



Welcome to Northeastern Oklahoma A&M College, the largest two-year residential college in the state of Oklahoma. Over the past several years NEO has experienced record growth in enrollment and graduation and we're excited to have new students like you join the ranks of the Golden Norsemen.

At NEO we believe that student success begins with outstanding faculty and staff members. No other two-year college in the state of Oklahoma has a higher percentage of full-time faculty members per student than NEO, or departments staffed by people who go the extra mile to ensure you have step-by-step assistance throughout your educational journey.

Once you're enrolled in classes, we hope you'll take advantage of our one-of-a-kind tutoring programs, supplemental instruction sessions, financial aid advising, academic counseling, study skill workshops and, career exploration programs – just a few of the many services NEO provides to enhance your student experience.

In only two years, NEO will enable you to obtain a degree that will place you on the career-path of your choice. Whether you plan to transfer to a four-year university or enter the work force, NEO will prepare you for what's ahead.

For almost 100 years the students, faculty and staff at NEO have taken great pride in saying: "Once a Norseman, Always a Norseman", and on behalf of everyone at Northeastern Oklahoma A&M College please allow me to say how excited we are to have you join our tradition of excellence.

Sincerely,

Dr. Jeff Hale
President
Northeastern Oklahoma A&M College

**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 2014-2016

Vol. 77

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About this catalog; since the time of printing (September, 2014), some of the information you'll find in this catalog may have been updated, following Regents approval of policies, curricula, and related activities.

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**ACADEMIC CALENDAR 2014-2015
SUMMER SESSIONS 2014**

Enrollment	April 2014 – May 2014
Classes Begin 8:00 a.m.	June 2, 2014
Term Ends	July 24, 2014

FALL SEMESTER 2014

Faculty Return	August 11, 2014
Classes Begin 8:00 am (Monday)	August 18
Last Day to Add Classes	August 29
Labor Day Holiday	September 1
Mid-Semester Grade Reports Due 4:00 p.m.	October 6
Fall Break	October 16-17
Last Day to Drop with a “W”	November 7
Thanksgiving Holiday	November 26-28
Classes Resume 8:00 am	December 1
Classes End & Last Day to Drop a Class	December 5
Semester Examinations	December 8, 9, 10, 11
Final Grade Reports Due 4:00 pm	December 12
Semester Ends	December 12

SPRING SEMESTER 2015

Faculty Return	January 7, 2015
Classes Begin 8:00 a.m. (Monday)	January 12
Last Day to Add Classes	January 23
Mid-Semester Grade Reports Due 4:00 p.m.	March 2
Spring Break Begins 5:00 p.m.	March 13
Classes Resume 8:00 a.m.	March 23
Last Day to Drop with a “W”	April 3
Classes End & Last Day to Drop a Class	May 1
Semester Examinations	May 4, 5, 6, 7
Commencement Exercises 8:00 p.m.	May 7
Final Grade Reports Due 4:00 p.m.	May 8
Semester Ends	May 8

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
Summer Session	4	June 2 to June 26, 2014
	4	June 30 to July 24, 2014
Fall Semester	8	Aug 18 to Oct 10, 2014
	8	Oct 13 to Dec 12, 2014
Winter Intersession	3	Dec 15, 2014 to Jan 9, 2015
Spring Semester	8	Jan 12 to March 6, 2015
	8	March 9 to May 8, 2015
May Intersession	3	May 11 to May 29, 2015

**ACADEMIC CALENDAR 2015-2016
SUMMER SESSIONS 2015**

Enrollment	April 2015 – May 2016
Classes Begin 8:00 a.m.	June 1, 2015
Term Ends	July 23, 2015

FALL SEMESTER 2015

Faculty Return	August 10, 2015
Classes Begin 8:00 am (Monday)	August 17
Last Day to Add Classes	August 28
Labor Day Holiday	September 7
Mid-Semester Grade Reports Due 4:00 p.m.	October 5
Fall Break	October 15-16
Last Day to Drop with a "W"	November 6
Thanksgiving Holiday	November 25-27
Classes Resume 8:00 am	November 30
Classes End & Last Day to Drop a Class	December 4
Semester Examinations	December 7, 8, 9, 10
Final Grade Reports Due 4:00 pm	December 11
Semester Ends	December 11

SPRING SEMESTER 2016

Faculty Return	January 6, 2016
Classes Begin 8:00 a.m. (Monday)	January 11
Last Day to Add Classes	January 22
Mid-Semester Grade Reports Due 4:00 p.m.	February 29
Spring Break Begins 5:00 p.m.	March 11
Classes Resume 8:00 a.m.	March 21
Last Day to Drop with a "W"	April 1
Classes End & Last Day to Drop a Class	April 29
Semester Examinations	May 2, 3, 4, 5
Commencement Exercises 7:00 p.m.	May 5
Final Grade Reports Due 4:00 p.m.	May 6
Semester Ends	May 6

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
Summer Session	4	June 1 to June 25, 2015
	4	June 29 to July 23, 2015
Fall Semester	8	Aug 17 to Oct 9, 2015
	8	Oct 12 to Dec 11, 2015
Winter Intersession	3	Dec 14, 2015 to Jan 8, 2016
Spring Semester	8	Jan 11 to March 4, 2016
	8	March 7 to May 6, 2016
May Intersession	3	May 9 to May 27, 2016

NOTICE TO STUDENTS

Forms and applications can be processed more quickly if addressed properly. Address all mail to:

Northeastern Oklahoma A&M College
200 I Street Northeast
Miami, Oklahoma 74354-6497

Miami Campus Phone number: 918-542-8441
NEO-Grove Center Phone number: 918-787-5475
NEO website: www.neo.edu

Visit our website: www.neo.edu/ for more information about the College, enrollment, classes, financial aid, etc.

Student Recruitment: phone: 888-464-6636 (toll free) or 918-540-6291; **email:** neorecruitment@neo.edu; Website: <http://neo.edu/StudentLife/BecomeaStudent.aspx>

Admissions: **phone:** 888-464-6636 EXT. 6210 (toll free) or 918-540-6210; **email:** neoadmissions@neo.edu; Website: www.neo.edu/admissions/

Housing: **phone:** 888-464-6636 EXT 6408 (toll free) or 918-540-6408; **website:** <http://neo.edu/StudentLife/Services/Housing.aspx>

Financial aid: **phone:** 888-464-6636 EXT 6235 (toll free) or 918-540-6235; **email:** neofinancialaid@neo.edu; **website:** www.neo.edu/financialaid/

Veterans Affairs: **phone:** 888-464-6636 EXT 6235 (toll free) or 918-540-6235; **email:** neofinancialaid@neo.edu; **website:** www.neo.edu/financialaid/

Scholarships: **phone:** 888-464-6636 EXT 6235 (toll free) or 918-540-6235; **email:** neofinancialaid@neo.edu; **website:** www.neo.edu/financialaid/

Business Office: **phone:** 888-464-6636 EXT 6219 (toll free) or 918-540-6219

Americans with Disabilities Act and Section 504: **phone:** 888-464-6636 EXT 6236 (toll free) or 918-540-6236; **email:** cabutler@neo.edu

GENERAL INFORMATION

HISTORY OF THE COLLEGE

Northeastern Oklahoma Agricultural and Mechanical College (NEO) 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 40 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 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, leadership, and globalization in a student-centered environment.

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

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 age, race, color, creed, religion, sex/gender, marital status, national origin, disability, status as a veteran or other protected groups.

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 (NEO) is accredited by The Higher Learning Commission and a member of the North Central Association. To contact the Higher Learning Commission call: 312-263-0456 or visit the Commission's website at www.ncahlc.org. All instructional programs offered by the College are approved by the Oklahoma State Regents for Higher Education, 655 Research Parkway, Suite 200, Oklahoma City, Oklahoma 73104; 405-225-9100; www.okhighered.org/

The Medical Laboratory Technician Program at NEO is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Rd., Suite 720, Rosemont, Illinois 60018; 773-714-8880; www.naacls.org).

The Nursing Program at NEO is approved by the Oklahoma Board of Nursing, 2915 North Classen Blvd., Suite 524, Oklahoma City, Oklahoma 73106; 405-962-1800; www.ok.gov/nursing/ and accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Rd. NE, Suite 850, Atlanta GA 30326, 404-975-5000, www.acenursing.org/.

The Physical Therapist Assistant Program at NEO is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; 703-706-3245; email: accreditation@apta.org; website: www.capteonline.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 Syllabi, general notices, and announcements placed on the bulletin boards, posted on the learning management system (i.e., Desire2Learn), Sent through NEO email, 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. Employees or students found guilty of such harassment will be disciplined.

Northeastern Oklahoma A&M College will not tolerate any form of harassment on the basis of age, gender, color, race, religion, marital status, national origin, sexual preference, disability, status as a veteran or other protected groups. Employees or students found guilty of such harassment will be subject to disciplinary action.

ADVANTAGES OF NORTHEASTERN OKLAHOMA A&M COLLEGE

NEO 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.

NEO offers a variety of intercollegiate sports, co-curricular activities, and student organizations. The college provides a wellness center for fitness activities and an indoor swimming pool with open hours for students.

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 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. A park with a walking track is located in close proximity to the College.

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 two grant founded programs — Student Support Services and the Allied Jobs.

BRUCE G. CARTER STUDENT UNION

Named for Dr. Bruce G. Carter, President from 1943 to 1969, the student union contains facilities for student use, the student body government offices, the cafeteria, the Calcagno Family Ballroom, the Regent's Room, the President's Suite, the Blue and Gold conference room, the bookstore, and the Office of the Vice President for Student Affairs, and Enrollment Management.

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 120 seat 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 and computer science. Copen Hall also house the Swanson Family Hall for instrumental music and the Student Recruitment Office.

CUNNINGHAM HALL

Named for Frank Cunningham, Chemistry instructor from 1941 to 1964, Cunningham Hall is especially designed for science classrooms/laboratories. The newly remodeled building also houses the physical therapist assistant classroom/laboratory and faculty offices.

DAYLE CREECH LIBRARY ADMINISTRATION BUILDING

Named for Dr. D. D. Creech, President from 1970 to 1982, this building houses administrative offices, the computer center, post office, the Learning Resources Center/Library, the Archives, the Educational Technology Center, the Financial Aid Office, the Business Office, the Admissions and Records Office, the Center for Academic Success and Advisement, the Tutoring Center, the Human Resources Office, and the NEO Police Department.

DYER HALL

This building accommodates 90 students in the east wing of the three floor facility. The media offices are located on the first floor of the west wing. The Adult Learning Center and the Child Development Program are located on the second floor. The Upward Bound Program and the Oklahoma State Vocational-Rehabilitation offices are located on the third floor.

FINE ARTS CENTER

This building, a cultural center of the performing and visual arts, contains a television studio, classrooms, art studio, dance studios, and faculty offices. The stage facilities, with an orchestra pit on an elevator lift, have the capabilities of accommodating the College's 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.

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-YOU-AH HALL

Kah-Ne-You-Ah is the American Indian name of Mrs. Cornelia Chandler, Senator Al Commons' mother-in-law. Completely remodeled in 2012, Kah-Ne Hall houses the child development laboratory, the American Indian Center for Excellence, the Art program, and the Charles Banks Wilson Art Gallery.

IVAN CROSSLAND SR. FOOTBALL COMPLEX

The Ivan Crossland Sr. Football Complex, completed in 2010, 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, Mr. Crossland graduated from NEO in 1958 after taking evening classes for four years while raising ten children.

LEARNING RESOURCES CENTER

The Learning Resource Center/Library, located in the Dayle Creech Library Administration Building, is an integral part of the educational environment at NEO College. See page [41](#) for a description of services provided in the LRC. In addition to the extensive holdings and computer laboratory, the LRC archives a variety of artifacts.

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.

MULTIPURPOSE ATHLETIC CENTER

The new multipurpose athletic center houses facilities for the wrestling program and indoor practice facilities for the softball and baseball programs.

NURSING SCIENCE BUILDING

The Nursing Science Building contains nursing classrooms, laboratories, and faculty offices.

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 is being updates with a new turf, seating, and supporting facilities.

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 2004, 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, 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 200-acre 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

Six 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.

STUDENT HOUSING COMPLEX, opened in 2011, houses men and women in apartment-style housing.

NEO-GROVE CENTER

The NEO-Grove Center opened in 1998 as a partnership between NEO and the city of Grove, Oklahoma. Students at this off-campus site may enroll in a variety of courses each semester that meet the general education degree requirements, as well as select courses in specific programs such as business, psychology, and associate degree nursing (for licensed practical nurses and licensed paramedics). Courses are taught by full-time and adjunct faculty on-site as well as through interactive video transmitted between the Miami campus and the NEO-Grove site. A full-time advisor is available for enrollment/advisement services and admission to the College.

NEO-Grove is located at 1201 NEO Loop in Grove, Oklahoma. For more information on course offerings and program options, please contact the NEO-Grove Center at (918) 787-5475 or visit the website: <http://neo.edu/Academics/Resources/GroveCampus>.

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. 20) 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 based on criteria established by NEO College and submitted to and approved by the Oklahoma State Regents for Higher Education. For students admitted under the adult admission category, The College must consider the probability of the academic success of the student. Related to the curricular requirements, students admitted under the adult admission category must demonstrate proficiency to the satisfaction of the admitting institution in the curricular area the student desires to pursue. Students should contact the Admissions Office for admissions processing. The institution will be required to submit an annual report of those students admitted in this category to the State Regents.

2. Any student who (a) is not a high school graduate but whose high school class has graduated and (b) has participated in the ACT or achieved an appropriate placement exam score on similar battery of tests is eligible for admission to any two-year college in the State System. Students utilizing a test other than ACT will have their scores converted to ACT equivalents.

Remediation may be required depending in level of test score. Contact the NEO Admissions Office for the admission process. Students with a GED who do not meet the above criteria should contact the Admission Office.

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.

B. SPECIAL NON-DEGREE SEEKING STUDENT

Students who wish enrollment in courses without intending to pursue a degree from NEO College may enroll in no more than nine credit hours without providing 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 and prerequisite verification are required before enrolling in certain courses. Retention standards will be enforced for all students. Students must be degree seeking and provide all credentials to be eligible for financial aid. Contact the Admissions Office to discuss the non-degree objective.

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. For more information, please review our guidelines at www.neo.edu/international or contact the International Program Office at (918) 540-6393.

CONCURRENT ENROLLMENT AS A HIGH SCHOOL STUDENT

Concurrent high school students must be eligible to satisfy the high school curricular requirements for college admission no later than the spring semester of their senior year. A high school student admitted as a concurrent student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college work load of 19 semester credit hours. A student may enroll in a maximum of 9 semester credit hours during a summer semester. For purposes of calculating work load, one high school credit course is equivalent to three semester credit hours of college work.

A high school student must meet the following requirements:

Accredited High School

1. Seniors must achieve a minimum composite score of 19 on the ACT or 3.0 high school GPA.
2. Juniors must achieve a minimum composite score of 21 on the ACT or 3.5 high school GPA.

Home School/Unaccredited High School

1. Seniors must be 17 years of age and must achieve a minimum composite score of 19 on the ACT
2. Juniors must be 16 years of age and must achieve a minimum composite score of 21 on the ACT

To help ensure that a student possesses the skills necessary to be successful in college, a student must obtain a 19 ACT subject score(s) in English, math and/or science to enroll in course

work in the respective subject area(s). The student must score 19 or higher in reading to enroll in any other collegiate course(s) outside the subjects of English, math and science.

Once a student is concurrently enrolled the student may continue enrollment, provided that during the concurrent enrollment period the student achieves a cumulative GPA of 2.0 or higher. To continue enrollment, the student must submit an updated high school transcript and Concurrent Consent each semester.

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. Prior to enrolling, a student must fulfill the vaccination requirements stated on page 19.

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 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 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 Vice President for Academic Affairs. 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 College (19 semester hours). 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 or certificate 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 Enhanced ACT and/or 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, Center for Academic Success and Advisement, 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 ETS® Academic Profile 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.....\$121.75 per semester hour

GENERAL TUITION AND FEES FOR OUT-OF-STATE STUDENTS* \$291.75 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.

Academic Readiness (Remedial Course) Fee	\$26.00 per semester hour
Internet Course.....	\$20.00 per semester hour
Private Lessons in Applied Music.....	\$60 per semester hour
Band & Orchestra Instrument Rental	\$20.00 per course plus cost of breakage
Choir Uniform & Supplies Fee	\$20.00 per course
Art & Industrial Arts.....	Cost of Materials
Science Laboratory Courses	Cost of Breakage
Advanced Standing Examination	\$5.00 per semester hour
Off-campus Courses (except Grove Center).....	\$20.00 per semester hour
Community Service Laboratory Fee.....	Cost of Services
Student Identification Fee.....	\$15.00
Academic Service Fee	\$4.00 per semester hour
Parking Permit (non-refundable).....	\$50.00 per academic year
Wellness Linen Fee.....	\$10.00 per semester hour
Transcribing Fee for Cooperative Agreement Credit.....	\$8.00 per semester hour
Course Laboratory Fee	Varies by course

Health Science programs have additional costs associated with enrollment in and matriculation through the program courses. See the Program of Study section of this catalog for the estimated costs of each health science program offered at NEO 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 48) will result in full charges for courses added and full credit (refund) for courses dropped. No refunds will be made after the Add/Drop Period of a semester/session except as stipulated by the Federal Government for Title IV Federal Student Financial Aid recipients.

RESIDENTIAL LIVING COSTS*

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 or 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 \$75.00 for traditional residence hall rooms or \$150 for the Student Housing Complex. 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.
- Students in the traditional residence halls must choose one of two cafeteria meal plans offered. Students in the Student Housing Complex must choose one of three cafeteria meal plans.
- Room costs include payment for a private box at the College Post Office located in the Library/Administration Building. (See POSTAL SERVICE)
- Residence hall occupants are charged \$54.00 for unlimited use of laundry facilities located in the respective halls.
- 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

STUDENT HOUSING COMPLEX

	Academic Year	Per Semester
2 Bedroom		
19 Meals per Week	\$7,652.00	\$3,826.00
14 Meals per Week	\$7,404.00	\$3,702.00
10 Meals per Week	\$6,866.00	\$3,433.00
4 Bedroom		
19 Meals per Week	\$7,232.00	\$3,616.00
14 Meals per Week	\$6,984.00	\$3,492.00
10 Meals per Week	\$6,446.00	\$3,223.00

RESIDENCE HALLS

Men: Vann Hall, Russell Hall, Dyer Hall, and Dobson 1st floor
 Women: Dobson Hall and Harrill Hall

	Academic Year	Per Semester
Plan A-1		
19 Meals per Week (<u>Double</u>)	\$5,282.00	\$2,641.00
19 Meals per Week (<u>Single*</u>)	\$6,132.00	\$3,066.00
Plan A-2		
14 Meals per Week (<u>Double</u>)	\$5,034.00	\$2,517.00
14 Meals per Week (<u>Single*</u>)	\$5,884.00	\$2,942.00

PAYMENT OF RESIDENCE HALL PLANS

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

- Semester Plan: Payment is due the first day of the semester.
- Annual Plan: Payment is due the first day of the fall semester.

SUMMER TERM RESIDENCE FACILITIES

Limited summer housing is available to summer school students on a first come first served basis. 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

Laundry facilities are provided in the residence halls for student use. Residence hall occupants pay a \$54.00 fee for unlimited use of laundry facilities located in the respective halls.

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, or have a home school diploma that is recognized in your state of residence.
- 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.

FINANCIAL NEED

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

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

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

Work-Study lets you work 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 grant, 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 Session	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, livestock 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, parttime 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 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	Reading & Math Tutors
Bookstore	Instructors' secretaries	America Reads
Cafeteria	Lab assistants	America Counts
College Farm	Learning Center	

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.

SATISFACTORY ACADEMIC PROGRESS

Federal regulations (CRF 668.34) 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 they are enrolled in order to receive aid under the Higher Education Act. These programs at NEO College include Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Direct Stafford Loans (subsidized and unsubsidized), Federal PLUS Loan, and Oklahoma Tuition Aid Grant.

I. Pace and Grade Point Average (GPA)

- A. Both the pace and GPA standards for satisfactory academic progress (SAP) shall be applied uniformly to all students whether or not the student has previously received Title IV aid.
- B. Pace is determined by dividing the student's total number of completed hours by the total number of attempted hours.
- C. In order to satisfy pace and GPA requirements, all students must satisfy the minimum standards as described below.

PACE	GPA
67%	2.0

- D. For financial aid purposes grades of F, W, AW, WF, I, or U shall be considered hours attempted, but not completed successfully.
- E. Cumulative grade point average (calculated by the College Registrar), and hours attempted (calculated by the Office of Financial Aid), shall be used in determining a student's eligibility to receive Title IV financial aid.
- F. Audited courses are not applicable when computing attempted or completed hours.
- G. Remedial courses (those with a "0" level) are not counted toward degree requirements, but are eligible for financial aid funding as a pre-requisite course.
- H. A student can only receive financial aid for repeated courses (those with an F, W, AW, and U) twice.
- I. Students can be paid for repeat courses that fail to meet the minimum requirements for their degree one time.

II. Transfer and Continuing Students

- A. All transfer students entering NEO College and all continuing students who apply for financial aid for the first time must meet the minimum pace and GPA requirements above in order to receive Title IV financial aid.
- B. All attempted hours from all previous schools will be counted for evaluation of satisfactory academic progress.

III. Evaluation Increment Period

- A. All students receiving Title IV financial aid will be evaluated at the end of the spring semester each academic year.
- B. Students who completely withdraw from any semester will be evaluated at the end of the semester withdrawn from.

IV. Financial Aid Suspension

- A. In the event that a student fails to meet minimum acceptable standards as described above, they will be placed on Financial Aid Suspension status until such time as they are again making satisfactory academic progress, or they appeal their suspension and the appeal is approved.

V. Appeal of Financial Aid Suspension

- A. Students who have been placed on financial aid suspension may appeal the decision if there are extenuating circumstances. Extenuating circumstances include, but are not limited to illness, death in the family, and hospitalization.
- B. The appeal must be submitted in written form within ten (10) days of notification. Appeal forms are available in the Office of Financial Aid and on the Forms page of the NEO Financial Aid webpage. The student's appeal will be forwarded to the Financial Aid Suspension Appeals Committee. This committee consists of the Vice President for Student Affairs, the College Registrar, and the Director for Fiscal Affairs. Students must provide supporting documentation with their appeal and may be asked for more information by the committee.
- C. The student will be notified, in writing, of the Appeals Committee's decision. The decision of the committee is final.
- D. If the student's appeal is approved, they will either be placed on Financial Aid Probation or on an Academic Plan, depending on the circumstances surrounding their appeal.
- E. A student may appeal their suspension two (2) times.

VI. Financial Aid Probation

- A. Students on Financial Aid Probation can receive financial aid for one (1) semester. If the student is still not making SAP at the end of the probationary semester they will be placed on Financial Aid Suspension again.

VII. Academic Plan

- A. An Academic Plan is an option for some students instead of Financial Aid Probation. An Academic Plan is a plan of study which will include a minimum number of hours and term GPA that a student must complete over the course of more than one semester. If the student follows and successfully completes the Academic Plan, they will be making SAP at the end of the plan timeframe. Each student's Academic Plan will be unique and may include specific courses, or other requirements, depending on the student's situation.

VIII. Maximum Time Frame

- A. All students enrolled in a degree or certificate program are eligible for Title IV financial aid for 150% of the published hours for their program. The chart below is an example: a student's exact maximum attempted hours will be determined by their degree requirements.

One Year Certificate	53 Attempted Hours
Two Year Certificate	90 Attempted Hours
Nursing Degree	108 Attempted Hours

- B. If a student exceeds the maximum time frame for their degree, they will be placed on Financial Aid Suspension. Students can appeal their suspension for maximum time frame, provided they have not already exhausted all of their appeals. If the appeal is granted they will be placed on an Academic Plan and the requirements must followed as outlined above. Students on an Academic Plan due to exceeding their maximum time frame may only change their major three (3) times.
- C. Students pursuing a second degree will be required to complete a Request for Second Degree Form and will be placed on an Academic Plan before receiving any financial aid. Previous attempted and completed hours taken that apply to the student's new degree will be counted toward eligibility for financial aid for subsequent degrees, so the number of semesters that a student is eligible for aid will be limited.

IX. Re-establishing Eligibility

- A. A student may re-establish eligibility for Title IV financial aid by successfully meeting the minimum standards for satisfactory academic progress.

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 affect 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 are an emergency loan fund for college students. Students must show evidence of ability to repay. The student may not take out more than one loan at a time. Students may borrow up to \$50 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 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 will work with the scholarship committee to grant awards using the guidelines set forth by the college.

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 and outside funding sources. If a student is awarded a restricted usage scholarship from an outside source and also has a restricted usage NEO scholarship, the outside scholarship will be applied to the student's account first.

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

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

Types of Awards

Academic Scholars — The academic Scholars scholarship is an unlimited general enrollment tuition scholarship for Oklahoma residents. Students must submit the scholarship application by the March 1 deadline and also submit a resume. Applicants must have a 29 or higher ACT score or a 3.7 cumulative grade point average and be a top 5% of graduating class or rank 1st or 2nd in graduating class. The scholarship committee will select 3 applicants for the scholarship.

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, Wrestling, and Equestrian.

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 or she will be charged for the books, tax, and a late fee.

Boys State Room Waiver 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. 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 2.0 degree grade point average and enrolls for the next fall semester by the last day of the spring semester.

Concurrent Tuition Waiver — The Concurrent Tuition Waiver is for eleventh and twelfth grade high school students that qualify according to concurrent admissions guidelines. The waiver will pay a maximum of 6 hours tuition each semester.

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 or GED. The employee must complete a waiver form for each semester of 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 Vice President for Academic Affairs 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 and part-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 sponsors of these areas submit names of award recipients; however, the official award letter comes from the Financial Aid Office.

Merit Residential Tuition Scholarship — This scholarship pays up to \$800 per academic year. Recipients must apply by May 1st, have a 22 or higher composite ACT score, enroll full-time 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 nonresident 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 2.5 institutional grade point average after their first year at NEO. Students who fall below the 2.5 institutional grade point average will lose the waiver. Students may receive the waiver for the summer semester only without the 2.5 institutional grade point average requirement.

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. **Twin/Triplet Room Waiver** — A Twin/Triplet Room Waiver will be awarded to twins/triplets upon application by the September 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 double room portion of housing costs. It does not include meal cost, post office box, or Internet.

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 or 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. **Oklahoma's Promise (OHLAP) Room Waiver** — The Oklahoma's Promise (OHLAP) room waiver is available to students meeting the OHLAP criteria. The application must be submitted by the September 1 deadline and the waiver will pay the cost of a double room. It does not include the additional cost of suites, meals, post office box, and internet.

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. Scholars for Excellence in Child Care Program
4. National Guard Tuition Waivers
5. OHLAP - Oklahoma's Promise
6. George's Donna Nigh Public Service Scholarship

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 or 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.

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 online at www.neo.edu. Completed applications must be submitted to the Foundation Office by March 1st. 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 or (918) 540-6250.

SCHOLARSHIPS

NEO Foundation General Scholarships - The NEO Development Foundation Board of Directors awards several scholarships to incoming freshmen each year. To qualify, the applicant must have a minimum 3.0 GPA and ACT score of 25. To be considered for a second-year scholarship, student must reapply through the Foundation office and have a minimum GPA of 3.0.

3M Quapaw Process Technology Scholarship — This scholarship was established to support students interested in manufacturing careers with focus on PTEC at NEO. To qualify, the applicant must be a Process Technology major; a recent graduate of an area high school; must maintain a 3.2 GPA; and be enrolled in a minimum of 12 hours, including PTEC courses. The applicant will be selected by high school counselors and 3M Quapaw committee.

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.

Arvest Business Scholarship — This scholarship was a gift from the Walton Family Foundation. The recipient must be a business major, enrolled in at least 12 hours, and maintain a minimum 2.5 GPA.

#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.

Dr. Jerry Carroll Scholarship – This scholarship has been established in memory of Dr. Carroll, former President of NEO A&M College. The recipient must be enrolled in at least 12 hours and maintain a minimum 3.0 GPA. Preference will be given to students active in student government.

Dobson Alliance Scholarship – 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 works some volunteer hours in the Dobson Museum.

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.

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.

LeRoy and Pearl Dukes Memorial Scholarship – This scholarship was established to honor the life of LeRoy and Pearl Dukes and offer financial assistance to graduating high school seniors of Native American descent. The scholarship is a two-year award for a Native American pursuing a general studies degree at NEO. First preference will be given to a graduating high school senior of the Quapaw or Seneca tribes. Second preference will be given to any Oklahoma high school graduating senior of Native American descent; and final preference will be given to any high school graduating senior of Native American descent. Must maintain a minimum 2.5 GPA.

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 3.0 or higher G.P.A. Students who are majoring in a Health Science field are preferred. This student is selected by a committee of former citizens of Picher, Oklahoma and/or educators from the Picher School System. The applicant must submit an essay with their application detailing their connection to Picher and what the town means to them.

Charein O. and Jim K. Fribley Scholarship – Longtime residents of Miami and friends of NEO A&M College, the Fribleys left an estate gift 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 connected.

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, the applicant must have an ACT composite of at least 18, enrolled in 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 or her having received the original award. Applicant should submit two letters of recommendation from high school business instructor, counselor, principal, superintendent, or employer. 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 NEO 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.

Manhattan Construction Scholarship — This scholarship was established by Manhattan Construction Company. To be eligible for this award, a student must be a graduating senior from an Oklahoma, Kansas, or Missouri high school, must be recommended by members of the high school faculty, have a need for financial aid, be a full-time student at NEO with a minimum GPA of 2.5, and have construction management as his or her declared major. This a year-to-year scholarship and recipients must submit a request each academic year.

Treva McCuley Scholarship – This estate gift was established by Treva McCuley to benefit students from Craig County, Oklahoma. Up to six scholarships will be awarded: two to graduating high school seniors from Vinita; and one each to graduating high school seniors from Bluejacket, Ketchum, Welch, and White Oak. Students must apply through the counselor's office of each respective school and recipients are selected by a committee at the school.

McFerron Family Nursing Scholarship – This scholarship was endowed in honor of the years of service given by Julie McFerron to the Nursing Department at NEO. This award will be given to a nursing student with a minimum 2.5 GPA with financial need.

Mason McWatters Memorial Scholarship — This fund was established in memory of and to honor Mason McWatters, former member of the Quapaw Tribe of Oklahoma Business Committee. One scholarship to be awarded to a graduating high school senior attending an accredited Ottawa County, Oklahoma, high school. The student must be in good standing, graduate with at least a 2.5 grade point average on a typical 4.0 scale, and honor intentions to attend NEO A&M in Miami/Grove, Oklahoma, majoring in environmental science or related course of study. Additionally, one scholarship will be awarded annually to a current full time NEO A&M freshman in good standing with at least a 2.5 GPA who is majoring in environmental science or related course of study. The student must honor the intention to attend NEO A&M College his or her sophomore year. Qualified students who are enrolled tribal members of the Quapaw Tribe of Oklahoma will be given first consideration. Qualified students who are enrolled tribal members of a federally recognized Native American tribe, other than the Quapaw Tribe of Oklahoma, will be given second consideration. Non-Native American qualified students will be granted subsequent consideration. Departmental employees of the Quapaw Tribe of Oklahoma Environmental Office will select the high school scholarship recipient from qualified applicants. Faculty of the NEO School of Agriculture and Natural Sciences will select the freshman recipient.

Amy Mesplay Memorial Scholarship – This scholarship was established in memory of Amy Mesplay to help students from Columbus High School pursue a college education at NEO A&M. The students must be a graduating high school senior from Columbus, Kansas, and have a minimum 3.0 GPA. Recipients are selected by a committee at Columbus, Kansas.

Miami Fraternal Order of Police (FOP) Scholarship — The recipient of this scholarship must be a criminal justice major. The scholarship is awarded upon the successful completion of maintaining a minimum GPA of 2.5 through the academic year.

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.

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 Equine Scholarship – This scholarship is awarded to an equine major with a minimum 3.2 GPA. Recipient must have demonstrated involvement in the equine industry. For scholarship renewal, student must maintain a 3.2 GPA and be actively involved in NEO equine courses, teams, and/or clubs.

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.

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.

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.

Benjamin Quapaw Scholarship — This is a trust created by Jean Ann Blue in memory of and honor Quapaw tribal member, Benjamin Quapaw. One scholarship will be awarded each year to an entering freshman or continuing sophomore student enrolled full time at NEO A&M College. First preference will be given to descendants of Benjamin Quapaw; second preference to students who are enrolled tribal members of the Quapaw Tribe of Oklahoma; and final consideration will be given to a qualified student who is a member of any federally recognized Native American Tribe. The scholarship is selected by a special committee.

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 Bob Randall in honor of his mother, Catherine E. Randall.

Sandy Sherard Memorial Scholarship – This scholarship was endowed in memory of Sandy Sherard, a former NEO student. The scholarship is awarded to a student pursuing a degree in the Natural Sciences field. The student must maintain a 2.5 GPA.

Red Robertson Memorial Scholarship – The scholarship is in memory of Red Robertson, former head football coach of the Golden Norsemen. This award will be given to a student-athlete who is enrolled in a minimum of 12 hours, demonstrates leadership traits, and maintains a 2.5 GPA.

Simpson Co-ed Athletic Scholarship – This scholarship was established in memory of Eddie and Ada Mae Simpson. Award criteria is as follows: must be incoming freshman, 2.5 GPA or better, and local area student. The scholarship can be used for tuition or books as needed.

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

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 Band Program and will be selected by the Music Program Faculty.

JoAn Taylor Memorial Scholarship — This scholarship was established in memory of JoAn Taylor, a 1936 graduate of Miami High School and a 1938 graduate of NEO. To be eligible, the student must be a female from Oklahoma with a minimum 3.0 GPA and preferably majoring in business. The award can be used for tuition, books, room and board, or other college-related expenses.

Homa and Lois Thomas Scholarship – Qualifying candidate must be a full-time student who plans to pursue a bachelor degree in engineering, science, or teaching. Recipients should have a minimum 3.0 GPA in high school and a minimum 3.0 GPA at NEO.

Kent and Kayleen Thomas Scholarship – Qualifying candidate must be a full-time student who plans to pursue a bachelor degree in engineering, science, or teaching. Recipients should have a minimum 3.0 GPA in high school and a minimum 3.0 GPA at NEO to maintain this award for two years of study at NEO.

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.

Umicore Optical Materials Process Technology Scholarship – This scholarship was established to provide financial support to students in the Process Technology program at NEO. To qualify, the applicant must be a Process Technology major; must be a recent graduate of Quapaw High School; and will be selected by the counselors at QHS. To qualify for the scholarship for the second year, the student must maintain a 3.0 GPA and be enrolled in a minimum of 12 hours, including at least one PTEC course required for the PTEC degree.

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.

Sam Wynn Memorial Scholarship in Construction Science – This scholarship was established to honor the life of Sam Wynn and offer financial assistance to students in pursuit of a college education at NEO A&M. First preference to family members of Sam Wynn; second preference to construction science majors with a 2.5 GPA; and third preference to any deserving student with a minimum of a 3.0 GPA that has a demonstrated financial need.

Michael J. Youngwirth Scholarship – Qualifying candidate must have a minimum of 3.0 GPA, demonstrated leadership skills in high school and been involved with extra-curricular activities. First preference will be given to a student-athlete.

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 Shipley Hall room 304. 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.

LIBRARY AND LEARNING RESOURCE CENTER

The LRC is located in the Dayle Creech Library Administration building. The library component provides a full range of information media and services to support the college's academic programs and related activities. Books, periodicals, microforms, videotapes, Internet access and other media formats are available for class assignments, cultural enrichment, or personal use. In addition to traditional media services, access to many full text databases is provided. Two open access computer labs and a tutoring center complement the other study areas.

TUTORING CENTER

The NEO Tutoring Center is located on the second floor of the Dayle Creech Library and Learning Resource Center. The Tutoring Center is staffed by qualified teachers and student tutors. Students may receive assistance with math, writing, and as well as other select subject areas.

TECHNICAL SUPPORT SERVICES

Technology Services provides technical support to NEO students. The staff assists students with their goldkey accounts, college e-mail accounts, their emergency response contact information, technical issues with the learning management system (D2L), and software available for student use. Students can request assistance by (1) visiting the Educational Technology Center, Dayle Creech Library Administration Building Room 213; (2) submitting a help ticket through the online HelpDesk, accessible on the home page of the NEO website www.helpdesk.neo.edu/ or ; (3) calling the HelpDesk at 918-540-6253. Technology Services also provides daytime and after hours computer labs for students.

STUDENT SUPPORT SERVICES

Student Support Services is a federally-funded 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 students with a documented disability. If you have questions, contact the Student Support Services for more information at (918) 540-6351. An application can be obtained by visiting Student Support Services, which is located in Ables Hall, Rooms 205-212, or online at www.neo.edu/support/StudentSupportServices.

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 or her parents will assume full responsibility for the costs of such emergency care, including ambulance charges.

Resident students should complete a self-report, medical form at the time of check-in. This report, giving the student's medical history, will be kept in the student's housing 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 9:00 a.m. until 12:00 p.m. and 1:00 p.m. to 3:00 p.m., 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 Americans with Disabilities Act (ADA) and Section 504 Coordinator. Please contact the Office of Student Affairs, located in the Bruce Carter Student Union, for additional information.

Accessibility — Classroom buildings are accessible by using ramps, chairlifts or elevators. Library staff can provide access to the elevators in the Library Administration Building. ADA accessible housing is available in the Student Housing Complex. Limited access is still available in traditional housing complexes for students with disabilities.

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 and Section 504 Coordinator.

POSTAL SERVICE

A full-service Post Office is located in the basement of the Dayle Creech Library-Administration Building. After paying a postal box key deposit you can pick up your key from the post office, these students may obtain their box number and key. Mail to all College postal box patrons should be addressed using the student's name, 200 I Street NE, box number, Miami, OK 74354- 6434.

The Post Office is open Monday – Friday from 8 am to 4:30 pm during the fall and spring semesters. The Post Office Lobby remains open for mail pick up 24 hours a day. The lobby is closed during summer session and holiday breaks. During the Summer it is open Monday — Thursday from 7:00 a.m. to 4:30 p.m. A fee of \$4.00 per semester 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 vehicles with the Campus Police Office. Students are expected to familiarize themselves with these regulations and to obey them. Registration of a vehicle is free. However, in order to park a vehicle on campus, students must purchase a parking permit through the Campus Police department, located in the basement of the Library Administration Building.

BOOKSTORE

The bookstore, located in the Bruce G. Carter Student Union, is open fall and spring semesters Monday - Friday from 7:45 am to 4 pm; summer session - Monday - Thursday 7:45 am to 4:00 pm. Besides new and used textbooks, supplies and engineering drawing equipment, the Bookstore sells clothing, backpacks and novelties. Textbooks may be resold at the end of each semester during finals week. 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. Up to fifty percent of the list price is paid for books that will be used the next semester. Books no longer used by the College may be purchased by the wholesaler based on the supply and demand of the books and their general condition.

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

Contact the Vice President for Student Affairs and Enrollment Management, Student organization sponsors, and/or faculty for information about opportunities to volunteer or participate in service learning activities.

WELLNESS (FITNESS) FACILITIES

Northeastern Oklahoma A&M College provides a full service Wellness Center including free weights, cardio machines, core fitness facility, and Olympic size swimming pool. The Wellness Center is located in the Student Activity Center. The swimming pool is located in the gymnasium building, adjacent to the Student Activity Center. Facilities are free to students and employees with NEO ID. Facilities are available to the community for a fee.

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 College 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 Center in the Bruce G. Carter Student Union. 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 may be added at the request of the student body and with approval of the student body government. 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 a list of organizations and details of any club or organization, please contact the Office of Student Affairs.

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, volleyball, and wrestling. Basketball and Softball are members of the Oklahoma Collegiate Athletic Association. 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 the spring.

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. Rehearsal times are coordinated with the college schedule. They are recognized as campus leaders, contributing leadership for campus spirit. Tryouts are held in the spring.

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. The second semester is devoted to concert playing and performing at local 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.

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 Center, Bruce G. Carter Student Union.

CONCERT CHOIR

Concert Choir is a requirement for all Vocal Music majors but is open to all students. The choir participates in approximately 4 concerts during the year, performing works from a diverse range of styles, time periods and composers. The Concert Choir works to create an environment where student singers can learn, perform, and contribute to the College and Miami musical community. The Concert Choir is available to perform on request. Students receive credit for this course. Concert Choir also is a member of the clubs and organizations that make up the Student Body Government.

BROADWAY CABARET

Broadway Cabaret is a musical revue troupe. This group of talented students works throughout the academic year rehearsing short scenes and numbers from a wide variety of musicals. Their repertoire includes numbers from both classic and contemporary musical theatre. The Broadway Cabaret has performed for a number of on-campus events as well as for groups off campus. The Broadway Cabaret is available for performance at college and community events. Students receive credit for this course.

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.

COUNSEL AND GUIDANCE — Academic and Social

Each student will have an advisor, a member of the faculty in his or her major field or an advisor in the Center for Academic Success and Advisement (CASA), who will confer/ assist with all matters as desired by the student or made necessary by conditions. Counseling services by a licensed counselor are available for students with non-academic concerns. Contact the CASA for information and location of counseling services. Advisors are available to assist students and suggest means of vocational and educational adjustment.

Additional advisement services are available through the Student Support Services program and the American Indian Center of Excellence.

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

NEO provides orientation classes for first-time entering students. These Freshman Year Experience courses provide a variety of topics to help students be successful in college. The course should be taken by first-time college students and other students needing assistance in making the transition to NEO.

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 may be issued by instructors for excessive absences.

A record of the student's attendance may 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. Withdrawals or administrative withdrawals from multiple classes may lead to financial aid suspension or ineligibility for continued enrollment at NEO College.

TRANSCRIPTS

Transcripts of a student's record made in Northeastern Oklahoma A&M College will be provided by the Registrar. A transcript will not be released if a student has a financial obligation to the College. For transcript request information, call (918) 540-6399 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. The grade appeal policy and procedure is available in the current 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." 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 or 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 or she did not complete. See page 22 for the Refund Policy.

ACADEMIC PROBATION/SUSPENSION/ALERT

ACADEMIC WARNING SYSTEM — The academic warning system is a method of informing students of their standing in a class. When receiving an academic warning, the student should consult with his or her advisor and/or the instructor who issued the warning: During the fall or spring semester, if ten (10) working days have passed since the warning was issued, the instructor has the right to administratively withdraw the student from the class. During the Summer Semester, if five (5) working days have passed since the warning was issued, the instructor has the right to administratively withdraw the student from the class. The instructor also has the right to reinstate a student who has been administratively withdrawn from class.

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 or she cannot return to NEO A&M College until such time as he or 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 certificate levels. Students may obtain the Associate in Arts Degree, the Associate in Science Degree, the Associate in Applied Science Degree, a certificate of less than one year, and/or a certificate of less than two years.

- (1) Students must achieve a minimum grade point average of 2.0 on all course work attempted, excluding any courses repeated or rerieved.
- (2) Students must earn a minimum of 15 credit hours from NEO College. These 15 residence hours exclude advanced standing credit and non-credit developmental courses. 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 Vice President for Academic Affairs.

STATE-WIDE ARTICULATION POLICY

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

REACH HIGHER DEGREE COMPLETION

The Reach Higher Program provides a flexible pathway for students interested in returning to college to complete an associate degree in Enterprise Development (Business Administration Option or General Studies Option). The program is designed to meet the needs of working adults who have completed at least 18 credit hours, have a minimum grade point average of 2.0, and have completed any required remedial courses. Through a consortium approved by the Oklahoma State Regents for Higher Education, students may take their required courses from one or a combination of 14 Oklahoma public community colleges and technical branches. For more information about the Reach Higher Degree Completion program, call 918-540-6229 or visit the Reach Higher website: <http://www.okhighered.org/reachhigher/associate/>.

TRANSFER CREDIT EVALUATION

Transfer credit evaluation in the Registrar's Office determines acceptable transfer credit on a course-by-course basis for college-level credit earned at institutions who are fully accredited by the Higher Learning Commission or other regional associations. The evaluation is based on course content, as described in the catalogs of those institutions and in consultation with appropriate academic units at NEO. Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when the Registrar's Office has had an opportunity to validate the courses or programs. All transferred courses are recorded on the student's academic record. No part of the previous collegiate record may be disregarded.

Courses completed at institutions located outside of the U.S. will be reviewed for transfer credit based on U.S. regional accreditation standards or postsecondary recognition in the country for which the institution is located.

Credit from military training will be determined from official documents or completion certificates in accordance with the Guide for the Evaluation of Educational Experiences in the Armed Services published by the American Council on Education. Credit for military service will be granted only for equivalent courses offered in the NEO curriculum.

DISTANCE EDUCATION

NEO offers a variety of courses to students via distance education. NEO offers a comprehensive selection of courses through interactive television (ITV) and an online course management system (Internet).

Online courses are available from any site which has Internet access. Some components of these courses may require high-speed internet; therefore, NEO College does not recommend online courses for students with this type of internet access. NEO does offer opens labs with high-speed internet access in the Learning Resource Center.

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, the Assessment Technologies Institute (ATI) for nursing, 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 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 \$95. For more information, contact the Testing Center at (918) 540-6242.

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 College should be directed to the Registrar.

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) 540-6242.

CO-OPERATIVE AGREEMENT WITH AREA TECHNOLOGY CENTERS

Students may earn college credit through cooperative agreements with area technology centers. Students may enroll in select courses concurrently at the technology center and NEO College.

Students and parents may obtain information about the courses available and the criteria for enrollment by contacting the NEO Registrar's Office at 918-540-6188 or the advisor's office at participating technology centers.

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) 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) 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 44 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 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 or a certificate program which is consistent with the objectives of the student. Each degree plan of study has general education requirements and specific requirements for each emphasis of study. Certificate programs have specific course requirements.

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 51.) 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 reprimed (as detailed on page 48). Some degree programs require additional hours in order to better prepare students for transfer to a four year college or university. The general education core consists of a minimum of 37 credit hours which shall include the courses noted as GENERAL EDUCATION REQUIREMENTS on pages 55 through 56.

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 four-year colleges and universities have developed upper-division programs that 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 reprimed (as detailed on page 48). 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 61.

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 include 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.

English Composition	6 hours	ENGL 1113	Freshman Composition I
		ENGL 1213	Freshman Composition II
Social Sciences	6 hours	HIST 1483/1493	American History
		POLS 1113	American Government
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
		NAS 1113	Cherokee Language I
		NAS 1133	Cherokee Language II
		NAS 1233	Shawnee Language
		GEOG 1013	World/Regional Geography
		HIST/NAS 1043	History of the Nine Tribes
		HIST/NAS 1063	History of the American Indian
		HIST 2343	Religion of American
		MCOM 2153	History of Film
		MUSC 1503	American Music Appreciation
		POLS 2043	Intro to International Relations
		Foreign Language – SPAN, FREN, GRMN	
Science (with lab)	8 hours	<u>Select from the following science offerings:</u>	
Biological Sciences:		BIOL 1113/1111	General Biology and Lab
		BIOL 1114	Introductory Biology
		BIOL 1404	Plant Biology (Botany)
		BIOL 1414	Cellular Physiology
		BIOL 1604	Animal Biology (Zoology)

		BIOL 2114	Anatomy and Physiology
		BIOL 2534	Advanced Physiology
		HORT 1013	Intro to Horticulture Science
		MCRO 2124	Introduction to Microbiology
	Physical Sciences:	CHEM 1215	Principles of Chemistry I
		CHEM 1225	Principles of Chemistry II
		CHEM 1314	General Chemistry I
		CHEM 1514	General Chemistry II
		ENVR 1114	Intro to Environmental Science
		GEOL 1114	Physical Geology
		PHYS 1014	General Physical Science
		PHYS 1025	Physical Science for PT
		PHYS 1104	Introductory Astronomy
		PHYS 1114	Principles of Physics I
		PHYS 1214	Principles of Physics II
		PHYS 2015	Engineering Physics I
		PHYS 2115	Engineering Physics II
Mathematics	3 hours	Select from the following math courses (be sure to check the math requirement for the major):	
		MATH 1483	Math Functions and Their Uses
		MATH 1493	General College Math
		MATH 1513	College Algebra
		MATH 1715	College Algebra and Trigonometry
			Calculus I, II or III
			Math Functions I or II (for Elementary Education or Early Childhood Ed majors)
Required Elective	3 hours	Select from the following: Psychology; Foreign Language; Art, Music or Drama (non-performing), Social Science	
	Social Science chooses:	AGEC 1114	Introduction to Agriculture Economics
		CRJU 1113	Introduction to Criminal Justice
		ECON 2013	Introduction to Macroeconomics
		ECON 2023	Introduction to Microeconomics
		GEOG 113	World/Regional Geography
		HIST/NAS 1043	History of the Nine Tribes
		HIST/NAS 1063	History of the American Indian
		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	History of Oklahoma
		MCOM 1013	Intro to Mass Communication
		NAS 1023	American Indian Tribal Govt
		NAS 1033	Indian Tribal Sovereignty
		POLS 2023	State Government
		POLS 2033	Public Administration
		POLS 2043	Intro to International Relations
		POLS 2053	Introduction to Law
		SOCI 1113	Introduction to Sociology
		SOCI 2113	Marriage and Family
		SOCI 2123	Social Problems
		SPCH 2713	Intro to Speech Communication
Computer Proficiency		Select from the following computer courses: (or successfully pass an advanced standing exam)	
		CS 1103	Computers in Society
		CS 2103	Computer Concepts
			(Computer Science majors only)
		AG 2112	Microcomputer Techniques in Ag

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

The remaining minimum 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.

Liberal arts and sciences include humanities; social sciences; biological sciences; physical sciences; mathematics; as identified on pp. 55 and 56; and nutrition.

ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCE DEGREE PROGRAMS

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

ASSOCIATE IN ARTS DEGREE PROGRAMS

ART AND DESIGN

Art Option

Graphic Design Option

CRIMINAL JUSTICE

EARLY CHILDHOOD EDUCATION

ENGLISH

ENTERPRISE DEVELOPMENT

Business Administration Option

General Studies Option

GENERAL STUDIES

MASS COMMUNICATION

MUSIC

Music Education (Pre) Option

Music Performance Option

Music Theatre Option

NATIVE AMERICAN STUDIES

NATURAL RESOURCES ECOLOGY & MANAGEMENT

PSYCHOLOGY & SOCIOLOGY

Social Work Option

SOCIAL SCIENCE

SPEECH & THEATRE

ASSOCIATE IN SCIENCE DEGREE PROGRAMS

AGRICULTURE

Agriculture Business Option

Agriculture Education Option

Animal Science Option

Equine Option

General Agriculture Option

BUSINESS ADMINISTRATION

Management Information System Option

Pre-Accounting Option

EDUCATION – ELEMENTARY (PRE)

ENGINEERING – PRE

Math Option

ENTERPRISE DEVELOPMENT

Business Administration Option

General Studies Option

NATURAL SCIENCES

NURSING (PRE-BSN)

PHYSICAL EDUCATION & RECREATION

Athletic Training (Pre) Option

Community Wellness Option

Leisure Services Management Option

SPORTS MANAGEMENT

VETERINARY MEDICINE - PRE

ASSOCIATE IN APPLIED SCIENCE/CERTIFICATES

GENERAL EDUCATION REQUIREMENTS

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 College. Faculty advisors will guide the students in the selection of courses directed to their educational and career goals.

The following are the minimum general education requirements for the Associate in Applied 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.

English Composition	6 hours	ENGL 1113	Freshman Composition I
		ENGL 1213	Freshman Composition II
Social Sciences	6 hours	HIST 1483/1493	American History
		POLS 1113	American Government
General Education	3 hours		As directed by advisor
Computer Proficiency*			CS 1103, CS 2103, or AG 2112

***Computer proficiency for the individual associate in applied science degree program. The required course is listed in the program's plan of study. Contact your advisor to ensure that you complete the appropriate computer proficiency course.**

In addition to the 18 hours of general education requirements, students must complete at least 27 semester hours of core technical/occupational specialty courses and additional hours as specified in the plan of study.

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

BUSINESS ADMINISTRATION TECHNOLOGY	CONSTRUCTION MANAGEMENT
Accounting Option	EQUINE & RANCH MANAGEMENT
Administrative Office Support Option	Beef Production Option
Entrepreneurship Option	Equine Option
Hospitality Option	Ranch Option
Management and Marketing Option	MEDICAL LABORATORY TECHNICIAN
Medical Office Assistant Option	NURSING
COMPUTER SCIENCE	PHYSICAL THERAPIST ASSISTANT
Computer Support Specialist Option	PROCESS TECHNOLOGY

TWO YEAR CERTIFICATE PROGRAMS

ACCOUNTING	EQUINE AND RANCH MANAGEMENT
ADMINISTRATIVE ASSISTANT	MANAGEMENT AND MARKETING
COMPUTER /INFORMATION SUPPORT	MEDICAL OFFICE ASSISTANT
DRAFTING AND DESIGN	NATURAL RESOURCES ECOLOGY & MANAGEMENT

ONE YEAR CERTIFICATE PROGRAMS

ACCOUNTING	GENERAL OFFICE OPERATIONS
ADMINISTRATIVE ASSISTANT	MANAGEMENT AND MARKETING
CHILD DEVELOPMENT (Certificate of Mastery)	NATURAL RESOURCE ECOLOGY & MANAGEMENT
DRAFTING AND DESIGN	

ACADEMIC PROGRAMS BY COLLEGE DEPARTMENTS

I. School of Agriculture and Natural Sciences

A. Department of Agriculture

Agriculture

Agriculture Business Option

Agriculture Education Option

Animal Science Option

Equine Option

General Agriculture Option

Equine and Ranch Management

Equine Option

Ranch Option

Equine and Ranch Management (Two Year Certificate)

Natural Resources Ecology and Management (Associate in Arts)

Natural Resources Ecology and Management (Two Year Certificate)

Natural Resources Ecology and Management (One Year Certificate)

Pre-Veterinary Medicine

B. Department of Mathematics and Sciences

Construction Management

Natural Sciences

Pre-engineering

Math Option

II. School of Human Environmental Sciences

A. Department of Business and Technology

Accounting (Two Year Certificate)

Accounting (One Year Certificate)

Administrative Assistant (Two Year Certificate)

Administrative Assistant (One Year Certificate)

Business Administration

Management Information Systems Option

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 (One Year Certificate)

Management and Marketing (One Year Certificate)

Management and Marketing (Two Year Certificate)

Medical Office Assistant (Two Year Certificate)

Sports Management

B. Department of Nursing, Allied Health, and Physical Education

Medical Laboratory Technician

Nursing (RN- Associate degree)

Nursing (Pre-BSN)

Physical Education

Community Wellness Option

Leisure Services Management Option

Pre-Athletic Training Option

Physical Therapist Assistant

III. School of Liberal Arts

A. Department of Communication and Fine Arts

Art and Design

Art Option

Graphic Design Option

English

Enterprise Development (AA and AS)

Business Administration Option

General Studies Option

General Studies

Mass Communication

Music

Music Education Option

Music Performance Option

Music Theatre Option

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 OPTION
ART AND DESIGN
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 or Graphic Design. 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:

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 or 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. 58.
<i>Life Science</i>	<i>4 hours</i>	Any Life Science course on p. 58.
<i>Physical Science</i>	<i>4 hours</i>	Any Physical Science course on p. 59.
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p. 59.
<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. 56 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 13 hours

FYE	1011	Freshman Year Experience
ART	1803	Introduction to Art
ART	1103	Studio Art I: Drawing
ART	1203	Basic Color and Design
ART	2163	Graphic Design I

Nine (9) additional hours as directed by advisor

ART	1943	Studio Art II: Painting
ART	2443	Studio Art III: Sculpture
ART	1933	Studio Art IV: Ceramics
ART	1000	Special Problems (credit varies 1-3 hours)
ART	2113	Life Drawing

See "Course Description" section for any course prerequisites.

**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>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History or HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 59.
<i>Life Science</i>	4 hours	Any Life Science course on p. 59.
<i>Physical Science</i>	4 hours	Any Physical Science course on p. 59.
<i>College Math</i>	3 hours	Any college-level MATH course on p. 59.
<i>Required Elective</i>	3 hours	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
General Ed Elective	3 hours	Additional liberal arts and science course(s).
Computer Proficiency	3 hours	See p. 56 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
PSYC	2113	Beyond CSI: Introduction to Forensic Psychology
PSYC	2743	Social Psychology
SOCI	1113	Introduction to Sociology

See "Course Description" section for any course prerequisites.

**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 or Early Childhood Development. 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 or HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 59.
<i>Life Science</i>	4 hours	Any Life Science course on p. 59.
<i>Physical Science</i>	4 hours	Any Physical Science course on p. 59.
<i>College Math</i>	3 hours	Any college-level MATH course on p. 59.
<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. 56 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 10 hours

FYE	1011	Freshman Year Experience
FRCD	2013	Child Development
FRCD	2103	Children's Literature
FRCD	1113	Foundations in Early Childhood

12 hours as directed by advisor

ASL	1113	American Sign Language
ECON	2013	Introduction to Macroeconomics
FRCD	2003	Dynamics of Family Relationships
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 for any course prerequisites.

**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
<i>History</i>	3 hours	HIST 1483 American History or
		HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 59.
<i>Life Science</i>	4 hours	Any Life Science course on p. 59.
<i>Physical Science</i>	4 hours	Any Physical Science course on p. 59.
<i>College Math</i>	3 hours	Any college-level MATH course on p. 59.
<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. 56 for requirements.

Program Requirements:

Hours: 22

22 hours as directed by advisor:

FYE	1011	Freshman Year Experience
NAS	1013	American Indian Writers
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
NAS	1013	American Indian Writers
PHIL	1113	Introduction to Philosophy
SPCH	2713	Introduction to Speech Communication
		Foreign Language*

See "Course Description" section for any course prerequisites.

**ENTERPRISE DEVELOPMENT
BUSINESS ADMINISTRATION OPTION
ASSOCIATE IN ARTS DEGREE**

This program is designed for adults with at least 18 credit hours who desire to return to college in order to complete an associate degree as part of the Oklahoma State Regents for Higher Education Reach Higher Program. The flexibility of this program allows eligible students to complete the remaining courses from their chose of 14 Oklahoma colleges. **For additional information, contact the Center for Academic Success and Advisement, 918-540-6229.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History or HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 59.
<i>Life Science</i>	4 hours	BIOL1114 or BIOL1404
<i>Physical Science</i>	4 hours	GEOL1114, PHYS1114, CHEM1215 or CHEM1314
<i>College Math</i>	3 hours	MATH 1493 or MATH 1513
<i>Required Elective</i>	3 hours	ECON2013, GEOG1013, HIST1613, HIST1623, SOCI1113, SOCI2123, or SPAN1113 and 1123
<i>General Ed Elective</i>	3 hours	SPCH 2713 Intro to Speech Comm
<i>Computer Proficiency</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 23

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
BADM	2303	Business Internship
BADM	2502	Business Capstone Seminar
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
MKTG	2123	Marketing
STAT	2023	Elementary Statistics in Business and Economics

See "Course Description" section for any course prerequisites.

**ENTERPRISE DEVELOPMENT
GENERAL STUDIES OPTION
ASSOCIATE IN ARTS DEGREE**

This program is designed for adults with at least 18 credit hours who desire to return to college in order to complete an associate degree as part of the Oklahoma State Regents for Higher Education Reach Higher Program. The flexibility of this program allows eligible students to complete the remaining courses from their chose of 14 Oklahoma colleges. **For additional information, contact the Center for Academic Success and Advisement, 918-540-6229.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 37

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History or HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 59
<i>Life Science</i>	4 hours	BIOL1114 or BIOL1404
<i>Physical Science</i>	4 hours	GEOL1114, PHYS1114, CHEM1215 or CHEM1314
<i>College Math</i>	3 hours	MATH 1493 or MATH 1513
<i>Required Elective</i>	3 hours	ECON 2013, GEOG 1013, HIST 1613, HIST 1623, SOC1 1113, SOCI 2123, or SPAN 1113 and 1123
<i>General Ed Elective*</i>	6 hours	SPCH 2713 Intro to Speech Comm Computer Proficiency* CS 1103 Computers in Society

Program Requirements:

Hours: 23

23 college-level hours selected from the student's field of interest as directed by the advisor. In accordance with Oklahoma State Regents for Higher Education policy, **50% of the courses should be liberal arts and sciences.**

See pages 55 through 56 for a list of liberal arts and science courses.

See "Course Description" section for any course prerequisites.

**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
<i>History</i>	<i>3 hours</i>	HIST 1483 American History or 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. 59.
<i>Life Science</i>	<i>4 hours</i>	Any Life Science course on p. 59.
<i>Physical Science</i>	<i>4 hours</i>	Any Physical Science course on p. 59.
<i>College Math</i>	<i>3 hours</i>	Any college level MATH course on p. 59.
<i>Required Elective</i>	<i>3 hours</i>	PSYC 1113 General Psychology or 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. 56 for requirements.

Program Requirements:

Hours: 22

FYE 1011 Freshman Year Experience (for first-time freshmen)

In addition to the FYE for first-time freshmen, students must take an additional 21 collegelevel hours selected as directed by the advisor. In accordance with Oklahoma State Regents for Higher Education policy, **50% of the courses should be liberal arts and sciences.**

See pages 55 through 56 for a list of liberal arts and science courses.

See "Course Description" section for any course prerequisites.

**GRAPHIC DESIGN OPTION
ART AND DESIGN
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 or Graphic Design. 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 Art Program at (918) 540-6245.**

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. 59.
<i>Life Science</i>	<i>4 hours</i>	Any Life Science course on p. 59.
<i>Physical Science</i>	<i>4 hours</i>	Any Physical Science course on p. 59.
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p. 59.
<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. 56 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 13 hours

FYE	1011	Freshman Year Experience
ART	1803	Introduction to Art
ART	1103	Studio Art I: Drawing
ART	1203	Basic Color and Design
ART	2163	Graphic Design I
9 additional hours as directed by advisor		
ART	2263	Graphic Design II
ART	2561	Graphic Arts Practicum
MCOM	1333	Basic Digital Photography
MGMT	2223	Advertising
MIS	2133	Web Page Development
MKTG	2123	Marketing
Approved electives in ART (maximum 6 hours)		

See "Course Description" section for any course prerequisites.

**MASS COMMUNICATION
ASSOCIATE IN ARTS DEGREE**

This curriculum is designed to prepare for transfer to a Bachelor's program in Mass Communication or 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 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 <u>or</u> HIST 1493 American History
Political Science	3 hours	POLS 1113 American Government
Humanities	6 hours	Select from HUM listing on p. 59.
Life Science	4 hours	Any Life Science course on p. 59.
Physical Science	4 hours	Any Physical Science course on p. 59.
College Math	3 hours	Any college level MATH course on p. 59.
Required Elective	3 hours	PSYC 1113 General Psychology
General Ed Elective	3 hours	SPCH 2713 Intro to Speech Communication
Computer Proficiency	3 hours	See p. 56 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 7 hours

MCOM	1013	Intro to Mass Communication
MCOM	1123	Media Production
FYE	1011	Freshman Year Experience

16 hours as directed by advisor

MCOM	1031	Media Production Activities
MCOM	1041	Media Production Activities
MCOM	2031	Media Production Activities
MCOM	2041	Media Production Activities
MCOM	1313	Intro to Sports Broadcasting
MCOM	1113	Basic Digital Photography
MCOM	2113	Mass media Writing
MCOM	2213	Intro to Media Studies
MCOM	2643	Non-Linear Editing
MIS	2133	Web Page Development
Approval Electives (Maximum 6 hours)		

See "Course Description" section for any course prerequisites.

**MUSIC EDUCATION (PRE-) OPTION
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 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 Instrumental Music Program at (918) 540-6280 or Vocal Music Program at (918) 540-6987.**

TOTAL PROGRAM HOURS: 67

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. 59.
<i>Life Science</i>	<i>4 hours</i>	Any Life Science course on p. 59.
<i>Physical Science</i>	<i>4 hours</i>	Any Physical Science course on p. 59.
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p. 59.
<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 Intro to Speech Communication
<i>Computer Proficiency</i>	<i>3 hours</i>	CS 1103 Computers in Society

Program Requirements:

Hours: 29

FYE 1011 Freshman Year Experience

Core Requirements: 12 hours

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
Applied Piano (4 semester)

16 hours as directed by advisor

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 (4 semesters)
Chorus or Band (4 semesters)
Master Class/Recital (4 semesters)

See "Course Description" section for any course prerequisites.

**MUSIC PERFORMANCE OPTION
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 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: 67

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. 55.
<i>Life Science</i>	4 hours	Any Life Science course on p. 55.
<i>Physical Science</i>	4 hours	Any Physical Science course on p. 56.
<i>College Math</i>	3 hours	Any college-level MATH course on p. 56.
<i>Required Elective</i>	3 hours	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Ed Elective</i>	3 hours	Additional liberal arts and science course(s).
<i>Computer Proficiency</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 29

FYE 1011 Freshman Year Experience

Core Requirements: 12 hours

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
Applied Piano (4 semesters)

16 hours as directed by advisor

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 (4 semesters)
Chorus or Band (4 semesters)
Master Class/Recital (4 semesters)

See "Course Description" section for any course prerequisites.

**MUSIC THEATRE OPTION
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 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 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: 69

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. 55.
Life Science	4 hours	Any Life Science course on p. 55.
Physical Science	4 hours	Any Physical Science course on p. 56.
College Math	3 hours	Any college-level MATH course on p. 56.
Required Elective	3 hours	SPCH 2713 Intro to Speech Communication
General Ed Elective	3 hours	TH 1533 Voice and Diction
Computer Proficiency	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 31

FYE 1011 Freshman Year Experience

Core Requirements: 12 hours

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
		Applied Piano (4 semesters)

18 hours as directed by advisor

DANC	1012	Dance I
DANC	1112	Dance II
DANC	1212	Dance III
DANC	2212	Dance IV
MUSC	2222	Music Theatre Workshop
TH	2031	Theatre Production Activities
TH	2041	Theatre Production Activities
TH	2543	Acting I
TH	2123	Stage Makeup
TH	2153	Stagecraft
TH	2173	Stage Costume
		Applied Voice (4 semesters)
		Broadway Cabaret (4 semesters)

See "Course Description" section for any course prerequisites.

**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>	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. 55.
<i>Life Science</i>	4 hours	Any Life Science course on p. 55.
<i>Physical Science</i>	4 hours	Any Physical Science course on p. 56.
<i>College Math</i>	3 hours	Any college-level MATH course on p. 56.
<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. 56 for requirements.

Program Requirements:

Hours: 22

FYE 1011 Freshman Year Experience

Core Requirements: 12 hours

NAS	1013	American Indian Writers
NAS	1113	Cherokee Language I or
NAS	1133	Cherokee Language II or
NAS	1233	Shawnee Language
NAS	1043	History of the Nine Tribes
NAS	1063	History of the American Indian
NAS	1033	Tribal Sovereignty

Nine (9) additional hours as directed by advisor

CRJU	1113	Introduction to Criminal Justice
NAS	1023	American Indian Tribal Government
POLS	2053	Introduction to Law
SOCI	1113	Introduction to Sociology
SOSC	1000	Social Science Special Problems
		Approved electives as directed by advisor (max 9 hours)

See "Course Description" section for any course prerequisites.

**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>	<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>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</i>	<i>3 hours</i>
<i>Computer Proficiency</i>	<i>2 hours</i>

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 or 1493 American History
POLS 1113 American Government
Select from HUM listing on p. 55.
Any lab science course on p. 55.
Any college level MATH course on p. 56.
One course from the following:
Psychology, Foreign Language, Fine Arts
(Art, Music, Drama), Social Sciences
Additional liberal arts and science course(s).
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	2993	General Entomology
FOR	2013	Resource/Fire Certification
FOR	2023	Resource/Fire Certification
FOR	2223	Wildland Firefighters Qualifications
NREM	1001	Natural Resources Field Application
NREM	1012	Introduction to Natural Resources Ecology Management
NREM	1014	Introduction to Natural History
NREM	1113	Elements of Forestry
NREM	1214	Introduction to Wood Properties and Products
NREM	2013	Natural Resource Ecology
NREM	2103	Natural Resource Management
NREM	2113	Timber Harvesting
NREM	2134	Dendrology
NREM	2880	Forestry Internship (variable credit 1-6 hours)
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)

See "Course Description" section for any course prerequisites.

**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 or HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 55.
<i>Life Science</i>	4 hours	Any Life Science course on p. 55.
<i>Physical Science</i>	4 hours	Any Physical Science course on p. 56.
<i>College Math</i>	3 hours	Any college-level MATH course on p. 56.
<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. 56 for requirements.

Program Requirements:

Hours: 22

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 2113	Beyond CSI: Introduction to Forensic 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 2203	Fundamentals of Social Work
SOCI 2353	Cultural Anthropology

See "Course Description" section for any course prerequisites.

**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 HIST 1483 or 1493 American History POLS 1113 American Government Select from HUM listing on p. 55. Any Life Science course on p. 55. Any Physical Science course on p. 56. Any college-level MATH course on p. 56. One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences Additional liberal arts and science course(s). See p. 56 for requirements.
<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>	

Program Requirements:

Hours: 22

21 hours as directed by advisor:

FYE	1011	Freshman Year Experience
BADM	2123	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	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
HIST	2343	Religion in America
PHIL	1113	Introduction to Philosophy
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 for any course prerequisites.

**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 <i>or</i> 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. 55.
<i>Life Science</i>	<i>4 hours</i>	Any Life Science course on p. 55.
<i>Physical Science</i>	<i>4 hours</i>	Any Physical Science course on p. 56.
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p. 56.
<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. 56 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
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 for any course prerequisites.

**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 students 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

<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. 55.
<i>Life Science</i>	4 hours	Any Life Science course on p. 55.
<i>Physical Science</i>	4 hours	Any Physical Science course on p. 56.
<i>College Math</i>	3 hours	Any college-level MATH course on p. 56.
<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. 56 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	2123	Stage Makeup
TH	2153	Stagecraft
TH	2173	Stage Costume
		Dance (DANC) courses (4 hours maximum)

See "Course Description" section for any course prerequisites.

**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 and Technology Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 38

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 55.
<i>Lab Science</i>	8 hours	Any two Lab Science courses on p. 55.
<i>College Math</i>	3 hours	MATH 1513 College Algebra
<i>Required Elective</i>	3 hours	PSYC 1113 General Psychology <u>or</u>
		SOCI 1113 Intro to Sociology
<i>General Ed Elective</i>	6 hours	SPCH 2713 Intro to Speech Comm. and
		additional liberal arts and science course(s)
		Computer Proficiency* See p. 56 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 16 hours

ACCT	1103	Financial Accounting Procedures I
ACCT	1203	Financial Accounting Procedures II <u>or</u>
ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
FYE	1011	Freshman Year Experience

Six (6) additional hours as directed by advisor:

ACCT	2523	Computerized Accounting
BADM	2103	Principle Styled Leadership
BADM	2113	Business Communications
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2223	Business Law
CS	1103	Computers in Society
MATH	2103	Elementary Calculus
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
MGMT	2213	Principles of Management
MKTG	2123	Marketing
OIS	1133	Professional Development
OIS	2033	Excel Spreadsheets
OIS	2523	Microsoft Word
STAT	2023	Elementary Statistics in Business and Economics
		Approved Business Electives

See "Course Description" section for any course prerequisites.

**AGRICULTURE BUSINESS OPTION
AGRICULTURE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Agriculture Business. 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:

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. 55.
<i>Lab Science</i>	<i>8 hours</i>	Any Lab Science course on p. 55.
<i>College Math</i>	<i>3 hours</i>	Any college level MATH course on p. 56.
<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(s)</i>	<i>3 hours</i>	Additional liberal arts and science courses.
<i>Computer Proficiency</i>	<i>2 hours</i>	AG 2112 Microcomputer Tech in Ag

Program Requirements:

Hours: 23

Core Requirements: 12 hours

FYE	1011	Freshman Year Experience
AGEC	1114	Introduction to Agriculture Economics
ANSI	1124	Introduction to Animal Science
PLNT	1213	Introduction to Plant and Soil Science

Option Requirements: 6 hours

ACCT	2103	Financial Accounting
ECON	2013	Introduction to Macroeconomics

5 hours as directed by advisor

ACCT	2203	Managerial Accounting
AG	2281	Agriculture Capstone
AG	2440	Agriculture Internship (variable credit 1- 6 hours)
ANSI	2112	Live Animal Evaluation
ANSI	2253	Meat Animal & Carcass Evaluation
ECON	2023	Introduction to Microeconomics
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
SOIL	2124	Fundamentals of Soil Science
SPCH	2713	Introduction to Speech Communication
STAT	2023	Elementary Statistics in Business and Economics
		Livestock Selection Courses
		Equine Selection Courses
		Rodeo Activities Courses
		Approved Electives (maximum 10 hours)

See "Course Description" section for any course prerequisites.

**ANIMAL SCIENCE OPTION
AGRICULTURE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in **Animal 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:

Hours: 37

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 or 1493 American History or
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 55.
<i>Lab Science</i>	8 hours	Any Lab Science course on p. 55.
<i>College Math</i>	3 hours	Any college level MATH course on p. 56.
<i>Required Elective</i>	3 hours	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Ed Elective(s)</i>	3 hours	Additional liberal arts and science courses.
<i>Computer Proficiency</i>	2 hours	AG 2112 Microcomputer Tech in Ag

Program Requirements:

Hours: 23

Core Requirements: 12 hours

FYE	1011	Freshman Year Experience
AGEC	1114	Introduction to Agriculture Economics
ANSI	1124	Introduction to Animal Science
PLNT	1213	Introduction to Plant and Soil Science

Option Requirements: 5 hours

ANSI	2112	Live Animal Evaluation
ANSI	2253	Meat Animal and Carcass Evaluation

6 hours as directed by advisor

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
AG	1000	Agriculture Special Problems
AG	2281	Agriculture Capstone
AG	2440	Agriculture Internship (variable credit 1- 5 hours)
AGLE	2303	Personal Leadership Skills in Agriculture
ANSI	2123	Livestock Feeding
BIOL	1114	Introduction to Biology
CHEM	1215	Principles of Chemistry
ECON	2013	Introduction to Macroeconomics
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
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, Equine Selection, and/or
		Rodeo Activities Courses
		Approved Electives (maximum 10 hours)

See "Course Description" section for any course prerequisites.

**AGRICULTURE EDUCATION OPTION
AGRICULTURE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Agriculture 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 Agriculture Department at (918) 540-6272.

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. 55.
<i>Lab Science</i>	8 hours	Any Lab Science course on p. 55.
<i>College Math</i>	3 hours	Any college level MATH course on p. 56.
<i>Required Elective</i>	3 hours	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Ed Elective(s)</i>	3 hours	Additional liberal arts and science courses.
<i>Computer Proficiency</i>	2 hours	AG 2112 Microcomputer Tech in Ag

Program Requirements:

Hours: 23

Core Requirements: 12 hours

FYE	1011	Freshman Year Experience
AGEC	1114	Introduction to Agriculture Economics
ANSI	1124	Introduction to Animal Science
PLNT	1213	Introduction to Plant and Soil Science

Option Requirements: 6 hours

AGLE	2303	Personal Leadership Skills in Agriculture
MCAG	1413	Introduction to Agriculture Engineering

5 hours as directed by advisor

AG	2281	Agriculture Capstone
AG	2440	Agriculture Internship (variable credit 1- 6 hours)
AGCM	2103	Communications in Agriculture
ANSI	2112	Live Animal Evaluation
ANSI	2123	Livestock Feeding
ANSI	2253	Meat Animal & Carcass Evaluation
HORT	1013	Principles of Horticulture Science
MATH	1483	Mathematical Functions and Their Uses
MATH	1513	College Algebra
NREM	1114	Elements of Forestry
NREM	2013	Natural Resource Ecology
PSYC	1113	General Psychology
SOCI	1113	Introduction to Sociology
SOIL	2124	Fundamentals of Soil Science
SPCH	2713	Introduction to Speech Communication
		Livestock Selection Courses
		Equine Selection Courses
		Rodeo Activities Courses
		Approved Electives (maximum 10 hours)

See "Course Description" section for any course prerequisites.

**AGRICULTURE GENERAL OPTION
AGRICULTURE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in **Agriculture or related field**. By proper advisement in the selection of electives, students may also prepare for a four-year program in **Ag Communication, Ag Economics, Ag Engineering, Agronomy, Entomology, 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

Hours: 37

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 or 1493 American History
<i>Political Science</i>	3 hours	or POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 55.
<i>Lab Science</i>	8 hours	Any Lab Science course on p. 55.
<i>College Math</i>	3 hours	Any college level MATH course on p. 56.
<i>Required Elective</i>	3 hours	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Ed Elective(s)</i>	3 hours	Additional liberal arts and science courses.
<i>Computer Proficiency</i>	2 hours	AG 2112 Microcomputer Tech in Ag

Program Requirements:

Hours: 23

Core Requirements: 12 hours

FYE	1011	Freshman Year Experience
AGEC	1114	Introduction to Agriculture Economics
ANSI	1124	Introduction to Animal Science
PLNT	1213	Introduction to Plant and Soil Science

11 hours as directed by advisor

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
AG	2281	Agriculture Capstone
AG	2440	Agriculture Internship (variable credit 1- 6 hours)
AGCM	2103	Communications in Agriculture
AGEC	2203	Principles of Economics Applied in Agriculture
AGLE	1511	Introduction to Leadership in Ag Sciences and Natural Resources
AGLE	2303	Personal Leadership Skills in Agriculture
ANSI	2112	Live Animal Evaluation
ANSI	2123	Livestock Feeding
ANSI	2253	Meat Animal & Carcass Evaluation
BIOL	1114	Introduction to Biology
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
NREM	1114	Elements of Forestry
MCOM	1113	Beginning Digital Photography
SOIL	2124	Fundamentals of Soil Science
STAT	2023	Elementary Statistics in Business and Economics
		Livestock Selection Courses, Rodeo Activities Courses
		Approved Electives (maximum 10 hours)

See "Course Description" section for any course prerequisites.

**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 or 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. 55.
<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. 56.
<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. 56 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 12 Hours

FYE	1011	Freshman Year Experience
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

10 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	2733	Procedures in Athletic Training
		Electives approved by Department Chair—Maximum 6 hours
		Leisure courses as approved

See "Course Description" section for any course prerequisites.

**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**, 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 and Technology Department at (918) 540-6294 or e-mail business@neo.edu.**

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. 55.
<i>Lab Science</i>	8 hours	Any two Lab Science courses on p. 55.
<i>College Math</i>	3 hours	Any college-level MATH course on p. 55.
<i>Required Elective</i>	3 hours	PSYC 1113 General Psychology <u>or</u> SOC1 1113 Intro to Sociology
<i>General Ed Elective</i>	6 hours	SPCH 2713 Intro to Speech Comm. and Additional liberal arts and science course(s)
<i>Computer Proficiency*</i>		See p. 56 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 13 hours

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

Nine (9) additional hours as directed by advisor:

ACCT	2523	Computerized Accounting
BADM	2103	Principle Styled Leadership
BADM	2113	Business Communications
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2223	Business Law
CS	1103	Computers in Society
MATH	2103	Elementary Calculus
MGMT	1223	Small Business Management
MGMT	023	Human Resources Management
MGMT	2213	Principles of Management
MKTG	2123	Marketing
OIS	1133	Professional Development
OIS	2033	Excel Spreadsheets
OIS	2523	Microsoft Word
STAT	2023	Elementary Statistics for Business and Economics
		Approved Business Electives

See "Course Description" section for any course prerequisites.

**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. 55.
<i>Life Science</i>	4 hours	Life Science as approved by advisor
<i>Physical Science</i>	4 hours	Any Physical Science course on p. 56.
<i>College Math</i>	3 hours	Any college level MATH course on p. 56.
<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. 56 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 12 hours

FYE	1011	Freshman Year Experience
HHP	1713	Introduction to Athletic Training or
HHP	1753	Introduction to Physical Education or
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)

See "Course Description" section for any course prerequisites.

**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:

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. 55.
<i>Life Science</i>	4 hours	BIOL 1114 Introduction to Biology
<i>Physical Science</i>	4 hours	PHYS 1014 General Physical Science
<i>College Math</i>	3 hours	MATH 2413 Math Structure I or any
		college-level MATH course on p. 56.
<i>Required Elective</i>	3 hours	ART 1803 Introduction to Art
<i>General Ed Elective</i>	3 hours	Additional liberal arts and science course(s).
<i>Computer Proficiency</i>	3 hours	See p. 56 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)

ECON 1113	Economics of Social and Contemporary Issues
ENGL 2413	Introduction to Literature
ENGL 2443	World Literature II
FRCD 1113	Foundations of Early Childhood
FRCD 2013	Literature for Children
PSYC 1603	Developmental Psychology
GEOG 1013	World/Regional Geography
HHP 2603	Total Wellness
MATH 2513	Math Structures II
PHIL 1113	Introduction to Philosophy
SOCI 1113	Introduction to Sociology
SPAN 1113	Spanish I
SPAN 1115	Beginning Spanish

See "Course Description" section for any course prerequisites.

**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:

Hours: 37

<i>Communication</i>	6 hours	ENGL 1113 Freshman Composition I ENGL 1213 Freshman Composition II
<i>History</i>	3 hours	HIST 1483 American History or HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>Humanities</i>	6 hours	Select from HUM listing on p. 55.
<i>Lab Science</i>	9 hours	CHEM 1314 General Chemistry I and PHYS 2015 Engineering Physics I
<i>College Math</i>	3 hours	MATH 1513 College Algebra or higher
<i>Required Elective</i>	3 hours	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
		General Ed Elective(s) Additional liberal arts and science course(s) to meet the 37 credit hours required.
Computer Courses	3 hours	Approved by departmental advisor

Program Requirements:

Hours: 23

Core Requirements: 11 hours

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

See "Course Description" section for any course prerequisites.

**ENTERPRISE DEVELOPMENT
BUSINESS ADMINISTRATION OPTION
ASSOCIATE IN SCIENCE DEGREE**

This program is designed for adults with **at least 18 credit hours** who desire to return to college in order to complete an associate degree as part of the Oklahoma State Regents for Higher Education Reach Higher Program. The flexibility of this program allows eligible students to complete the remaining courses from their chose of 14 Oklahoma colleges. **For additional information, contact the Center for Academic Success and Advisement, 918-540-6229.**

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. 55.
<i>Life Science</i>	4 hours	BIOL1114 or BIOL1404
<i>Physical Science</i>	4 hours	GEOL1114, PHYS1114, CHEM1215 or CHEM1314
<i>College Math</i>	3 hours	MATH 1493 or MATH 1513
<i>Required Elective</i>	3 hours	ECON 2013, GEOG 1013, HIST 1613, HIST 1623, SOC1 1113, SOCI 2123, or SPAN 1113 and 1123
<i>General Ed Elective</i>	3 hours	SPCH 2713 Intro to Speech Comm
<i>Computer Proficiency</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 23

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
BADM	2023	Business Internship
BADM	2502	Business Capstone Seminar
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
MKTG	2123	Marketing
STAT	2023	Elementary Statistics in Business and Economics

See "Course Description" section for any course prerequisites.

**ENTERPRISE DEVELOPMENT
GENERAL STUDIES OPTION
ASSOCIATE IN SCIENCE DEGREE**

This program is designed for adults with at least 18 credit hours who desire to return to college in order to complete an associate degree as part of the Oklahoma State Regents for Higher Education Reach Higher Program. The flexibility of this program allows eligible students to complete the remaining courses from their chose of 14 Oklahoma colleges. **For additional information, contact the Center for Academic Success and Advisement, 918-540-6229.**

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. 55.
<i>Life Science</i>	4 hours	BIOL1114 or BIOL1404
<i>Physical Science</i>	4 hours	GEOL1114, PHYS1114, CHEM1215 or CHEM1314
<i>College Math</i>	3 hours	MATH 1493 or MATH 1513
<i>Required Elective</i>	3 hours	ECON 2013, GEOG 1013, HIST 1613, HIST 1623, SOCI 1113, SOCI 2123, or SPAN 1113 and 1123
<i>General Ed Elective</i>	3 hours	SPCH 2713 Intro to Speech Comm
<i>Computer Proficiency</i>	3 hours	CS 1103 Computers in Society

Program Requirements:

Hours: 23

23 college-level hours selected from the student's field of interest as directed by the advisor. In accordance with Oklahoma State Regents for Higher Education policy, **50% of the courses should be liberal arts and sciences.**

See pages 54 through 66 for a list of liberal arts and science courses.

**EQUINE OPTION
AGRICULTURE
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in **Equine**. 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:

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. 55.
<i>Lab Science</i>	8 hours	Any Lab Science course on p. 55.
<i>College Math</i>	3 hours	Any college level MATH course on p. 56.
<i>Required Elective</i>	3 hours	One course from the following: Psychology, Foreign Language, Fine Arts (Art, Music, Drama), Social Sciences
<i>General Ed Elective(s)</i>	3 hours	Additional liberal arts and science courses.
<i>Computer Proficiency</i>	2 hours	AG 2112 Microcomputer Tech in Ag

Program Requirements:

Hours: 23

Core Requirements: 12 hours

FYE	1011	Freshman Year Experience
AGEC	1114	Introduction to Agriculture Economics
ANSI	1124	Introduction to Animal Science
PLNT	1213	Introduction to Plant and Soil Science

Option Requirement: 6 hours

EQNE	2123	Equine Health and Disease
EQNE	2133	Equine Reproduction

5 hours as directed by advisor

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
AG	1000	Agriculture Special Problems
AG	2281	Agriculture Capstone
AG	2440	Agriculture Internship (variable credit 4 or 6 hours)
AGLE	1151	Personal Leadership Development in Agriculture
ANSI	2112	Live Animal Evaluation
ANSI	2123	Livestock Feeding
ANSI	2253	Meat Animal & Carcass Evaluation
EQNE	1103	Introduction to Equine
EQNE	2012	Basic Horsemanship
EQNE	2333	Equine Business and Production Management
SOIL	2124	Fundamentals of Soil Science
		Rodeo Activities Courses
		Livestock Selection Courses
		Equine Selection Courses
		Approved Electives (maximum 5 hours)

See "Course Description" section for any course prerequisites.

**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>	<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. 55.
<i>Life Science</i>	<i>4 hours</i>	Life Science as approved by advisor
<i>Physical Science</i>	<i>4 hours</i>	Any Physical Science course on p. 56.
<i>College Math</i>	<i>3 hours</i>	Any college level MATH course on p. 56.
<i>Required Elective</i>	<i>3 hours</i>	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. 59 for requirements.

Program Requirements:

Hours: 22

Core Requirements: 12 hours

FYE	1011	Freshman Year Experience
HHP	1713	Introduction to Athletic Training or
HHP	1753	Introduction to Physical Education or
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 "Course Description" section for any course prerequisites.

**MANAGEMENT INFORMATION SYSTEMS OPTION
BUSINESS ADMINISTRATION
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Business Administration with an emphasis in Management Information Systems. 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 and Technology Department at (918) 540-6294 or e-mail business@neo.edu.**

TOTAL PROGRAM HOURS: 61

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. 55.
<i>Lab Science</i>	<i>8 hours</i>	Any two Lab Science courses on p. 55.
<i>College Math</i>	<i>3 hours</i>	MATH 1513 College Algebra
<i>Required Elective</i>	<i>3 hours</i>	PSYC 1113 General Psychology <u>or</u>
		SOCI 1113 Intro to Sociology
<i>General Ed Elective</i>	<i>3 hours</i>	SPCH 2713 Intro to Speech Comm. and
<i>Computer Proficiency*</i>	<i>3 hours</i>	CS 2103

Program Requirements:

Hours: 23

Core Requirements: 17 hours

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
CS	2134	BASIC Programming
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
FYE	1011	Freshman Year Experience

Six (6) additional hours as directed by advisor:

CS	2023	Advanced BASIC Programming
CS	1103	Computers in Society
CS	2173	Java Programming
CS	2303	Database Programming I
CS	2423	Telecommunications and Networking
CS	2433	Advanced Networking
STAT	2023	Elementary Statistics for Business and Economics
		Approved Business Electives

See "Course Description" section for any course prerequisites.

**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

<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>
<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. 55.
<i>Life Science</i>	<i>4 hours</i>	Life Science course as directed by advisor
<i>Physical Science</i>	<i>4 hours</i>	Physical Science course as directed by advisor
<i>College Math</i>	<i>3 hours</i>	MATH 1513 College Algebra or higher
<i>Required Elective</i>	<i>3 hours</i>	PSCY 1113 General Psychology
<i>General Ed Electives</i>		Additional liberal arts and science course(s) to meet the 37 credit hours required. Approved by departmental advisor
<i>Computer Course</i>	<i>3 hours</i>	

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

See "Course Description" section for any course prerequisites.

**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: 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. 55.
<i>Lab Science</i>	8-9 hours	Satisfied by any two sciences listed below.
<i>College Math</i>	3 hours	MATH 1513 College Algebra or higher
<i>Required Elective</i>	3 hours	PSYC 1113 General Psychology or SOC 1113 Intro Sociology
<i>General Ed Elective(s)</i>	1-2 hours	Additional liberal arts and science course(s) to meet the 37 credit hours required.
<i>Computer Proficiency*</i>	3 hours	See p. 56 for requirements.

Program Requirements:

Hours: 23

As directed by advisor

ACCT	2103	Financial Accounting
BIOL	1404	Plant Biology
BIOL	1604	Animal Biology
BIOL	2101	Animal Biology Lab
BIOL	2114	Anatomy and Physiology
BIOL	2534	Advanced Physiology
CHEM	1215	Principles of Chemistry I
CHEM	1314	General Chemistry I
CHEM	1514	General 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)

See "Course Description" section for any course prerequisites.

**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. 55.
<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	MATH 1513 College Algebra
<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. 56 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)

See "Course Description" section for any course prerequisites.

**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. 55.
<i>Life Science</i>	4 hours	Life Science as approved by advisor
<i>Physical Science</i>	4 hours	Any Physical Science course on p. 56.
<i>College Math</i>	3 hours	Any college level MATH course on p. 56.
<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. 56 for requirements.

Program Requirements:

Hours: 22

FYE	1011	Freshman Year Experience
HHP	1753	Introduction to Physical Education or
HHP	1713	Introduction to Athletic Training
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	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	2992	Lifeguarding
HHP	2692	Water Safety Instruction
HHP	1122	Personal Trainer
HHP	1142	Group Fitness Instructor
HHP	1152	Lifestyle and Weight Management Consultant
HHP	1113	Nutrition
HHP	2612	Sport Safety Training
		Leisure Activity Courses
		Electives approved by Department Chair—Maximum 6 hours

See "Course Description" section for any course prerequisites.

**SPORTS MANAGEMENT
ASSOCIATE IN SCIENCE DEGREE**

This curriculum is designed to prepare the student for transfer to a Bachelor's program in Sports Management. 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 and Technology 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 or 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. 55.
<i>Lab Science</i>	<i>8 hours</i>	Any two Lab Science courses on p. 55.
<i>College Math</i>	<i>3 hours</i>	Any college-level MATH course on p. 56.
<i>Required Elective</i>	<i>3 hours</i>	PSYC 1113 General Psychology or 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. 56 for requirements.
<i>Computer Proficiency*</i>		

Program Requirements:

Hours: 22

Core Requirements: 10 hours

FYE	1011	Freshman Year Experience
MGMT	2313	Sports and Entertainment Management
MGMT	2213	Principles of Management
MGMT	2323	Sports Communication

Twelve (12) additional hours as directed by advisor:

ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
BADM	2113	Business Communications
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2223	Business Law
CS	1103	Computers in Society
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
HHP	2602	Community First Aid
HHP	2603	Total Wellness
MATH	2103	Elementary Calculus
MKTG	2123	Marketing
NUTR	1113	Nutrition
OIS	2523	Microsoft Word
STAT	2023	Elementary Statistics for Business and Economics
		Approved Business Electives

See "Course Description" section for any course prerequisites.

**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:

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 or 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. 55.
<i>Lab Science</i>	<i>8 hours</i>	Approved science courses from listing on p. 55.
<i>College Math</i>	<i>3 hours</i>	Any college level MATH courses on p. 56.
<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(s)</i>	<i>3 hours</i>	Additional liberal arts and science courses to meet the 37 credit hours required.
<i>Computer Proficiency</i>	<i>2 hours</i>	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	2023	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)

See "Course Description" section for any course prerequisites.

**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 and Technology Department at (918) 540-6294 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 61

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 <i>or</i> 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. 56 for requirements.

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 31 hours

ACCT	1103	Financial Accounting Procedures I
ACCT	1203	Financial Accounting Procedures II or
ACCT	2103	Financial Accounting
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
OIS	2033	Microsoft Excel

Technical/Occupational Support: 12 hours as directed by advisor

BADM	1211	Basic Investments
BADM	2113	Business Communications
BADM	2223	Business Law
CS	1103	Computers in Society
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
MKGT	2123	Marketing
STAT	2023	Elementary Statistics
		Approved Business Electives

See "Course Description" section for any course prerequisites.

**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 and Technology Department at (918) 540-6466 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 61

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 or 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>General Ed Elective</i>	6 hours	Additional liberal arts and science course(s)
<i>Computer Proficiency*</i>		See p. 56 for requirements.

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 31 hours

ACCT	1103	Financial Accounting Procedures I or
ACCT	2103	Financial Accounting
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2153	Consumer Math
FYE	1011	Freshman Year Experience
OIS	1133	Professional Development
OIS	1213	Document Processing
OIS	2033	Excel Spreadsheets
OIS	2523	Microsoft Word

Choose two (2) of the following:

M IS	2133	Web Page Development
MIS	2213	Desktop Publishing
OIS	2503	Microsoft Office

Technical/Occupational Support: 12 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
CS	1103	Computers in Society
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
MIS	2133	Web Page Development
MIS	2213	Desktop Publishing
MKGT	2123	Marketing
OIS	1103	Keyboarding
OIS	1183	Machine Transcription
OIS	2503	Microsoft Office
		Approved Business Electives

See "Course Description" section for any course prerequisites.

**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 Program at (918) 540-6284 or email: business@neo.edu.

TOTAL PROGRAM HOURS: 65

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>Mathematics</i>	<i>3 hours</i>
<i>General Ed Elective</i>	<i>3 hours</i>
<i>Computer Proficiency</i>	<i>3 hours</i>

Hours: 21

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
ECON 2013 Macroeconomics
CS 2103

Program Requirements:

Hours: 44

Technical/Occupational Specialty: 38 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 Support: 6 hours as directed by advisor

CS 1313 Introduction to Microcomputers
 CS 1743 Multimedia Computing
 CS 1103 Computers in Society
 CS 2423 Telecommunications & Networking
 CS 2433 Advanced Networking

**COMPUTER SUPPORT SPECIALIST OPTION
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 Program at (918) 540-6284 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 63

General Education Requirements:

Hours: 21

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

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II
HIST 1483 American History <u>or</u>
HIST 1493 American History
POLS 1113 American Government
MATH 1513 College Algebra
PSYC 1113 General Psychology
CS 2103

Program Requirements:

Hours: 42

Technical/Occupational Specialty: 33 hours

FYE	1011	Freshman Year Experience
CS	1373	Network Operating Systems
CS	1743	Multimedia Computing
CS	2023	Advanced BASIC Programming
CS	1103	Computers in Society
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	2043	Database Programming II
CS	2054	Web Database Systems
CS	2143	Programming in 'C'
CS	2173	JAVA Programming
MIS	2133	Web Page Development
OIS	2033	Excel Spreadsheets
OIS	2503	Microsoft Office
OIS	2523	Microsoft Word

See "Course Description" section for any course prerequisites.

**CONSTRUCTION MANAGEMENT
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 Construction Program at (918) 540-6275.

TOTAL PROGRAM HOURS: 60

General Education Requirements:

Hours: 22

<i>Communication</i>	<i>6 hours</i>	ENGL 1113 Freshman Composition I
		ENGL 1213 Freshman Composition II
<i>History</i>	<i>3 hours</i>	HIST 1483 American History <u>or</u>
		HIST 1493 American History
<i>Political Science</i>	<i>3 hours</i>	POLS 1113 American Government
<i>Mathematics</i>	<i>3 hours</i>	College Level Math
<i>General Ed Elective</i>	<i>4 hours</i>	PHYS 1014 General Physical Science
<i>Computer Proficiency</i>	<i>3 hours</i>	See p. 56 for requirements.

Program Requirements:

Hours: 38

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	1233	Methods of Construction
CNST	1323	Estimating I
CNST	2123	Construction Management and Leadership
CNST	2233	Internship
CNST	2333	Construction Document
DRFT	1153	Blueprint Reading

Technical/Occupational Support: 10 hours as directed by advisor

CNST	1133	Introduction to Carpentry Construction II
CNST	2113	Field Safety
CNST	2433	Decorative Concrete
DRFT	1124	Architectural Drawing
DRFT	1223	Computer Aided Drafting and Design I
DRFT	1843	Descriptive Geometry
DRFT	2223	Computer Aided Drafting and Design II
		Approved elective/s (maximum 3 hours)

See "Course Description" section for any course prerequisites.

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

This curriculum prepares the student to lead a business organization as an innovator. Skills necessary to create and implement a business plan are presented. This program includes a maximum of nine (9) credit hours awarded through cooperative agreements with technology centers or approved prior learning experiences. For more information contact the Business and Technology Department at (918) 540-6294 or email: business@neo.edu.

TOTAL PROGRAM HOURS: 61

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. 56 for requirements.

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 34 hours

FYE	1011	Freshman Year Experience
ACCT	1103	Financial Accounting Procedures I
ACCT	1203	Financial Accounting Procedures II or
ACCT	2103	Financial Accounting
ACCT	2203	Managerial Accounting
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2153	Consumer Math
ENTR	2023	Introduction to Entrepreneurship
ENTR	2713	Entrepreneurship Capstone
MGMT	1133	Human Relations or
MGMT	2023	Human Resource Management
MGMT	1223	Small Business Management
OIS	1133	Professional Development

Technical/Occupational Support: 9 hours as directed by advisor

BADM	1211	Basic Investment
BADM	2103	Principle Styled Leadership
BADM	2113	Business Communications
BADM	2223	Business Law
CS	1103	Computers in Society
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
FIN	2123	Personal Finance
MGMT	2213	Principles of Management
MKGT	2123	Marketing
TEC	1033	Beginning Applications
TEC	1045	Beginning Applications
TEC	1053	Intermediate Applications
TEC	1065	Intermediate Applications
TEC	2023	Advanced Applications
TEC	2035	Advanced Applications
		Business Electives or Other Approved Technical/Occupational courses (6 hours maximum approved by Dept. Chair)

See "Course Description" section for any course prerequisites.

**BEEF PRODUCTION 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 and email: business@neo.edu.**

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>	4 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 24-25 hours as directed by advisor

FYE	1011	Freshman Year Experience
ANSI	1124	Introduction to Animal Science
ANSI	2123	Livestock Feeding
EQNE	1101	Equine Selection <u>or</u>
ANSI	2112	Live Animal Evaluation
EQNE	2133	Equine Reproduction <u>or</u>
FRMT	2123	Breeding Management of Farm Animals
FRMT	2221	Equine and Ranch Management Capstone
FRMT	1222	Equine and Livestock Sales Management and Marketing
FRMT	1003	Equine and Livestock Business Management
FRMT	1013	Pasture and Range Management
FRMT	2223	Livestock Production

Specialty hours for option: 9 hours required

FRMT	1113	Farm Animal Health Cattle
FRMT	1203	Beef Production
FRMT	2203	Feed Lot management

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
AGLE	2303	Personal Leadership Development
ANSI	2253	Meat Animal and Carcass Evaluation
SOIL	2124	Fundamentals of Soil Science
AGEC	1114	Intro to Agriculture Economics
		Approved Electives (maximum of 10 hours)

See "Course Description" section for any course prerequisites.

**EQUINE PRODUCTION 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 and email: business@neo.edu.**

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>	4 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 24-25 hours as directed by advisor

FYE	1011	Freshman Year Experience
ANSI	1124	Introduction to Animal Science
ANSI	2123	Livestock Feeding
EQNE	1101	Equine Selection <u>or</u>
ANSI	2112	Live Animal Evaluation
FRMT	1003	Equine and Livestock Business Management
FRMT	1013	Pasture and Range Management
FRMT	1222	Equine and livestock Sales Management and Marketing
FRMT	2123	Breeding Management of Farm Animals <u>or</u>
EQNE	2133	Equine Reproduction
FRMT	2221	Equine and Ranch Management Capstone
FRMT	2223	Livestock Production

Specialty hours for option: 8 hours Required

EQNE	1103	Introduction to Equine
EQNE	2012	Basic Horsemanship
EQNE	2123	Equine Health and Disease

Additional hours to meet minimum 42 hours as directed by advisor

MATH	1513	College Algebra
EQNE	1112	Basic Horseshoeing
EQNE	1121	Equine Selection
EQNE	2022	Advanced Horsemanship
EQNE	2112	Advanced Horseshoeing
EQNE	2123	Equine Health Disease
EQNE	2124	Equine Training Management I
EQNE	2234	Equine Training Management II
EQNE	2212	Equine Selection
MCAG	1413	Introduction Engineering in Agriculture
PLNT	1213	Introduction to Plant and Soil Systems
SOIL	2124	Fundamentals of Soil Science
		Rodeo Activities
AGEC	1114	Intro to Agriculture Economics
		Approved Electives (maximum of 10 hours)

See "Course Description" section for any course prerequisites.

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

This curriculum prepares the student for entry level employment in the hospitality industry by developing fundamental skills, knowledge, attitudes, and experiences needed to function in positions in the hotel industry, tourism industry, and event planning. **For more information contact the Business and Technology Department at (918) 540-6294 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 61

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>		See p. 56 for requirements.

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 31 hours

ACCT	1103	Financial Accounting Procedures I or
ACCT	2103	Financial Accounting
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: 12 hours as directed by advisor

ACCT	1203	Financial Accounting Procedures II
BADM	1211	Basic Investment
BADM	2113	Business Communications
BADM	2223	Business Law
BADM	2300	Business Internship (variable credit)
CS	1103	Computers in Society
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
STAT	2023	Elementary Statistics for Business and Economics
		Approved Business Electives

See "Course Description" section for any course prerequisites.

**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. **For more information contact the Business and Technology Department at (918) 540-6294 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 61

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>		See p. 56 for requirements.

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 31 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
BADM	2103	Principle Styled Leadership
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: 12 hours as directed by advisor

ACCT	2523	Computerized Accounting
BADM	1211	Basic Investment
BADM	2113	Business Communications
BADM	2223	Business Law
BADM	2300	Business Internship (variable credit)
CS	1103	Computers in Society
ECON	2013	Introduction to Macroeconomics
ECON	2023	Introduction to Microeconomics
MGMT	1133	Human Relations
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
SPCH	2713	Introduction to Speech Communication
STAT	2023	Elementary Statistics for Business and Economics
		Approved Business Electives

See "Course Description" section for any course prerequisites.

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 AMT.

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: 70

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>	3 hours	PSYC 1113 General Psychology
<i>Computer Science</i>	3 hours	Approved computer science course

Program Requirements:

Hours: 52

Technical/Occupational Support: 17 hours as directed by advisor

FYE	1011	Freshman Year Experience (Freshman only)
BIOL	2114	Anatomy and Physiology or BIOL 1604 Animal Zoology
CHEM	1215	Principles of Chemistry I or CHEM 1314 General Chemistry I
MCRO	2124	Microbiology
OIS	1113	Medical Terminology

Technical/Occupational Specialty: 35 hours

MLAT	1304	Basic Hematology
MLAT	1313	Phlebotomy, Urinalysis, and Body Fluids
MLAT	1414	Immunology and Serology
MLAT	1323	Clinical Practice 1
MLAT	1333	Clinical Practice 2
MLAT	2344	Clinical Chemistry
MLAT	2354	Pathogenic Bacteriology
MLAT	2374	Immunohematology
MLAT	2373	Clinical Practice 3
MLAT	2383	Clinical Practice 4

See "Course Description" section for any course prerequisites.

**MEDICAL OFFICE ASSISTANT OPTION
BUSINESS ADMINISTRATION TECHNOLOGY
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 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 61

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 literacy*</i>		See p. 56 for requirements

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 37 hours

ACCT	1103	Financial Accounting Procedures I or
ACCT	2103	Financial Accounting
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	1213	Document Processing
OIS	2033	Excel Spreadsheets
OIS	2123	Medical Insurance and Coding
OIS	2523	Microsoft Word

Technical/Occupational Support: 6 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
CS	1103	Computers in Society
MGMT	1133	Human Relations
MGMT	2023	Human Resource Management
MIS	2133	Web Page Development
MIS	2213	Desktop Publishing
OIS	1103	Keyboarding
OIS	1193	Machine Transcription II
OIS	2503	Microsoft Office
		Approved Business Electives

See "Course Description" section for any course prerequisites.

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. Students must pay a \$40 application fee for 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 and complete the ATI-TEAS assessment.
- 2) Submit TOEFL iBT scores, if applicable.
- 3) Remove academic deficiencies per Nursing Program policy (See Nursing Application or the Nursing webpage on the College's website www.neo.edu/ for specific information).
- 4) Complete one of the required biological science courses with a grade of "C" or above.
- 5) 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.
- 6) Score a minimum of 60 points on the academic profile formula for consideration of admission.
- 7) Must make a minimum grade of "C" or above in all required courses. See "Course Description" section of this catalog for pre-requisites for the nursing, general education, and support courses.
- 8) Obtained an overall GPA of 2.5 on a 4.0 scale in all of the required courses.

For information about admission criteria for the Nursing Program, see the Nursing webpage on the College's website at www.neo.edu/.

All nursing courses must be taken at Northeastern Oklahoma A&M College. Transfer of non-nursing courses require the approval of the NEO College Registrar and the Director of Nursing.

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 in the last seven (7) years 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 documentary evidence of:

See "Course Description" section for any course prerequisites.

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

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 convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. 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 Program 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 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 nonnursing 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 Program 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
		PSYC 1603 Developmental Psychology
<i>Computer Proficiency</i>	3 hours	See p. 56 for requirements.

Program Requirements:

HOURS: 51

Technical/Occupational Support: 15 hours

BIOL	1414	Cellular Physiology (includes lab) <u>or</u>
CHEM	1215	Principles of Chemistry I* <u>or</u>
CHEM	1314	General Chemistry I*
BIOL	2114	Anatomy and Physiology (includes lab)
MCRO	2124	Introduction to Microbiology (includes lab)
NUTR	1113	Nutrition

Technical/Occupational Specialty: 36 hours

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

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	\$130.00	
Books and supplies	680.00	\$387.00
Liability Insurance	15.50	
ATI Achievement Tests	281.75	251.75
Criminal Background Check		154.00 *
Lab Fees	30.00	30.00
Lab Supply Packet	128.00	43.00
Watch, stethoscope,	120.00	
Physical Exam	60.00	
Heptavax Vaccine	150.00	
Total	\$1,595.25	\$865.75

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

	3rd Semester	4th Semester
Books and supplies	\$302.00	\$205.00
Liability Insurance	15.50	
ATI Achievement Tests	251.75	251.75
Lab Fees	40.00	30.00
Lab Supply Packet	40.00	30.00
State Licensure		85.00 **
Background Check		15.00 **
Licensure (State Board) Pictures		30.00
NCLEX Testing Fee		200.00
Pinning Ceremony Uniform		30.00
Nursing Pin		67.00
Total	\$649.25	\$943.75

**State licensure fees and criminal background checks for licensure vary by state.

ACCREDITATION

The Associate in Applied Science Nursing Program is approved by the Oklahoma Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). Information from accrediting bodies may be obtained at the following addresses.

Accreditation Commission for Education in Nursing

3343 Peachtree Road NE, Suite 850
 Atlanta, GA 30326 (404)
 975-5000
www.acenursing.org

Oklahoma Board of Nursing

2915 Classen Boulevard, Suite 524
 Oklahoma City, OK 73106-5437
 (405) 962-1800
www.ok.gov/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.

COST

PROGRAM COMPLETION

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
Physical Examination	\$45.00 (ave)
Liability Insurance	18.50
Health Insurance	Cost Vary
Immunizations	Cost Vary
CPR Certification	Cost Vary
PTA License (Oklahoma)	\$150.00
Criminal Background Check & Drug Screening	\$75
Immunization Tracking	\$20
National Physical Therapy Exam for PTAs	\$400
Prometric Site fee for exam	\$55.60
Academic Online Advantage Exit Exam	\$35

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 exam, Academic Online Advantage Exit Exam or another test determined by the PTA Program Director (within 3 attempts), set at a pass point set at the national average of all students taking the test.

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 at Northeastern Oklahoma A&M College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org.

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

For more information contact the Physical Therapist Assistant Program Director at (918) 540-6396 or consult the program website: www.neo.edu/pta/.

TOTAL PROGRAM HOURS: 72

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>	3 hours	PSYC 1113 General Psychology
<i>Computer Science</i>	3 hours	Approved computer science course

Program Requirements:

Hours: 55

Technical/Occupational Support (Prerequisites): 12 hours

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 I	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	2388	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

**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:

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 or
		HIST 1493 American History
<i>Political Science</i>	3 hours	POLS 1113 American Government
<i>General Ed Elective</i>	4 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 27-28 hours as directed by advisor

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	1003	Equine and Livestock 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	1222	Equine and Livestock Sales management and Marketing
FRMT	2221	Farm and Ranch Management Capstone
FRMT	1013	pasture and Range Management
FRMT	2223	Livestock Production

Additional hours to meet minimum 42 as directed by advisor

AGEC	1114	Introduction to Agriculture Economics
MCAG	1413	Introduction to Engineering in Agriculture
PLNT	1213	Introduction to Plant and Soil Systems
SOIL	2124	Fundamentals of Soil Science
FRMT	2203	Feedlot Management
BIOL	1114	Introductory Biology
CHEM	1215	Principles of Chemistry I
EQNE	1103	Introduction to Equine
EQNE	1112	Basic Horseshoeing
EQNE	2012	Basic Horsemanship
EQNE	2022	Advanced Horsemanship
EQNE	2112	Advanced Horseshoeing
EQNE	2124	Equine Training Management I
EQNE	2234	Equine Training Management II
FRMT	1213	Beef Production
FRMT	2203	Feed Lot Management
MATH	1513	College Algebra
		Livestock Selection courses
		Approved Electives (maximum of 10 hours)

See "Course Description" section for any course prerequisites.

**PROCESS TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE**

This curriculum is designed to prepare the student for a career in process technology in manufacturing upon graduation. **For more information contact the Math and Science Department at (918) 540-6275.**

TOTAL PROGRAM HOURS: 60

General Education Requirements: Hours: 18

Communication 6 hours

History 3 hours

Political Science 3 hours

General Ed Elective 3 hours

Computer Science 3 hours

ENGL 1113 Freshman Composition I
ENGL 1213 Freshman Composition II or
ENGL 2333 Technical Writing
HIST 1483 American History or
HIST 1493 American History
POLS 1113 American Government
PSYC 1113 General Psychology
CS 1103 or CS 1313

Program Requirements:

Hours: 42

Technical/Occupational Specialty: 27 hours

PTEC 1003 Introduction to Process Technology

PTEC 1213 Instrumentation

PTEC 1513 Internship in Process Technology

PTEC 2013 Safety, Health, and Environment

PTEC 2023 Process Quality

PTEC 2124 Process Technology I - Equipment

PTEC 2134 Process Technology II - Systems

PTEC 2224 Process Technology III - Operations

Additional hours to meet minimum 42 as directed by advisor

FYE 1011 Freshman Year Experience

BADM 2133 Business Ethics

CHEM 1215 Principles of Chemistry I

CHEM 2344 Introduction to Organic & Biochemistry

MATH 1513 College Algebra

SPCH 2713 Introduction to Speech Communication

See "Course Description" section for any course prerequisites.

**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 and Technology Department at (918) 540-6294 or email: business@neo.edu.

TOTAL PROGRAM HOURS: 46

General Education Requirements:

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

Hours: 6
 ENGL 1113 Freshman Composition I
 As directed by advisor
 See p. 59 for requirements.

Program Requirements:

Hours: 40

Technical/Occupational Specialty: 22 hours

ACCT 1103 Financial Accounting Procedures I
 ACCT 1203 Financial Accounting Procedures II
 ACCT 2203 Managerial Accounting
 ACCT 2523 Computerized Accounting
 FYE 1011 Freshman Year Experience
 BADM 2133 Business Ethics
 BADM 2153 Consumer Math
 OIS 2033 Excel Spreadsheets

Technical/Occupational Support: 18 hours

BADM 1211 Basic Investments
 BADM 2103 Principled Style Leadership
 BADM 2113 Business Communications
 BADM 2123 World of Business
 BADM 2223 Business Law
 CS 1103 Computers in Society
 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
 MKTG 2123 Marketing
 OIS 1103 Keyboarding
 OIS 1133 Professional Development
 STAT 2023 Elementary Statistics for Business and Economics
 Approved Business Electives

See "Course Description" section for any course prerequisites.

**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 and Technology Department at (918) 540-6294 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 49

General Education Requirements:

Hours: 9

Communication 3 hours

General Ed Elective 6 hours

*Computer Proficiency**

ENGL 1113 Freshman Composition I

As directed by advisor

See p. 56 for requirements.

Program Requirements:

Hours: 40

Technical/Occupational Specialty: 22 hours

ACCT 1103 Financial Accounting Procedures I

BADM 2153 Consumer Math

FYE 1011 Freshman Year Experience

OIS 1133 Professional Development

OIS 1213 Document Processing

OIS 2033 Excel Spreadsheets

OIS 2523 Microsoft Word

Choose at least one (1) of the following:

MIS 2133 Web Page Development

MIS 2213 Desktop Publishing

OIS 2503 Microsoft Office

Technical/Occupational Support: 18 hours as directed by advisor

ACCT 2523 Computerized Accounting

BADM 2113 Business Communications

BADM 2123 World of Business

BADM 2133 Business Ethics

CS 1103 Computers in Society

OIS 1103 Keyboarding

OIS 1183 Machine Transcription

OIS 1193 Machine Transcription

Approved Business Electives

See "Course Description" section for any course prerequisites.

**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 Program at (918) 540-6284 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 43

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 24 hours

FYE	1011	Freshman Year Experience
CS	1373	Network Operating Systems
CS	2023	Advanced BASIC Programming
CS	2103	Computer Concepts
CS	2134	BASIC Programming
CS	2303	Database Programming I
CS	2424	Systems Design & Development
ACCT	2103	Financial Accounting

Technical/Occupational Support: 19 hours

CS	1313	Introduction to Microcomputers
CS	1743	Multimedia Computing
CS	2043	Database Programming II
CS	2054	Web Database Systems
CS	2143	Programming in C
CS	2173	Java Programming
CS	2423	Telecommunications & Networking
CS	2433	Advanced Networking
MIS	2133	Web Page Development
OIS	2033	Excel Spreadsheets
OIS	2503	Microsoft Office
OIS	2523	Microsoft Word

**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
FYE	1011	Freshman Year Experience
TEC	2053	Industrial Safety
		Approved Electives

**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: 10 hours

ANSI	1124	Introduction to Animal Science
FRMT	1013	Pasture and Range Management
FRMT	2223	Livestock Production

Technical/Occupational Specialty: Choose 3 of the following (9 hours)

EQNE	1103	Introduction to Equine
EQNE	2123	Equine Health and Disease
EQNE	2133	Equine Reproduction
FRMT	1113	Farm Animal Health-Cattle
FRMT	1213	Beef Production
FRMT	2203	Feed Lot Management
FRMT	2123	Breeding Management of Farm Animals

Technical/Occupational Support: Additional hours as directed by advisor to meet 36 hours required

AG	2112	Microcomputer Techniques
AGEC	1114	Introduction to Agriculture
ANSI	1101	Livestock Selection
ANSI	1121	Livestock Selection
ANSI	2111	Livestock Selection
ANSI	2112	Live Animal Evaluation
ANSI	2123	Livestock Feeding
EQNE	1101	Equine Selection
EQNE	1121	Equine Selection
EQNE	2212	Equine Selection
EQNE	2123	Equine Health and Disease
EQNE	2124	Equine Training Management I
EQNE	2234	Equine Training Management II
EQNE	2012	Basic Horsemanship
FRMT	1003	Ranch Business Management
FRMT	1112	Equine Ranch Capstone
FRMT	2123	Breeding Management of Farm Animals

See "Course Description" section for any course prerequisites.

**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 and Technology Department at (918) 540-6294 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 49

General Education Requirements:

Hours: 9

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

ENGL 1113 Freshman Composition
 POLS 1113 American Government
 As directed by advisor
 See p. 56 for requirements.

Program Requirements:

Hours: 40

Technical/Occupational Specialty: 22 hours

ACCT 1103 Financial Accounting Procedures I or
 ACCT 2103 Financial Accounting
 ACCT 1203 Financial Accounting Procedures II or
 ACCT 2203 Managerial Accounting
 BADM 2103 Principle Styled Leadership
 BADM 2123 World of Business
 FYE 1011 Freshman Year Experience
 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 2113 Business Communications
 BADM 2153 Consumer Math or MATH 1513 College Algebra
 BADM 2223 Business Law
 CS 1103 Computers in Society
 ECON 2013 Introduction to Macroeconomics
 ECON 2023 Introduction to Microeconomics
 MGMT 1133 Human Relations
 MGMT 1223 Small Business Management
 MGMT 2023 Human Resources Management
 SPCH 2713 Intro to Speech Communication
 STAT 2023 Elementary Statistics for Business and Economics
 Approved Business Elective

See "Course Description" section for any course prerequisites.

**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 support procedures for the medical office. **For more information contact the Business and Technology Department at (918) 540-6294.**

TOTAL PROGRAM HOURS: 52

General Education Requirements:

Hours: 9

Communication 3 hours
General Education Elective 6 hours
*Computer Proficiency**

ENGL 1113 Freshman Composition I
As directed by advisor
See p. 56 for requirements.

Program Requirements:

Hours: 43

Technical/Occupational Specialty: 28 hours

ACCT 1103 Financial Accounting Procedures I
BADM 2133 Business Ethics
FYE 1011 Freshman Year Experience
OIS 1113 Medical Terminology
OIS 1183 Machine Transcription
OIS 1213 Document Processing
OIS 1143 Medical Seminar
OIS 2033 Excel Spreadsheets
OIS 2123 Medical Insurance and Coding
OIS 2523 Microsoft Word

Technical/Occupational Support: 15 hours as directed by advisor

ACCT 2523 Computerized Accounting
BADM 2113 Business Communications
BADM 2123 World of Business
BADM 2153 Consumer Math
CS 1103 Computers in Society
MIS 2133 Web Page Development
MIS 2213 Desktop Publishing
OIS 1103 Keyboarding
OIS 1133 Professional Development
OIS 1193 Machine Transcription
OIS 2503 Microsoft Office
Approved Business Elective

See "Course Description" section for any course prerequisites.

**NATURAL RESOURCE AND ECOLOGY MANAGEMENT
TWO-YEAR CERTIFICATE**

This curriculum is designed to prepare the student for a career in Forestry and/or Wildlife or to continue in the Natural Resource and Ecology Management associate degree. **For more information contact the Agriculture Department at (918) 540-6274.**

TOTAL PROGRAM HOURS: 43

General Education Requirements:

Hours: 11

Communication 6 hours

ENGL 1113 Freshman Composition I

General Education Elective 3 hours

ENGL 1213 Freshman Composition II

As directed by advisor

Computer Proficiency 2 hours

AG 2112 Microcomputer Techniques in Ag

Program Requirements:

Hours: 23

FYE	1011	Freshman Year Experience
AGEC	1114	Introduction to Agriculture Economics
AGLE	1511	Introduction to Leadership in Agriculture Science
AGLE	2303	Personal Leadership in Develop in Agriculture
BIOL	1114	Introduction to Biology
BIOL	1404	Plant Biology
BIOL	1604	Animal Biology
ENTO	2993	General Entomology
FOR	2013	Resource/Fire Certification
FOR	2023	Resource/Fire Certification
FOR	2223	Wildland Firefighters Qualifications
HORT	1013	Principles of Horticulture
MATH	1513	College Algebra
MCAG	1413	Introduction to Engineering in Agriculture
NREM	1001	Natural Resources Field Application
NREM	1014	Introduction to Natural History
NREM	1113	Elements of Forestry
NREM	1214	Introduction to Wood Properties and Products
NREM	2013	Natural Resource Ecology
NREM	2103	Forest Measurements
NREM	2113	Timber Harvesting
NREM	2134	Dendrology
NREM	2886	Forestry Internship
PLNT	1213	Introduction to Plant and Soil Systems
SOIL	2124	Fundamentals of Soil Science
SPCH	2713	Introduction to Speech Communication
		Approved Electives (maximum 6 hours)

See "Course Description" section for any course prerequisites.

**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:

Hours: 3

Communication 3 hours

ENGL 1113 Freshman Composition I

Program Requirements:

Hours: 15

Technical/Occupational Specialty: 15 hours

FRCD	1113	Orientation to Child Care
FRCD	2013	Literature for Children
FRCD	2103	Child Development
FRCD	2303	Activity Planning
FRCD	2243	Health and Safety of the Preschool Child

See "Course Description" section for any course prerequisites.

**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
FYE	1011	Freshman Year Experience
TEC	2053	Industrial Safety
		Approved Electives

See "Course Description" section for any course prerequisites.

**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 and Technology Department at (918) 540-6294 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 31

General Education Requirements:

Hours: 3

Communication

3 hours

ENGL 1113 Freshman Composition I

Program Requirements:

Hours: 28

Technical/Occupational Specialty: 16 hours

ACCT	1103	Financial Accounting Procedures I or
BADM	2153	Consumer Math
CS	1103	Computers in Society
FYE	1011	Freshman Year Experience
OIS	1133	Professional Development
OIS	1103	Keyboarding or
OIS	1213	Document Processing
PSYC	1113	General Psychology or
MGMT	1133	Human Relations

Technical/Occupational Support: 12 hours as directed by advisor

BADM	2113	Business Communications
HHP	2603	Total Wellness
OIS	1183	Machine Transcription
OIS	2033	Excel Spreadsheets
OIS	2523	Microsoft Word
SOCI	1113	Introduction to Sociology
		Approved Business Electives

See "Course Description" section for any course prerequisites.

**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 and Technology Department at (918) 540-6294 or email: business@neo.edu.**

TOTAL PROGRAM HOURS: 31

General Education Requirements:

Hours: 3

Communication

3 hours

ENGL 1113 Freshman Composition I

Program Requirements:

Hours: 28

Technical/Occupational Specialty: 16 hours

FYE	1011	Freshman Year Experience
ACCT	1103	Financial Accounting Procedures I or
ACCT	2103	Financial Accounting
BADM	2103	Principle Styled Leadership
MGMT	1123	Salesmanship
MGMT	2213	Principles of Management
MKTG	2123	Marketing

Technical/Occupational Support: 12 hours as directed by advisor

ACCT	1203	Financial Accounting Procedures II
ACCT	2203	Managerial Accounting
BADM	1211	Basic Investment
BADM	2113	Business Communications
BADM	2123	World of Business
BADM	2133	Business Ethics
BADM	2153	Consumer Math
BADM	2223	Business Law
CS	1103	Computers in Society
MGMT	1133	Human Relations
MGMT	1223	Small Business Management
MGMT	2023	Human Resources Management
OIS	1133	Professional Development
SPCH	2713	Intro to Speech Communication

See "Course Description" section for any course prerequisites.

**NATURAL RESOURCE AND ECOLOGY MANAGEMENT
ONE-YEAR CERTIFICATE**

This curriculum is designed to prepare the student for a career in Forestry and/or Wildlife or to continue in the Natural Resource and Ecology Management associate degree. **For more information contact the Agriculture Department at (918) 540-6274.**

TOTAL PROGRAM HOURS: 28

General Education Requirements:

Hours: 5

Communication 3 hours

ENGL 1113 Freshman Composition I

Computer Proficiency 2 hours

AG 2112 Microcomputer Techniques in Ag

Program Requirements:

Hours: 23

FYE	1011	Freshman Year Experience
AGLE	1511	Introduction to Leadership in Agriculture Science
AGLE	2303	Personal Leadership in Develop in Agriculture
BIOL	1114	Introduction to Biology
FOR	2013	Resource/Fire Certification
FOR	2023	Resource/Fire Certification
FOR	2223	Wildland Firefighters Qualifications
HORT	1013	Principles of Horticulture
NREM	1001	Natural Resources Field Application
NREM	1014	Introduction to Natural History
NREM	1113	Elements of Forestry
NREM	1214	Introduction to Wood Properties and Products
NREM	2013	Natural Resource Ecology
NREM	2103	Forest Measurements
NREM	2113	Timber Harvesting
NREM	2134	Dendrology
NREM	2886	Forestry Internship
PLNT	1213	Introduction to Plant and Soil Systems
SOIL	2124	Fundamentals of Soil Science
		Approved Electives (maximum 6 hours)

See "Course Description" section for any course prerequisites.

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 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 II 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 II 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 and be able to touch type 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 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.

AGPA 1011 Career Cornerstone in Precision Agriculture Class 1, Cr. 1

This course is designed to introduce the student to the field of precision agriculture. This course is to include exploration of various careers and industries that relate to precision agriculture.

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.

AGPA 1493 Principles of GPS/GIS Application in Precision Ag Class 3, Cr. 3

This course is designed to introduce students to the concepts, tools and software such as ArkGIS, SST Toolbox and similar related to GPS/GIS applications in production agriculture.

AGLE 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 news writing 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 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 2440 Agricultural Internship Lab. 3-18, Cr. 1-6

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.

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 1013 Research Methods Class, Cr. 3

This introductory course provides an overview of the major tools necessary to design and carry out research across a broad spectrum of disciplines. Students will learn to identify a research problem, write a literature review, match appropriate research designs to problems, and make necessary modifications to better fit the design to the situation. Students will engage in several different examples of data acquisition and will be able to draw conclusions from the data. Several small papers will be generated during the course with the goal that the student will leave with one or more possible research topics to pursue in the following semester.

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 BIOL 2114 (Anatomy and Physiology). This course is intended primarily to satisfy the requirements for admissions into Surgical Technology Program and the Medical Assistant Certificate Program. It will not replace BIOL 2114 as requirement for Nursing, Physical Therapist Assistant or other Associate Degree program in Health Sciences.

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. Prerequisite: MATH 0113, or MATH CPT 52 or higher, or MATH ACT score 17 or higher.

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. Prerequisite: BIOL 2114 or equivalent

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 2103 Financial Accounting Class 3, Cr. 3

An introduction to financial accounting concepts, principles, and the development of financial accounting information. The material is developed primarily from the perspective of a user. Discussion will center on how users analyze and interpret financial information in the decision making process. This course is designed for the business/accounting transfer student and the non-accounting major. No credit will be given for students with credit in ACCT 1203.

BADM 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.

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 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.

ENTR 2713 Entrepreneurship Capstone Course Class 3, Cr. 3

This course is designed for the final semester of study in the entrepreneurship program. Students will prepare and present a comprehensive business plan. Prerequisites: 15 credit hours of Business courses, including ACCT 2203 and ENTR 2023.

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 1011

Skills for Success

Class 1, Cr. 1

This course is designed to improve skills necessary 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. This course is required for all students on academic probation.

CLS 1 023

Strategies for Academic Success

Class 3, Cr. 3

This course is designed to help students identify personal and academic issues associated with being placed on probation. The course will cultivate self-awareness to overcome weaknesses and barriers to success. This course is required for all students on academic probation and does not count towards graduation requirements.

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 1103

Computers in Society

Class 3, Cr. 3

This course provides students with fundamental computer skills needed during and after college. Hardware, software, Windows Operating System, file management, Internet, email, MS Word, Excel, PowerPoint, an Access are covered in this course. Students will be introduced to the use of computer networks and computer security. Successful completion of this course will satisfy the computer literacy requirement.

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 knowledge of client/server operating systems related to resource sharing and security.

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 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 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 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

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 advantages to be realized by a company through data processing. Prerequisite: CS 1373.

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 computer 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 1373 and CS 2423 or permission of instructor.

CONSTRUCTION MANAGEMENT

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.

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 orthographic 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.

DRFT 2214 Machine Drafting Class 2, Lab. 4, Cr. 4

Advanced Mechanical Drawing Course. Sketches of mechanical drawings are followed with detail and assembly drawings of threads, mechanical fasteners, gears and cam layouts. Theory will also cover bill of materials, positional dimensioning and tolerancing, charts, machinery's handbook and catalog usage. AutoCAD will be used for the majority of the drawings with an introduction to Silverscreen, 3D modeling software, and rapid prototyping using JP5 slicing software. Prerequisites: DRFT 1223, or permission of instructor.

DRFT 2223 Computer Aided Drafting and Design II Class 2, Lab. 2, Cr. 3

Advanced Computer Graphics (CAD) course dealing with orthographic, isometric, and 3D problems using the latest version of AutoCAD software. Assumes the student has a background in the use of a CAD system. Drawing enhancements, dimensioning, attributes, AutoCAD customization, and 3D modeling are covered using AutoCAD software. Silverscreen, 3D modeling software, and rapid prototyping JP5 slicing software, will be used to generate some 3D models. Prerequisites: CAD course or permission of Department Chair.

ENGLISH

ENGL 0111, 0121, 0131, 0141 English Second Language I-IV

ENGL 0123 Basic Composition

Class 3, Lab. 2, Cr. 0

Pre-Collegiate English course placing emphasis on reading and writing at the high school level. Designed to prepare students for entry into a college level English course and to meet mandatory high school English requirements. Any student who has not completed four (4) years of English in high school is required to enroll in the course prior to enrollment in any college-level English class. Any student with a developmental deficiency may be required to enroll in the course prior to enrollment in any college-level English class.

ENGL 1001 -1004 Communications — Special Problems

Cr. 1-4

Designed primarily for adult education with credit varying from one to four hours. May be taken more than once. Maximum credit four hours.

HONR 1001-1003 Special Issues

Cr. 1-3

Course is designed for students participating in educational travel, either domestic or abroad, or other activities related to honors. Credit varies according to length of travel, related study, written assignments, or other factors.

ENGL 1015 English for International Students

Class 5, Cr. 5

Aids the international student who has some knowledge of English to become familiar with the vocabulary and procedures of English classes. It does not satisfy the requirements for six hours of English composition, but is required for all first semester international students. Reading ability and English proficiency results may waive this requirement for special students.

ENGL 1113 Freshman Composition I

Class 3, Cr. 3

Designed to aid the student to complete his work more effectively in all college classes and to increase his ability to use his language in life situations. An advising committee will place the student in the group which will be most helpful in overcoming his individual difficulties. Also designed to train the student in correct and effective writing, in the application of grammatical usage, in the use of the dictionary, in the use of the library, in outlining and in organizing material. The course is required for all freshmen 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 freshmen, except students in certain terminal academic programs. 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-Classical, 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.

ENTREPRENEURSHIP

(See Business Administration)

ENVIRONMENTAL SCIENCE

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

The scientific study of an interaction among organisms, including humans with each other and the physical environment, including sustainable resource management and impacts of human populations and activity. Lab required.

EQUINE

(See Farm and Ranch Management also)

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

An introduction to the equine that includes a basic overview of history, breeds, anatomy, physiology, reproduction, nutrition, selection and all segments of the horse industry.

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: consent of instructor.

EQNE 2022 Advanced Horsemanship Class 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 advance horsemanship skills and enhance communication between horse and rider focusing on feet, seat, legs, hands and body position. Prerequisite: EQNE 2012 and consent of instructor.

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 equine health management. Includes an in-depth focus on common diseases and prevention, first aid procedures, equine medicine, and feeds and nutrition. Includes hands on applications of health management and field trips to various veterinary facilities.

EQNE 2124 Equine Training Management I Lab. 8, Cr. 4

Students will be introduced to training methods/principles essential for training young horses. Includes introduction to proper techniques for routine handling, safety, and behavior modification. Each student will be assigned a young horse to care for and train.

EQNE 2133 Equine Reproduction Class 2, Lab. 2, Cr. 3

A study and application of equine reproduction including mare and stallion anatomy and physiology, endocrinology, and the estrous cycle. Also includes practical application of reproductive techniques including estrus detection, semen collection and evaluation, artificial insemination, and pregnancy detection.

EQNE 2234 Equine Training Management II Lab. 8, Cr. 4

A course for students to advance their young horse's level of training. Opportunities to begin specialization in a specific discipline. Each student will be assigned a young horse to care for and train. Prerequisites: EQNE2124 or permission of instructor.

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.

FARM AND RANCH MANAGEMENT

(See Equine also)

FRMT 1003 Equine and Ranch Business Management Class 3, Cr. 3

Course that helps students to develop a basic understanding and comprehension of livestock and equine records, laws, taxes, insurance, and accounting records related to the equine and livestock industry. Emphasis will be placed on how to achieve a profitable and functional operation.

- FRMT 1011 Beef Cattle Fitting I Class 1, Cr. 1**
Provides students with hands-on experience in beef cattle fitting, including halter breaking, nutrition, hair care, fitting, and showmanship.
- FRMT 1013 Pasture and Range Management Class 2, Lab. 2, Cr. 3**
Principals of plant growth and reproduction, economic features and field identification of range plants, ecology of range plants and animals, management of rangeland for all its uses including setting and adjusting stocking rates, distribution of grazing, grazing methods and supporting practices, preparation of ranch management plan.
- 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 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**
Provides the student with an overview of beef production including history, breeds, anatomy, physiology, general health, reproduction, nutrition, selection, marketing and all segments of the beef industry.
- FRMT 1222 Equine Livestock Sales Management & Marketing Class 1, Lab. 2, Cr. 2**
Provides the student with an overview of beef production including history, breeds, anatomy, physiology, general health, reproduction, nutrition, selection, marketing and all segments of the beef industry.
- FRMT 1223 Sheep Production Class 2, Lab. 2, Cr. 3**
Basics of sheep breeding, supplemental feeding, selection for mutton and wool production, and general management practices.
- FRMT 2103 Swine Production Class 2, Lab. 2, Cr. 3**
Appraisal of swine production enterprises, selection for economically important traits of reproduction, meat production, carcass value, crossbreeding practices, production systems. feeding systems and marketing practices.
- FRMT 2111 Artificial Insemination Class 1, Cr. 1**
Class is for anyone interested in learning the practice of artificial insemination in beef cattle.
- FRMT 2113 Swine Feeding Class 2, Lab. 2, Cr. 3**
A practical, applied approach to feeding of all levels of swine, gestating sows, lactation sows, boars, and pigs from pre-weaning through finishing. The focus is on maintaining intake, reducing waste, and generally recognizing the importance and significance of proper feeding of swine during all phases of commercial swine production.
- FRMT 2123 Breeding Management of Farm Animals Class 2, Lab. 2, Cr. 3**
Provides the student with a basic understanding of the reproductive anatomy and cycles of farm animals. Current reproductive techniques will also be introduced to the students.
- FRMT 2203 Feedlot Management Class 2, Lab. 2, Cr. 3**
Provides the student with an overview of the responsibilities of a feedlot manager. Topics range from nutrition, health, and handling of cattle to legal and environmental responsibilities.
- FRMT 2213 Swine Reproduction Class 2, Lab. 2, Cr. 3**
An applied course focusing on the reproductive management of swine for optimum economic return. Includes management of the reproductive cycle of sows, gilts, and management of boars for maximum reproductive efficiency. Artificial insemination practices including boar training and collection, semen processing and management, and proper AI techniques are emphasized.

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 1113 Elements of Forestry Class 3, Cr. 3

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.

FOR 2023 Resource/Wildland Fire Certification Class 3, Cr. 3

A continuation of FOR 2013, this course reinforces understanding of the latest tools and technology in natural resource and fire management. Each offering will include a National Wildfire Coordinating Group (NWCG) certification course.

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 2880 Forestry Internship Lab. 3-18, Cr. 1-6

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.

FRENCH — See Languages

GEOGRAPHY

GEOG 1013 World/Regional Geography Class 3, Cr. 3

An introduction to basic geographic concepts and an emphasis on the interrelations of people with their physical and cultural environments.

GEOG 2013 Introduction to Human Geography Class 3, Cr. 3

Human activities and institutions as they have spread throughout the earth through time.

GEOG 2023 Physical Geography Class 3, Cr. 3

Earth's natural environment including weather, climate, water resources, ecology, geomorphology, and environmental regions.

GEOLOGY

GEOL 1114 Physical Geology Class 3, Lab. 2, Cr. 4

Nature and properties of material composing the earth, the distribution of this material, the processes by which it is formed, altered, transported and distorted, also, the nature and development of landscape.

GEOL 1224 Historical Geology Class 3, Lab. 2, Cr. 4

Designed to introduce the physical and pre-historic history of the earth, including its origin and development, through the study of rocks and fossils. Prerequisite: GEOL 1114.

GERMAN — See Languages

GLOBAL STUDIES

GLST 1113 Introduction to Global Studies Class 3, Cr. 3

The course is design to enable students to develop a basic understanding of international and intercultural global studies. It will help prepare them for their role in an increasingly complex, interconnected and interdependent world.

HEALTH AND PHYSICAL EDUCATION

LEIS 1001, 1011, 1021, 1031, 1041, 1051 Recreation Class 1, Cr. 1

Designed primarily for adults with needs for improving use of leisure time activities. Emphasizes creative and improved skills in recreational areas which will improve the quality of human life for individuals and families.

LEIS 1101 Water Aerobics Lab. 2, Cr. 1

A program of water activities for fitness and wellness. Swimming knowledge is not a prerequisite. Individualized workouts and other activities such as weights and exercise equipment are also available.

LEIS 1111, 1121, 1131, 1141 Rhythmic Exercise Lab. 5, Cr. 1

Designed for the Norse Star dance and drill organization. Activity class consists of basic conditioning exercises, dance and marching routines.

HHP 1122 Personal Trainer Class 2, Cr. 2

The course will include the science of exercise, fitness assessment, exercise programming, instruction, and prepare students for the American Council on Exercise certification examination for personal trainers.

LEIS 1122 Personal Trainer 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 1123 Leadership and Teambuilding Class 3, Cr. 3

Students will receive information and participate in exercises for the development of leadership in groups, the dynamics of a team, conflict resolution in a group setting, evaluating effectiveness of leadership and teamwork, role of leadership and teams in our society (particularly as related to recreation and sports activities), and the forms of leadership that can be used in motivation and goal-setting of teams. Team sports will often serve as a model to study leadership styles and teamwork interaction.

HHP 1132 Advanced Health and Fitness Specialist Class 2, Cr. 2

The course is designed for experienced personal trainers who desire to expand their clientele beyond those classified as “apparently healthy”. The course will provide an in depth preventative and post-rehabilitative fitness programming that addresses common disease and disorders such as diabetes and lipid disorders to post-orthopedic rehabilitation and low-back pain.

HHP 1133 Recreation and Society Class 3, Cr. 3

Through this course students will gain an understanding of the role of recreation within American society. This will include a historical perspective as well as how recreation influences our society (for example, philosophically, economically). Instruction will review basic concepts related to play, games, and the relationship of time, work, and geography to recreation in American society, the connection to education, family development, and the global impact of recreation (such as the Olympics).

HHP 1142 Group Fitness Instructor Class 2, Cr. 2

This course is designed for fitness professionals to gain effective communication, tracking techniques and motivational skills necessary to teach a safe and effective group fitness class.

LEIS 1151 Cardio Plus Class 1, Lab. 1, Cr. 1

An activity course that improves cardiovascular and overall physical health by using Cardio Circuit, Water Aerobics, and Free-Weight Training.

HHP 1152 Lifestyle and Weight Management Consultant Class 2, Cr. 2

Topics in this class consist of weight management, behavior change, lifestyle coaching, exercise science and nutrition. After completion of the course, students should be able to provide knowledge of the relationship between physical activity and nutrition and illustrate how permanent weight loss is most effectively brought about through a change in lifestyle.

LEIS 1161 Cardio-Activity Class 1, Lab. 2, Cr. 1

A mid-term and summer class offering of Cardio-Circuit Fitness 1162.

LEIS 1162 Cardio-Circuit Fitness Class 1, Lab. 2, Cr. 2

Personalized fitness evaluations become the basis for this class which is designed to improve cardiovascular endurance and at the same time emphasize improvements in muscular strength, muscular endurance, and flexibility. Equipment used in this class includes aerobic machines, and an aerobic circuit of weight stations and aerobic stations. Speakers will reinforce health living. Workouts will be required in the Cardio-Circuit room. A second fitness evaluation at the end of the course will focus on personal improvement and lifetime goals.

LEIS 1172 Cardio-Circuit Fitness II Class 1, Lab. 2, Cr. 2

A continuation of Cardio-Circuit Fitness. After personalized fitness evaluations, additional weights and upgraded programs will be designed for a continued goal of lifetime fitness. Speakers will reinforce healthy living. Workouts, three times a week will be required, with emphasis on cardiovascular and muscular improvement. Prerequisite: LEIS 1162.

LEIS 1182 Cardio-Circuit Fitness III Class 1, Lab. 2, Cr. 2

A continuation of Cardio-Circuit Fitness II. A continued emphasis on cardiovascular improvement and muscular endurance will be the focus of this class. Additional weight machines and free weights will be added for continued improvement. Workouts of three times a week will be required. Speakers will reinforce healthy living. Prerequisite: LEIS 1172.

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 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 2664 Applied Anatomy Class 3, Lab. 2, 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 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 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** **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 statement, internal control, cost management, and budgets. Specific examples of the industry will be studied. Prerequisite: ACCT 1103 or ACCT 2103

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. Prerequisite: CS 1103

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.

LANGUAGES

FRENCH

FREN 1113 **French I** **Class 3, Cr. 3**

Emphasis in this course is placed on acquiring good pronunciation, building basic vocabulary, understanding elementary structures, and learning simple conversational patterns. No prerequisites.

FREN 1123 **French II** **Class 3, Cr. 3**

A continuation of skill building activities in 1113 that develop the ability to speak, read, write, and comprehend everyday French. Prerequisite: FREN 1113 or 1/2 unit of high school French.

FREN 1213 French III Class 3, Cr. 3

A continuation of skill building activities in 1123 with an introduction to new structures and more conversational patterns. Prerequisites: FREN 1123 or 1 unit of high school French.

FREN 1223 French IV Class 3, Cr. 3

A continuation of 1213 that develops the ability to speak, read, write, and comprehend everyday French through cultural readings, discussions, and activities. Prerequisites: FREN 1213 or 1 1/2 units of high school French.

FREN 2113 Intermediate Reading and Conversation I (French) Class 3, Cr. 3

Reinforces and expands the vocabulary in 1223, reviews language structures, strengthens communicative competency, and broadens student's knowledge of contemporary French culture through readings and discussions. Prerequisites: FREN 1223 or 2 units of high school French.

FREN 2213 Intermediate Reading and Conversation II (French) Class 3, Cr. 3

A continuation of the language structure review, communicative practice, cultural readings, and discussions in French 2113. Prerequisites: FREN 2113.

GERMAN

GRMN 1113 German I Class 3, Cr. 3

Emphasis in this course is placed on acquiring good pronunciation, building basic vocabulary, understanding elementary structures, and learning simple conversational patterns. No prerequisites.

GRMN 1123 German II Class 3, Cr. 3

A continuation of skill building activities in 1113 that develop the ability to speak, read, write, and comprehend everyday German. Prerequisite: GRMN 1113 or 1/2 unit of high school German.

GRMN 1213 German III Class 3, Cr. 3

A continuation of skill building activities in 1123 with an introduction to new structures and more conversational patterns. Prerequisites: GRMN 1123 or 1 unit of high school German.

GRMN 1223 German IV Class 3, Cr. 3

A continuation of 1213 that develops the ability to speak, read, write, and comprehend everyday German through cultural readings, discussions, and activities. Prerequisites: GRMN 1213 or 1 1/2 units of high school German.

GRMN 2113 Intermediate Reading and Conversation I (German) Class 3, Cr. 3

Reinforces and expands the vocabulary in 1223, reviews language structures, strengthens communicative competency, and broadens students' knowledge of contemporary German culture through readings and discussions. Prerequisites: GRMN 1223 or 2 units of high school German.

GRMN 2213 Intermediate Reading and Conversation II (German) Class 3, Cr. 3

A continuation of the language structure review, communicative practice, cultural readings, and discussions in German 2113. Prerequisite: GRMN 2113.

Native American Languages (See Native American Studies NAS)

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 1/2 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 student's 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 a basic understanding of core human resources processes that should be present in an organization and explores challenges in the workplace from both employee and employer perspective.

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.

MGMT 2313 Introduction to Sports & Entertainment Management Class 3, Cr. 3

An introductory course exploring the history, development, and governance in sports and entertainment management. Current issues and trends will be evaluated.

MGMT 2323 Sports Communication Class 3, Cr. 3

Examination of the fundamental theories, practices, and communication necessary to deliver sport products and services to consumers.

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 1013 Intro to Mass Communication

Class 3, Cr. 3

A survey course designed to provide students with a panoramic view of the field of mass communications and an understanding of the role of mass media in modern society. Not restricted to journalism majors.

MCOM 1031, 1041, 2031, 2041

Media Production Activities

**Lab. 2, Up to 4 hours credit,
and only one credit hour per semester.**

Intensive training in the methods of gathering and delivering news via video productions.

MCOM 1113 Basic Digital Photography

Class 2, Lab. 2, Cr. 3

This course is designed to expose students to the basic principles of digital photography. Students will learn fundamental photography techniques that will prepare them for entry level digital photography. Students will become familiar with composition, lighting, framing, and photo manipulating/post production. This course will help students create an online portfolio of their finished photo.

MCOM 1123: Media Production

Class 2, Lab. 2, Cr. 3

This course is a study of basic principles and techniques for planning, recording and editing of audio, video and web based programs. Students learn and demonstrate skills necessary for field camera operation, audio and video recording, basic lighting techniques, and non-linear audio and video editing, and web based media. Interpreting a script through audio and video production is also a component of the course.

MCOM 1133 TV II: Field Production

Class 2, Lab. 2, Cr. 3

An advanced course in the theory and application of all phases of education and commercial television production. The student learns the duties of and techniques used by studio and control room personnel with the use of professional equipment.

MCOM 1313 Introduction to Sports Broadcasting

Class 3, Cr. 3

This is an introductory course designed to introduce the student to the principles and practices of broadcasting sporting events.

MCOM 2013 Principles of Advertising

Class 3, Cr. 3

Process of advertising from the perspective of art, business and communication. Introductory course for majors and non-majors that surveys advertising and how it fits into society. Applications of integrated marketing communication, consumer behaviors, segmentation and target marketing, advertising research, creative and media strategy, international advertising, and local advertising.

MCOM 2113 Mass Media Writing

Class 3, Cr. 3

Beginning course in the study of news and the methods by which it is obtained. Students are required to report and write news articles of events on campus. The Norse Wind, as well as metropolitan newspapers, are discussed and studied in class. Prerequisite: A grade of "C" in ENGL 1113.

MCOM 2153 History of Film Class 3, Cr. 3

A general survey of film in our society. Emphasis on analysis of technical and aesthetic shape and growth of film. The progress of the art will be supported through the viewing of film from inception to its present form.

MCOM 2163 Television Directing Class 2, Lab. 2, Cr. 3

Introduction to the techniques and practical experience of directing programs for television production using various standard television directing formats. The duties and responsibilities of the television production director are emphasized.

MCOM 2213 Introduction to Media Studies Class 2, Lab. 2, Cr. 3

Surveys the history, theory, and practices of the mass communication industries from a critical cultural perspective. Prerequisite: ENGL 1113.

MCOM 2223 Newspaper Copy Editing and Reporting Class 3, Cr. 3

Covers the techniques used in feature writing and reporting as applied to the newspaper. Editorials and advanced news writing are studied. Students are required to report and write articles about the campus. Prerequisite: MCOM 2113.

MCOM 2332 News Editing Class 2, Cr. 2

Staff class of the campus newspaper, the Norse Wind. Sophomores enrolling in this class usually hold staff positions on the paper. Students are taught headline writing and newspaper make-up. The Norse Wind is their responsibility.

MCOM 2433 Advanced Photography Class 2, Lab. 2, Cr. 3

Designed to further develop photographic skills to familiarize students with advanced photo techniques which might be displayed by a professional photographer. Prerequisite: MCOM 1333.

MCOM 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 2643 Non-Linear Editing Class 2, Lab 2, Cr. 3

This course is designed to provide students with training and experience related to the design and execution of professional quality productions. The focus will be on achieving levels of design and execution that are effective in meeting project/client and industry needs. Elements include multi-camera editing, green screen, key framing, color correction, and exporting for a variety of platforms. The course provides a dynamic range of video editing projects which will build the skills of students through the industry standard in video editing software.

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

MUSC 1321, 1341, 2321, 2341 Norse Sound Pep Band **Lab. 3, Cr. 1**

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.

MUSC 1331, 1431, 2331, 2431 Applied Voice Lessons **Class 1, Cr. 1**

A study of the technique of singing, teaching or musicianship, and learning of repertoire. MUSC 1332, 1432, 2332, 2432 Applied Voice Lessons Class 2, Cr. 2 A study of the technique of singing, teaching or musicianship, and learning of repertoire.

MUSC 1503 American Music Appreciation **Class 3, Cr. 3**

Course provides an overview of the major areas of American Music: Early forms, Tin Pan Alley, Ragtime and Blues, Musical Theatre, Jazz, Country, and Rock. Each genre is approached chronologically with the emphasis on the sociocultural aspects of music. An insight into the music industry and music technology is given. Biographies of significant composers, artists and producers, as well as formal and stylistic design of the music itself is presented. An appreciation of the effect of society and culture on the development of music as an art form.

MUSC 1513 Music Literature **Class 3, Cr. 3**

A study of significant musical works from the various periods in the development of music. Emphasis on perceptive listening with recognition of elements, form, texture, and stylistic characteristics.

MUSC 1531 Sight-Singing and Eartraining I **Class 2, Cr. 1**

Reading and dictation of simple melodies and basic rhythms.

MUSC 1533 Theory of Music I **Class 3, Cr. 3**

A study of chord structure and progression with simple triads.

MUSC 1541 Sight-Singing and Eartraining II **Class 2, Cr. 1**

Continuation of Music 1531. Work with more advanced melodies and rhythms. Prerequisite: MUSC 1531.

MUSC 1543 Theory of Music II **Class 3, Cr. 3**

Continuation of Elementary Harmony. Study of secondary triads, non-harmonic tones and seventh chords. Prerequisite: MUSC 1533.

MUSC 1601, 1701, 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, breadth 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 Broadway Cabaret **Lab. 3, Cr. 1**

This course presents students the fundamentals of performing in musical theatre through acting, singing, and movement utilizing the various styles of musical theatre from classical to contemporary. Focus is on solo and small ensemble repertoire. This course has a minimum of two performances per semester. Entrance by audition and permission of instructor.

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	Music Theatre Workshop	Lab. 4, Cr. 2
Study and performance in opera/music theater including musical analysis and character projecting culminating in a public production.		
MUSC 2421	String Chamber Ensemble	Lab. 4, Cr. 1
Study and performance of music compositions written for small string ensembles from antiquity to the contemporary.		
MUSC 2521	Saxophone Ensemble	Lab. 2, Cr. 1
The study and performance of repertoire written for saxophone ensembles. Compositions of all musical periods will be covered. Enrollment by instructor's approval.		
MUSC 2553	Theory of Music III	Class 3, Cr. 3
Continuation of Intermediate Harmony. Study of modulation and altered chords. Prerequisite: MUSC 1543.		
MUSC 2561	Sight-Singing and Eartraining III	Class 2, Cr. 1
Melodies of more complex structure; introduction to harmonic dictation. Prerequisite: MUSC 1541		
MUSC 2563	Theory of Music IV	Class 3, Cr. 3
Continuation of Advanced Harmony I. Study of chords of the ninth and advanced modulation. Prerequisite: MUSC 2553.		
MUSC 2571	Sight-Singing and Eartraining IV	Class 2, Cr. 1
Continuation of Music 2561. Four-part dictation; modulation. Prerequisite: MUSC 2551.		
MUSC 2573	Introduction to Music Appreciation	Class 3, Cr. 3
Designed to give an insight into musical masterpieces from all eras of music literature. Emphasis on the listening experience with recognition of basic elements and stylistic characteristics.		
MUSC 2501	Brass Ensemble	Lab. 2, Cr. 1
Study and performance of quartets, quintets, and brass choir works from the Masters to the very contemporary. Enrollment by instructor's approval.		
MUSC 2721	Harp Ensemble	Lab. 2, Cr. 1
Designed for the method of the harp, harp technique with hands on participation by the students. Will include participation in student performance, ensemble work, and solo work. Method, literature, performance, and teaching strategies will be employed in the class.		

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 C

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. Prerequisite: Admission to Nursing Program

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. Prerequisite: Admission to Nursing Program

NURS 1219 Physical/Mental Health of Adults and Children (Part 1)

Class 5, Lab. 12, Cr. 9

A study of adults and children including normal growth and development throughout the life cycle as affected by common health problems. Explores the health care delivery system and the role of the associate degree nurse in the profession of nursing. Continues to explore the nursing process and the concepts of wellness. Clinical focus on assisting medical-surgical and pediatric clients to meet their basic human needs by providing safe nursing care in hospital and community setting. Prerequisites: NURS 1119, BIOL 2114, PSYC 1113.

NURS 2134 Physical/Mental Health of Childbearing Family

Class 2, Lab. 6, Cr. 4

Comprehensive study of the family life cycle with emphasis on child bearing family human needs. Includes normal growth and development from conception to birth. Discusses ethical/ legal dilemmas of nursing. Clinical focus on utilization of the nursing process in providing safe nursing care to clients throughout pregnancy, the birth process, the postpartal and new born period, in a variety of health care settings. Experiences are designed to expand the student's understanding of complexity of family dynamics and the concept of wellness within the family unit. Prerequisites: MCRO 2124, PSYC 1603, NUTR 1113, and NURS 1219. Concurrent enrollment: NURS 2135.

NURS 2135 Physical/Mental Health of Adults and Children (Part II) Class 2, Lab. 9, Cr. 5

Reinforcement and continuation of content presented in Physical Mental Health of Adults and Children Part I. Clinical focus on assisting clients in hospital and community settings to meet their basic human needs by providing safe nursing care, utilizing the nursing process to children and

adults experiencing common health problems. Discusses current issues in nursing with emerging trends. Prerequisites: MCRO 2124, PSYC 1603, NUTR 1113, and NURS 1219. Concurrent enrollment: NURS 2134.

NURS 2249 Physical/and Mental Health in Crisis Class 4, Lab. 15, Cr. 9

A study of increasingly complex alterations in basic human needs caused by physical and mental health problems. Adaptive and maladaptive coping with life crisis is explored. Students utilize the nursing process in caring for clients in advanced medical-surgical, intensive care, acute and chronic mental health units. Includes leadership and management of nursing care for a group of clients. Emphasis throughout the course is on student's perception of self and an awareness of how it effects their interactions with others. Prerequisite: NURS 2134 and 2135. All remaining general education courses must be completed by the end of the semester.

NUTRITION

NUTR 1113 Nutrition Class 3, Cr. 3

Basic nutrition related to food and health problems in the present socioeconomic and cultural environment. Practical applications of the science of nutrition in planning diets for people of various ages and occupations.

PHILOSOPHY

PHIL 1113 Introduction to Philosophy Class 3, Cr. 3

Basic introduction to philosophy through the selections of representative philosophers, to give the student a basic knowledge in the fields of philosophy, the approach to the academic areas of philosophy. No prerequisite.

PHYSICAL SCIENCES

(Also see Chemistry, Engineering, Environmental Science, Geology, Physics)

PHYS 1014 General Physical Science Class 3, Lab. 2, Cr. 4

This course is designed as an introductory survey course designed to meet the needs of the student required to specifically take the general physical science course (e.g., elementary education majors). Additionally, the course will meet the general education requirements for a physical science for non-science majors. Areas studied are physics, chemistry, geology, meteorology, and astronomy. Prerequisite: MATH 0123 or above.

PHYS 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 or above.

PHYS 1104 Introductory Astronomy Class 3, Lab. 2, Cr. 4

An introduction to the concepts, both historical and modern, of astronomy. Topics include the solar system, telescopes, star properties, stellar evolution, galaxies, cosmology and exobiology. Prerequisite: concurrent enrollment in MATH 0123 or above.

PHYSICAL THERAPIST ASSISTANT

PHTA 1113 Introduction to Physical Therapy Class 3, Cr. 3

History, philosophy, ethics, settings, and trends in Physical Therapy. Delineation of roles of the health care team, and of Physical Therapy personnel, with interpersonal skills needed to function as a health care provider and team member. Principles and procedures of basic patient

care skills and documentation. Course includes entry-level descriptions of primary practice areas. Prerequisite: Admission to PTA Program.

PHTA 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 2388 Orthopedic Rehabilitation Class 6, Lab. 6, Cr. 8

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.

POLS 1012 Oklahoma State and Local Government Class 2, Cr. 2

A survey of the organization, operation, and structure of the governments of the State of Oklahoma, primarily focuses on its various local government entities and the three branches of the state government; achieved through classroom based academic functions, participation in simulation of government functions, participation in lectures facilitated by elected officials, military and law enforcement personnel, among other dignitaries, and being immersed in a challenging leadership development environment.

POLS 1013 Oklahoma State and Local Government Class 3, Cr. 3

A survey of the organization, operation, and structure of the governments of the State of Oklahoma, primarily focuses on its various local government entities and the three branches of the state government; achieved through classroom based academic study, evaluation and research, simulation of government functions, participation in lectures facilitated by elected officials, military and law enforcement personnel, among other dignitaries, and being immersed in a challenging leadership development environment.

POLS 1021 Citizenship Class 1, Cr. 1

This class will endeavor to make students aware of their role as citizens and inspire them to maintain that role throughout their lives.

POLS 1113 American Government Class 3, Cr. 3

This course is a study of the American constitutional form of government, which will also include emphasis on federalism, political parties, interest groups, elections, landmark court cases, and the roles and responsibilities of the three branches of the federal 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.

PROCESS TECHNOLOGY

PTEC 1003 Introduction to Process Technology Class 3, Cr. 3

Introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations, plant organization, plant process and utility systems and the physical and mental requirements of the process technician. Prerequisites or Corequisite: MATH 1513; Removal of English deficiency, if applicable.

PSYC 2113 Beyond CSI: Introduction to Forensic Psychology Class 3, Cr. 3

This course is designed as introduction to psychology as it pertains to the law. Case law, criminology, counseling and profiling will all be discussed. this class has a prerequisite of EITHER Introduction to Criminal Justice or General Psychology or Introduction to Sociology.

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 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.

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

The purpose of this course is to familiarize the student with some of the keys to understanding social life. Sociology stresses how society and social groups we belong to affect our lives. Both the social structure and the social interaction will be covered in this course. Sociology helps to explain contemporary life and each individual's own place in it. Sociology offers a set of tools for looking at the world that can help all of us to better understand both individual behaviors and the broader context in which these behaviors occur. This class will prepare the student to take advance study topics in the field.

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.

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

The course will provide a framework for understanding marriage and the family system in its multiple contexts and cultures. Issues and trends of family mobility, composition, and divorce will be explored. A balanced presentation represents various disciplines, with emphasis placed on cultural, structural and interpersonal sources and choices.

SOCI 2123 Social Problems Class 3, Cr. 3

The purpose of this course is to provide students with a broad overview of major social problems and the primary conceptual frameworks currently used to understand their nature, causes, possible solutions and impact on society and diverse groups.

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

The purpose of this course is to examine humanity from a holistic approach. It looks at common denominators as well as differences in life experiences. The course will cover core concepts, approaches, and highlight the scientific nature of anthropology.

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 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.

**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.

TH 2123 Stage Makeup Class 3, Cr. 3

This course is designed to acquaint students with the purpose, principles, practices, and material of stage makeup. The course covers straight and character makeup, material types, fantasy types, and the application of hair, latex, and other makeup elements. Main emphasis will be on actual practice.

TH 2153 Stage craft Class 3, Cr. 3

Introduction to theatre practices in stage craft, construction, and lighting.

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 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 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.

TELEVISION — See Mass Communication

THEATRE — See Speech and Theatre

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B.S.B.A., B.S.E., Missouri Southern State University; M.S., Emporia State University

FACULTY

- JEFF ALDRIDGE, 1990MATHEMATICS
A.A., Garden City Community College; B.S., Northeastern State University; M.S., Pittsburg
State University
- ALISEN ANDERSON, 2013 AGRICULTURE
A.A., Northeastern Oklahoma A&M College; B.S., Missouri State University; Graduate Study,
Iowa State University
- ALAN BATT, 2000MATHEMATICS
M.S., University of South Florida; Graduate Studies, University of South Florida – Tampa
- JOY BAUER, 2013 COMPUTER SCIENCE/DIRECTOR: TITLE III, PART F
B.S., M.S., Pittsburg State University
- CALVIN BECKER, 2013 BUSINESS
B.S., Oklahoma State University; Graduate Studies, Missouri Southern State University.
- JEFF BIRDSONG, 1991SOCIAL SCIENCES
A.A., Northeastern Oklahoma A&M College; B.S., M.S., Oklahoma State University; Ed.D.,
University of Oklahoma
- BETH BLALOCK, 2001SOCIOLOGY/SOCIAL WORK
A.A., Northeastern Oklahoma A&M College; B.S., Oklahoma State University; M.S.W.,
University of Oklahoma
- MICHAEL D. BRADLEY, 2001BIOLOGICAL SCIENCE
A.A., Northeastern Oklahoma A&M College; B.S., University of Central Oklahoma; D.V.M.,
Oklahoma State University
- AMANDA BURROWS, 2012... AGRICULTURE/EQUINE JUDGING COACH/EQUESTRIAN TEAM COACH
A.A., Northeastern Oklahoma A&M College; B.S., Oklahoma State University; M.S., West
Texas A&M University
- CHERYL ANN BUTLER, 1995 PSYCHOLOGY
B.S., M.S., Pittsburg State University

TOM CALLAN, 2013..... POLITICAL SCIENCE
 B.S., University of California at Berkley; M.S. Georgetown University

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 A.A., Northeastern Oklahoma A&M College; B.A., Kansas State College; M.A., Pittsburg State University

MARSHA CLEAVER, 2013..... NURSING
 A.A.S., Northeastern Oklahoma A&M College; B.S.N., M.S.N., University of Oklahoma Health Science Center

ADAM COMPTON, 2005..... MUSIC
 B.A., California State University; M.Ed., Lindenwood University

PAT CREECH, 1997..... DEPT. CHAIR, BUSINESS & TECHNOLOGY/ACCOUNTING
 B.B.A., M.S., University of Oklahoma

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

STEPHEN TYLER DEWEY, 2009..... DEPT. CHAIR - AGRICULTURE/LIVESTOCK JUDGING COACH
 B.S., Texas A&M University-Commerce; M.S., University of Arizona

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 B.S., Missouri Southern State University; M.S., Pittsburg State University

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 A.A.S., Northeastern Oklahoma A&M College; B.S.N., Oklahoma Wesleyan University

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

JAMES B. GREUEL, 2001..... CHEMISTRY
 B.S., Northeastern State University; M.S., Oklahoma State University; Graduate Study, Oklahoma State University

MARK E. GRIGSBY, 1987..... DEPT. CHAIR: MATH & SCIENCES/BIOLOGICAL SCIENCES
 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/ASSISTANT ATHLETIC DIRECTOR
 A.A., Northeastern Oklahoma A&M College; B.S., Oklahoma State University; M.S., Northeastern State University

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 B.A., M.A., Kyungpook National University; Ph.D., Oklahoma State University

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EDWIN L. HAMMONS, 1988..... COMPUTER SCIENCE
 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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 B.S., M.S., Missouri State University

GERALD JONES, 2006..... MEDICAL LAB TECHNOLOGY
 A.A., Northeastern Oklahoma A&M College; B.S., University of Oklahoma; M.A., Webster College

RANDY M. JONES, 1980..... CHEMISTRY
 B.S., M.S., Ed.S., Pittsburg State University

ERIN A. KELLOGG, 2010..... MATHEMATICS
 B.A., M.S., Pittsburg State University

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COORD., NATIVE AMERICAN STUDIES PROGRAM
A.A., Northeastern Oklahoma A&M College; B.S., Oklahoma State University; M.Ed.,
Northeastern State University

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A.S., Northern Oklahoma College; B.S., Oklahoma State University; M.B.S. Northwestern
Oklahoma State University

RON LAWSON, 2001 BUSINESS
B.S., M.S., Oklahoma State University; Graduate Study

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B.A., M.A., Texas Tech University; Ph.D., University of Oklahoma

BRENDA LUCAS, 2004..... BUSINESS
A.A., Northeastern Oklahoma A&M College; B.A., Langston University; M.A., Northeastern
State University

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B.A., Missouri Southern State University; M.A., Missouri State University

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

STEVE MCCURLEY, 1991DEPT CHAIR, COMMUNICATION & FINE ARTS
SPEECH & THEATRE
A.A., Northeastern Oklahoma A&M College; B.A., Central State University; M.A., Oklahoma
State University

KIM MERCER, 2014.....NURSING/COORD. FAST TRACK NURSING
A.A., Northeastern Oklahoma A&M College; B.S.N., Colorado State University; M.S.N.,
University of Phoenix

MITZIE MILLER, 2009..... MEDICAL LABORATORY TECHNICIAN
A.A.S., Northeastern Oklahoma A&M College; B.T.A.T., Rogers State University; M.Ed.,
University of Arkansas

DEBBIE MORGAN, 2004 DEPT CHAIR: NURSING,
ALLIED HEALTH, & PHYSICAL EDUCATION/DIR., NURSING
B.S., University of Tulsa; M.S.N., University of Oklahoma

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 B.M.E., M.M.E., University of Tennessee; Graduate Studies, University of Missouri at Kansas City, Texas Women's University

STAFF

ZACH ALLEN, 2010, B.S. Asst. Football Coach/Recruiting Coordinator/ Student Discipline
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Specialist/Title III, Part F
ADRIAN ARNOLD, 2003, B.S., M.S. Academic Counselor/Aquatic Center Coord.
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CAROLYN BERRY, 1992 Payroll Clerk: Human Resources
HANNAH BERRYMAN, 2013, A.A. Secretary: Financial Aid
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International Student Program/Director of Archives
JULIE BRIXEY, 2014, B.S., M.S. Director, Student Support Services Program
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KIMBERLY BUNCH, 2014, B.S., M.S. Director, Information Technology Dept./
Online Technology Specialis
SHAY CLAPP, 2013, A.A., B.A. Clerk: Admissions
JANIE CLAY, 2003, B.S., M.L.S. Co-Coord./Employment Specialist: Allied JOBS Program
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RUTH COYNE, 2010. Secretary: Vice President for Academic Affairs/
Assistant Vice President for Academic Affairs
CHAD DAVIS, 2010, A.A., B.S., M.S. Coord. Student Activity Center/Asst. Football Coach
LINDA DAVIS, 2008, B.S., M.S. Coordinator: Child Scholars Program
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TERRI DOWNS, 2012 Administrative Asst: Title III, Part F
PEGGY DUVALL, 2001 Secretary, Vice President for Fiscal Affairs
DEENIA ENGLEBRECHT, 2011 Financial Aid Counselor: Financial Aid Dept.
JANET EPPERSON, 2012 Accounts Payable Clerk: Business Office
JANAE FIELDS, 2012 Administrative Receptionist: NEO/Grove Center
DAVID FISHER, 2009, B.S., M.S. Director, Financial Aid
JEREMY FRANTZ, 2013. Campus Police Officer
DAVID FRAZIER, 2013, B.S. Web Designer/Graphics Arts
SHARON GRIGSBY, 1994, Purchasing Assistant: Business Office
KIM GRIMES, 1985, A.A. Library/Learning Resource Center Asst.
STEVE GRIMES, 1989 Director: Physical Plant
ELSIE GROVER, 2008, A.A., B.A., M.A. Director: Upward Bound
TINA HANCOCK, 2006 Secretary: Center for Academic Success & Advisement
JANA HAYES, 2013 Secretary: Student Recruitment Office
RYAN HELD, 2014, B.S., M.S. Head Football Coach
SHIRLEY HERNADEZ, 2010 Residence Director: Russell Hall
JENNIFER HESSE, 2012, A.A., B.A., M.A. Executive Director: Development Foundation

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NANCY KENNON, 2001 Clerk: Admissions Office

KAREN KEY, 1986, A.A., B.A. Asst. Director: Financial Aid/Scholarship Administration

JUDY KOWAL, 2008 Clerk: Maintenance Department

LISA LEWIS, 2000 Student Union Programming Asst.: Student Affairs

CLAUDIA LITTLE AXE, 2011 Director American Indian Center for Excellence

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SHERRY McCURLEY, 1991, B.A., M.S. Director, Adult Literacy Center

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BEN MCLAUGHLIN, 2013, B.S. ... Asst. Football Coach; Athletic Web Coord/Placement Counselor

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Financial Aid Department

TONY MOORE, 2013 Campus Police Officer

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JAMIE NORTH, 2013 Clerk: Business Office

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DEBBIE OVERACRE, 1999, A.A. Library Assistant: Periodicals

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Student Support Service

ERIC PFEFFER, 2005 Campus Police Officer

APRIL PONDS, 2011 Resident Director: Dobson Hall/
Asst. Women's Basketball Coach

PEGGY RHINE, 1981, A.A. Executive Assistant to the President

TOM ROBERTSON, 1995 Chief, Campus Police Department

JACKIE ROBINSON, 2004 Building Administrative Asst.: Nursing Building

JAMES ROWLAND, 2000, B.S. Director, Campus Housing/
Head Women's Basketball Coach

TONYA ROWLAND, 2000 Housing Clerk

LISA SEVERE, 2010 Secretary, Athletic Dept. & Special Events Coordinator

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SANDY SHULTS, 2011 Administrative Assistant: Development Foundation

MATT SNOW, 2008, A.A. Computer Technician: Technology Services

FRANCK SPINDEN Programmer/Analyst: Technology Services

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NEO Grove Higher Education Center

VICKI STOKES, 1999 Residence Director: Student Housing Complex

SERITA TURNER, 2009 Secretary: Learning Resources Center

KOLBY UNGEHEUER, 2009 Farm Manager/Rodeo Coach

KATHRYN VANOVER, 2009 Manager: Campus Bookstore

ROCHELLE VANOVER, 2014, A.A., B.S. College Recruiter

MARK WALL, 2013 Detective: Campus Police

ZULEMA WARE, 2002 Print Shop Coordinator/Graphic Designer

KATHRYN WENZEL, 2011, A.A., B.G.S. Coord. Tutoring Center/Academic Support

MATT WESTPHAL, 2006 Coordinator, Instructional Technology: Technology Services

BEN WHALEY, 2013, B.S. Staff Technical Director: Theatre Department

JAN WILLIAMS, 2001, A.A., B.A. Academic Support Assistant: English

LENNY WINDLE, 2006, B.S, M.S. Learning Specialist: Student Support Services Program

JIM WYRICK, 2012, B.A. Academic Support Assistant – Math: Academic Support Center

JACQUELYNN WRIGHT, 2013. Switchboard Operator

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) NEO

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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NOTES



**“Once a Norseman...
...Always a Norseman”**