Coach/Recruiting Coordinator

LOIS ARNALL, 1995, A.A..... Secretary, Dean of School of Agriculture & Natural Sciences

BEVERLY ARNOLD, 1998..... Benefits Clerk: Human Resources

MIKE BARLOW, 2010, A.A., B.S., M.S..... Head Athletic Trainer

JOY BAUER, 2009, A.A., B.S.....Instructor: Adult Learning Center

LISA BELL, 2008, B.S..... Head Women's Soccer Coach/Coord. – Student Activity Center

CAROLYN BERRY, 1992..... Payroll Clerk: Human Resources

LOU BERRY, 1980, A.A., B.S..... Client Services Administrator, Technology Services

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MARY BIBLE, 2009, B.S.....Instructor: Adult Learning Center

CINDY BIGBY, 2001, A.A.S..... Administrative Assistant: Technology Services

WHITNEY BLUEJACKET, 2009, A.A..... Secretary: Athletic Department

ALBERT BROWN, 2006..... Campus Police Officer

NICOLE BROWN, 2003, B.S., M.A..... Coordinator: Recruitment Office

SLOANE BROWN, 2000, B.S., M.L.S..... Coordinator, Library Services/Coord. & Advisor
International Student Program
Head Archivist – Picher Mining Collections

JAMES CHEATHAM, 2009, B.S., M.S..... Retention Specialist/Advisor; Asst. Football Coach

DARLA CHEWEY, 1999, A.A.S..... Administrative Assistant: Upward Bound Program

JANIE CLAY, 2003, B.S., M.L.S..... Co-Coordinator/Employment Specialist: Allied JOBS Program

DONALD J. COOK, 2008..... Campus Police Officer

SANDRA K. COUCH, 2007, B.S..... Staff Accountant

RUTH COYNE, 2010..... Secretary: Student Recruitment Office

KATHLEEN CROWNOVER, 1994 A.A.S..... Secretary: Dean of School of
Human Environmental Sciences

LINDA DAVIS, 2008, B.S., M.S..... Coordinator, Child Scholar Program

JENNIFER DELAMATTER, 2006..... Campus Receptionist/Switchboard Operator

PEGGY DUVALL, 2001..... Secretary: Vice President for Fiscal Affairs

MARCIA ENYART, 1974..... Director, Human Resources

TRUDY ENYART, 1995..... Records Supervisor/Grants & Work Study Coordinator

DAVID FISHER, 2009, B.S., MS..... Director, Financial Aid

SHARON GRIGSBY, 1994, A.A..... Purchasing Assistant: Business Office

KIM GRIMES, 1985, A.A..... Library/LRC Assistant

STEVE GRIMES, 1989..... Director, Physical Plant

ELSIE GROVER, 2008, A.A., B.A., M.A..... Director: Upward Bound Program

TOM HALE, 2009, B.S..... Academic Coordinator: Upward Bound Program

DIANNE HEADLEE, 1996Manager: Campus Bookstore
 BRAD HENDERSON, 2003, B.S., M.A..... Director, Digital Communications
 ANITA HERNANDEZ, 2010, B.S. Residence Director: Dobson Hall/
 Asst. Women's Basketball Coach
 SHIRLEY HERNANDEZ, 2010Residence Director: Russell Hall
 BETTY ANN HOWARD, 1997 Head Cashier: Business Office
 ALBERTA HUTCHINGS, 1987, A.A., B.A Technical Services Assistant: LRC
 EDIE INGRAM, 2001, A.A., B.A, M.A.Director: Development Foundation
 ERIC IVERSON, 1991, B.SHead Softball & Volleyball Coach
 CHRISTOPHER JOHNSON, 2001Programmer/Analyst; Technology Services
 KYLE KENNON, 2003 Postmaster
 NANCY KENNON, 2001Administrative Receptionist: Grove Higher Education Center
 KAREN KEY, 1986, A.A., B.AAsst. Financial Aid Director/Scholarship Administrator
 JUDY KOWAL, 2008 Clerk/Typist: Admissions
 LORI KURTZ, 2009, M.B.SAdvisor/Coordinator: Counseling Services
 LISA LEWIS, 2000..... Secretary: Agriculture Department
 J. RACHEL LLOYD, 2003, B.A., MS. Director: Center for Student Success and Advisement
 JACKIE MATTHEWS, 1988, A.AProgrammer/Analyst: Technology Services
 NANCY MAYER, 1996, A.A Technology Data Manager: Student Support Services Program
 VICKI McAFFREY, 2006.....Assistant Head Cashier: Business Office
 SHERRY McCURLEY 1991, B.A., M.S. Director: Adult Literacy Program
 AIMEE McMAIN, 2008, A.A. Secretary: Financial Aid Department

 BRIAN MOONEY, 2004, B.S.College Recruiter: Recruitment Office
 BRETT MORGAN, 2009, B.SAcademic Support Assistant: Math
 DAVID NOEL, 2004 Lieutenant: Campus Police
 KANDIS NOEL, 2006 Assistant Manager: Campus Bookstore
 TINA OSBURN, 2006Secretary: Center for Academic Success & Advisement
 DEBBIE OVERACRE, 1999, A.A..... Library Assistant: Periodicals
 BARBARA PATTERSON, 2006 Secretary: Dean – School of Liberal Arts
 BOBBIE PENNINGTON, 2002, B.A., M.Ed.....Career/Retention Specialist;
 Student Support Services Program
 ERIC PFEFFER, 2005.....Campus Police Officer
 HEATH POTTER, 2009Campus Police Officer
 MARK RASOR, 2007, B.A..... Controller/Asst. Vice President for Fiscal Affairs
 SHEENA REECE, 2008, B.SCollege Recruiter: Recruitment Office
 PEGGY RHINE, 1981, A.A. Executive Assistant to the President
 TOM ROBERTSON, 1995..... Chief, Campus Police Department
 JACKIE ROBINSON, 2004..... Secretary: Health Science & Allied Health Depts.
 JAMES ROWLAND, 2000, B.S. Director, Campus Housing/Head Women's Basketball Coach
 TONYA ROWLAND, 2000Housing Clerk
 LISA SEVERE, 2010 Administrative Assistant: Development Foundation
 MICHELLE SHACKELFORD, 2002, A.A., B.B.A..... Registrar
 ROBIN SHAMBUAGH, 2005 Co-Coordinator/Job Skills Specialist: Allied JOBS Program
 JOHN SHARP, 2009 Detective, Campus Police
 GEOFFREY A. SKAGGS, 2007PC Support Technician: Technology Services
 MATT SNOW, 2008, A.A. Computer Technician: Technology Services
 BRIAN SPARKS, 2005 Asst. Administrator: Technology Services
 CINDY STARCHER, 2009Secretary: Vice President for Academic Affairs &
 Vice President for Student Affairs/Enrollment Management
 VICKIE STOKES, 1999 Residence Director: Vann Hall
 KAREN STOUT, 1999, A.A..... Administrative Asst.: NEO Grove Higher Education Ctr.
 LISA STOVALL, 1998, A.A. Academic Support Assistant: Reading
 ROBIN STREETER, 2007 Sales Clerk: Campus Bookstore
 KATIE SWEETEN, 2010, B.A Coordinator, Marketing & Public Relations
 SERITA TURNER, 2009 Secretary: Learning Resources Center
 KOLBY UNGEHEUER, 2009 Farm Manager/Rodeo Coach
 KATHRYN VANOVER, 2009Accounts Payable Clerk: Business Office
 MARY JANE WAGGONER, 2000 Secretary: Campus Police Department

SUSAN WALDRON, 2009 , B.A., M.A.....Coordinator, Economic Development
& Continuing Education
ZULEMA WARE, 2002 Graphic Designer: Campus Print Shop
SHANNON WATSON, 2006Secretary: Maintenance Department
VICKI WEBSTER, 2004 Clerk/Typist: Admissions
MATT WESTPHAL, 2006 Computer/Audiovisual Technician: Technology Services
JEANIE M. WHITE, 2007, A.A..... Cashier: Business Office
JAN R. WILLIAMS, 2001, A.A., B.A.....Academic Support Assistant: English
LINDA WILSON, 2001, B.S.E., M.S. Director, Student Support Services Program
LENNY WINDLE, 2006, B.S.....Learning Specialist: Student

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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