

NORTHWESTERN OKLAHOMA  
STATE UNIVERSITY

ALVA, OKLAHOMA  
73717



**UNDERGRADUATE CATALOG**  
**2004-2005**

*"Learn Today - Lead Tomorrow"*

# TABLE OF CONTENTS

<b>Section</b>	<b>Page</b>
I General Information.....	3
II Costs and Financial Aid.....	12
III Student Personnel Services.....	17
IV General Academic Regulations.....	23
V Advanced Standing.....	34
VI Pre-Professional Training.....	35
VII Teacher Education.....	39
VIII Degree Curricula and Course Descriptions.....	42

## NOTE TO STUDENTS

The catalog provides general information about Northwestern Oklahoma State University, and it summarizes important information about the university's policies, requirements for graduation, regulations, and procedures. It is not intended to establish, nor does it establish, a contractual relationship with students. Rather, the catalog is published to provide students with information that will be helpful to them during their university careers.

It is necessary in the general administration of the university to establish requirements and regulations governing the granting of degrees. Academic advisers, department chairpersons, and academic staff members are available to aid students in understanding the requirements and regulations. Students, however, are responsible for reading and understanding academic policies and procedures as well as academic course requirements. It is also the students' ultimate responsibility to meet them. Students are encouraged to keep this catalog as a reference should questions arise.

### CURRICULA CHANGES

Changes in curricular requirements may occur between catalog publications. Students will be informed of such changes. When this occurs, students may follow the requirements in effect at the time they entered or they may follow the changed requirements. Students must choose to follow one catalog or the other; they may not pick and choose from the various requirements outlined in two or more catalogs. Reasonable substitutions will be made for discontinued and changed courses.

Announcements in the catalog concerning regulations, fees, curricula, or other matters are subject to change without notice. This catalog is current at the date of printing (spring 2004).

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Northwestern Oklahoma State University in compliance with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, and Section 503 and 504 of the Rehabilitation Act of 1973 does not discriminate on the basis of race, color, national origin, sex, handicap or disability in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational services.

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**STUDENTS WITH DISABILITIES SERVICES** provides assistance to students with a physical, mental or learning disability, contact ADA Coordinator 580-327-8436.

NORTHWESTERN OKLAHOMA STATE UNIVERSITY

COLLEGE CALENDAR  
2004 - 2005

**FIRST SEMESTER, 2004**

Aug. 23 .....	Regular Classes Begin
Aug. 23, 24, 25, 26 .....	Night Classes Enroll and Begin
Sept. 6 .....	Labor Day (Holiday)
Sept. 30, Oct. 1, 2 .....	Homecoming
Oct. 21, 22 .....	Fall Break
Oct. 25 .....	Classwork Resumes (7:35 a.m.)
Nov. 24, 25, 26 .....	Thanksgiving Recess
Nov. 29 .....	Classwork Resumes (7:35 a.m.)
Dec. 14, 15, 16, 17 .....	Final Examinations
Dec. 12 .....	Commencement
Dec. 20 .....	Semester Ends

**SECOND SEMESTER, 2005**

Jan. 10 .....	Regular Classes Begin
Jan. 10, 11, 12, 13 .....	Night Classes Enroll and Begin
Jan. 17 .....	Martin Luther King Day (Holiday)
March 14-18 .....	Spring Break
March 21 .....	Classwork Resumes (7:35 a.m.)
April 30 .....	Alumni Spring Reunion
May 3, 4, 5, 6 .....	Final Examinations
May 7 .....	Commencement
May 9 .....	Semester Ends

**INTERIM SESSIONS, 2005**

Jan. 3-7 .....	Interim Classes
May 10-27 .....	Interim Classes

**SUMMER SESSION, 2005**

June 1 .....	Classes Begin
July 4 .....	Holiday
July 28 .....	Summer Session Ends

# SECTION I

## GENERAL INFORMATION

### HISTORY

In 1895, only two years after the opening of the Cherokee Outlet, the first bill to establish a normal school at Alva was introduced in the territorial legislature. This first effort was defeated. However, the next legislature passed a bill establishing the Northwest Territorial Normal School at Alva, the second normal school in Oklahoma Territory.

In a meeting August 28, 1897, a newly formed Board of Regents for Normal Schools named Dr. James E. Ament of Illinois as Northwestern's first president. He and two teachers comprised the first faculty. Original enrollment was 68, but the number had reached 166 by the end of the first year.

From its normal school beginning, Northwestern was expanded into a four-year teachers college in 1919 and was renamed Northwestern State Teachers College. A further major change in the nature and function of the institution came in 1939 when the college was authorized to grant degrees in liberal arts as well as education. The name was changed to Northwestern State College. In 1941, a constitutional amendment established the present Oklahoma State System of Higher Education. All state-supported colleges and universities were brought under the authority of the board in matters regarding functions, programs of study, standards of education, and finances. Within the framework of the system, the six regional state colleges, including Northwestern, were placed directly under a Board of Regents of Oklahoma Colleges, created by constitutional amendment to govern the state college segment of the educational system. A fifth-year program in teacher education leading to the degree of Master of Teaching was begun in the summer term of 1954. The program now culminates in the Master of Education degree. A Master of Behavioral Science degree was approved in the fall of 1978. Effective August 16, 1974, the name Northwestern State College was changed to Northwestern Oklahoma State University.

In 1996, the Oklahoma State Legislature, with the approval of the Oklahoma State Regents for Higher Education and the Board of Regents of Oklahoma colleges, passed legislation that created two new campuses for NWOSU, one at Enid and the other at Woodward. With three campuses, NWOSU expanded its role in the delivery of higher education to the citizens of northwest Oklahoma. NWOSU now was authorized to extend all of its academic degree programs and educational services to the new sites as demand dictated. A new chapter in NWOSU history dawned as the institution celebrated its centennial year of 1997-98.

Northwestern Oklahoma State University has progressed from a normal school to an institution offering advanced levels of education for work in innumerable vocational and professional pursuits.

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 East Central University..... Dr. Bill S. Cole  
 Northeastern State University .....Dr. Larry Williams  
 Southeastern Oklahoma State Univ. ....Dr. Glen Johnson  
 Southwestern Oklahoma State University ... Dr. John Hays  
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James E. Ament ..... 1897-1902  
 T. W. Conway..... 1902-1908  
 Walter Lee Ross..... 1908-1910  
 Grant B. Grumbine ..... 1910-1916  
 J. W. Graves ..... 1916-1917  
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 Ernest E. Brown..... 1936-1939  
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 Sabin C. Percefull ..... 1943-1954  
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 Tami Cooper, B.S. .... Accountant-Business Office  
 Shaena Curry, B.S. .... Secretary, Dean of Student Services  
 Pamela Davidson ..... Government Documents Ass't-Library  
 Myra Davison, B.S. .... Administrative Ass't-Executive VP  
 Chauncey Durham, B.S. .... ITV Assistant (Enid)  
 Carol Erikson, M.B.S. .... Ass't Certification Officer, Education  
 Diana Friend, B.A..... Coordinator, Graduate Studies  
 Greg Grimsley, B.S..... Ass't Director, Wellness Center  
 Anne Haight, B.S.Ed. .... Scholarship Coordinator, Financial Aid  
 Loret Holt, B.A..... Admissions Coordinator, Registry Office  
 Lois Hudgins, B.A. .... Public Relations Specialist  
 Nancy Jones, B.S..... Secretary, Dean's Office (Enid)  
 Fawn Kingcade..... Accounting Clerk-Business Office  
 Misti Knopf, B.S..... Accountant-Foundation/Alumni Office  
 Kathy Koch, B.A..... Technical Services Library Technician  
 Tim Kolb ..... Educational Media Technician/Rodeo Coach  
 Sheri Lahr ..... Administrative Assistant-Acad Affairs VP  
 Stephanie Marteney, B.A..... Office Mgr.-Recruitment Office  
 Sharon McConkey, B.S. .... ITV Coordinator  
 Heather McNeill, B.M.E..... Financial Aid Assistant  
 Daniele McOsker, B.S. .... Project Coordinator – T3  
 Natalie Miller ..... Secretary, School of Professional Studies  
 Karen Mills ..... Fiscal Assistant (Enid)  
 Shannon Morris ..... Secretary, Maintenance  
 Cynthia Nighswonger, B.S. .... Institutional Research  
 Information Technology  
 Marick Norton ..... Campus Security  
 Marissa Orcutt, B.S. .... Project Coordinator - TQE  
 Diane Penner, B.S..... Data Clerk, Registry Office  
 Linda Phillips, B.S..... Administrative Assistant (Woodward)  
 Darwin Proctor ..... Campus Security (Enid)  
 Larry Richey, B.A. .... Courier/ITV Facilitator  
 Lizabeth Richey M.Ed.. Office Administrator-Foundation Office  
 Craig Ricke, B.S..... System Spec-Information Technology  
 Tracy Roedell, B.S. .... Secretary, School of Arts & Sciences

Annette Schwerdtfeger, B.S. .... Cashier, Business Office  
 Nicole Sidders, B.A..... Financial Aid Counselor  
 Debbie Skinner, B.S. .... Academic Records  
 Coordinator-Registry Office  
 Starla Smith..... Registration Clerk (Enid)  
 Kasey Strait, B.S. .... Secretary, Assessment/NCA  
 Alice Sumner, B.A. .... Reference/Serials Assistant Library  
 Leeta Swanson, B.S..... Systems Analyst-Information Technology  
 Mary Tello ..... Circulation Assistant-Library  
 Nicole Towns, B.S. .... Operations Assistant-Bookstore  
 Linda Tutwiler, M.Ed..... Administrative Ass't-President's Office  
 Rhonda VanBuskirk ..... Travel/Human Resources  
 Teri Warren, B.S. .... Registration Clerk- Registry Office

**NORTHWESTERN OKLAHOMA STATE UNIVERSITY MISSION STATEMENT**

Northwestern Oklahoma State University is a community of learners that includes students, teachers, staff, administrators, and area citizens advancing learning excellence and preparing its members for service as leaders and entrepreneurs in the changing climate of northwest Oklahoma and the world.

**CORE VALUES**

As part of its philosophical basis, Northwestern Oklahoma State University holds certain values. These include:

Northwestern values its SENSE OF COMMUNITY that extends beyond campus boundaries to include not only students, faculty, and staff, but also others who share common interests in academic, cultural, entertainment, economic, and recreational pursuits.

Northwestern values a QUALITY EDUCATIONAL EXPERIENCE for its community of learners through innovative teaching by well-qualified faculty.

Northwestern values EACH INDIVIDUAL as part of a diverse community of learners and seeks to support each person in a respectful and nurturing way toward attainment and realization of full potential and life goals.

Northwestern values an AFFORDABLE and ACCESSIBLE EDUCATION and is committed to developing resources to help its community of learners achieve educational goals.

Northwestern values the OPPORTUNITY for its community of learners to develop academically, personally, socially, and spiritually in a safe environment through freedom of inquiry.

**FUNCTION**

As one of eight regional universities in the State of Oklahoma, Northwestern has certain functions prescribed by the Oklahoma State Regents for Higher Education. These include providing the following services:

1. Both lower-division and upper-division undergraduate study in several fields leading to the bachelor's degree.

2. A limited number of programs leading toward the first-professional degree when appropriate to the institution's strengths and the needs of the state.
3. Graduate study below the doctorate level, primarily in teacher education but moving toward limited comprehensiveness in fields related to Oklahoma's workforce needs.
4. Extension and public services responsibilities in the geographic region.
5. Responsibility for institutional and applied research in those areas related closely to program assignments.
6. Responsibility for regional programs of economic development.

excellence.

In addition, the Oklahoma State Regents for Higher Education have prescribed specific functions for the Northwestern Oklahoma State University campus at Enid as follows:

1. To access the community's higher education needs at the baccalaureate and graduate program levels.
2. To provide upper-division and graduate courses and programs which are part of the institution's assigned function and programs within the limits of available resources.
3. To serve as the institution responsible for providing and facilitating upper-division and graduate courses and programs in Enid. Northwestern Oklahoma State University will contact and make arrangements with other regionally accredited colleges and universities to offer courses and programs at the baccalaureate and graduate program levels.

#### **GOALS/STRATEGIC DIRECTIONS**

As part of its strategic planning process, the Northwestern community has developed the following goals, or strategic directions, to guide its course into the future:

1. Northwestern will enhance the quality of the educational experience by providing opportunities for students to reach their fullest potential in a personalized, student-centered learning environment.
2. Northwestern will increase its enrollment by actively recruiting and retaining students and by expanding educational access and lifelong learning opportunities at multiple sites.
3. Northwestern will strengthen the university community by encouraging and supporting diverse, intellectually-stimulating, and community-building activities.
4. Northwestern will expand its support for teaching

5. Northwestern will seek and build strategic alliances and partnerships with its targeted constituencies and strengthen existing relationships.
6. Northwestern will continue to identify and develop institutional distinctiveness and comparative advantages.
7. Northwestern will actively work to find and secure outside funding to support programs and initiatives.

## **ACCREDITATION**

Northwestern is a state-assisted, public regional university and a member of the Oklahoma State System of Higher Education. The University is governed by the Board of Regents of Oklahoma Colleges. Northwestern is accredited by The Higher Learning Commission and is a member of the North Central Association. Additional program accreditation includes the National Council for Accreditation of Teacher Education (NCATE) for teacher education. The nursing program is accredited by the National League of Nursing (NLN) and is approved by the Oklahoma Board of Nursing.

## **FACILITIES**

The growth and development of the college enrollment and curriculum have been paralleled by changes in, and additions to, the campus and its physical facilities. Newer buildings are modern in concept and functional in design. Older structures have been remodeled in line with changing needs for their use. The campus itself is planned to primarily accommodate pedestrian traffic, although various areas are designated for vehicular parking both on and near the campus. All sections of the 70-acre campus are attractively landscaped and maintained. Students with disabilities contact the Dean of Student Services office for facility accessibility information.

### **Fine Arts Building**

Built in 1907, the Fine Arts Building is the oldest structure on the campus. It was completely remodeled in 1975. Housed there are the departments of Music, Career Services, Americans with Disabilities (ADA), the Office of Recruitment, Director of Housing, International Student Services, Student Counseling Services, Student Health Services, Dean of Student Services, Dean of School of Arts and Sciences, and Dean of Professional Studies.

### **Student Center**

The present Student Center, originally Wyatt Gymnasium, was built in 1919. Two extensive remodelings have completely changed the appearance and character of the structure. It now houses a food court, game room, new dining areas, conference rooms, campus police, the foundation/alumni offices, and the new Ranger E-scape Café on the first floor. A ballroom, conference rooms, and the Maude Drake Bingham chapel are on the second floor.

### **Herod Hall (Administration Building)**

Administrative offices and the university auditorium are in Herod Hall, erected in 1923. The building has been extensively remodeled twice, most recently in 1963 when offices on both floors were completely revamped. An addition was built in 1969 on the west side of the original structure, and another

additional space was added to the west side in 1985. A tower is part of Herod Hall, which stands as an area landmark symbolic of the university. Located in the building are offices of the president of the university, the executive vice president, the vice president for academic affairs, business, financial aid, and registry. The auditorium, completely remodeled in 1980, with a stage of professional dimensions and facilities, seats about 850 people.

### **Jesse Dunn Hall**

The largest classroom building on the campus, Jesse Dunn Hall was completed in 1937 on the site of the original campus building. An annex on the south was completed in 1968. Jesse Dunn Hall was completely remodeled in 1975. Housed here are the departments of business, agriculture, social science, criminal justice, and the university museum. Also in the annex are public relations department, an ITV studio/classroom, student publications, and the university's printing services.

### **Museum**

Founded in 1902, the museum has grown to include outstanding natural life and historical collections. Located in Jesse Dunn, tours may be arranged through the Director of the Museum.

### **Carter Hall**

Built in connection with Jesse Dunn and completely remodeled in 1982, Carter Hall houses the facilities and staff for the Division of Nursing. Included are: an administrative suite with workrooms; two large meeting halls/classrooms; four large classrooms with one observation center; three conference rooms; a four-bed skills laboratory with nursing and home health station; audio-visual laboratories with video-taping capabilities; nine spacious offices, storage rooms, and an ITV poly com station.

### **Joe J. Struckle Education Center**

Originally a demonstration school in the university teacher education program, the Education Center underwent a complete renovation in 1994-95. The Center was re-named in 2000. The departments of education and psychology occupy the building. The office of Graduate Studies is located on the first floor.

### **Percefull Fieldhouse**

Winner of an architectural award, Percefull Fieldhouse was built in 1953 to be the site of Ranger basketball games. Telescopic seats permit maximum use of floor space for all types of classes in the Physical Education Department, as well as games in the university intramural program. A weight room and locker rooms are part of the Fieldhouse facilities.

### **J. R. Holder Wellness Center**

The 42,000 square foot facility houses an indoor track, a large cardiovascular and weight training area, two racquetball courts, an aerobic dance workout room, a physiology classroom and laboratory, two health and physical education classrooms, a junior sized Olympic pool, a jacuzzi and saunas in both the men's and women's locker rooms. Opened in the Fall, 2000, the state-of-the-art facility is available to students, faculty, staff and the community. Memberships are available.

## **Technology Building**

The Technology Building houses classrooms and laboratories for photography and crafts classes, an ITV studio/classroom, and the Academic Success Center.

## **The J. W. Martin Library**

A library should take into account not only the books and other materials on its shelves but also the people it serves. Therefore, all resources and online services are available to students on each of NWOSU's three campuses. Voyager, the library's web-based catalog, offers bibliographic information for the print holdings and gives full-text, online access to over 20,000 e-Books. Thirty-seven databases provide online access to electronic journals and resources. A courier service, Monday through Friday, provides fast, efficient delivery of books or other resources among the campuses.

The J.W. Martin Library, located in the center of the Alva campus, houses more than one million items, including books, federal and Oklahoma state government publications, bound journals, microform publications, and non-book media. Complementing these resources are approximately 4,000 print and online journal subscriptions, including nearly 2,000 peer-reviewed publications. The Martin Library is open 84 hours each week during the fall and spring semesters.

The Enid campus Library is open 70 hours per week during the fall and spring semesters. The Enid Library houses a collection of more than 64 thousand items, including books, bound journals, microforms, and non-book media. All of the electronic databases for magazine and journal articles that are available on the Alva campus are also accessible through the Enid campus Library.

A staff of professional librarians, paraprofessionals and student assistants is available to help students during the hours the Alva and Enid libraries are open. Students must present a valid Northwestern ID to check out library materials. Students are responsible for all materials checked out on their ID. Books may be renewed in person or online. Fines are assessed for overdue and lost books and materials. Unpaid library fines and lost book fees will result in holds on transcripts and enrollment.

Physically challenged students who require assistance to gain access to any part of the libraries' collections should contact the circulation desks at Alva (580) 327-8574 or Enid (580) 213-3141.

## **Science Building**

The completion of the Science Building in 1963 made available extensive laboratory space and equipment, as well as classrooms and offices for biology, chemistry, and physics departments. Physics and chemistry departments share the first floor, while the biology department uses the second-floor area.

## **The Amphitheater**

This is an extension of the Science Building at its east end. Seating 136 people, it is used by various departments of the university. Audio-visual devices can be used effectively here.

## **Shockley Hall**

Recent remodeling of Shockley Hall has afforded spacious, state-of-the-art facilities for Information Technology as well as classrooms, laboratories, and offices for the mathematics and computer science departments. Also located in this building are Small Business Development Center, Red Carpet Country, and Vocational Rehabilitation Office (DHS).

## **Vinson Hall**

Remodeled in 1994-95, the Instructional Media Center and university television facilities are located on the lower floor, north end. The university radio station KNSU is also located in this building. Vinson Hall also is home to the departments of English, foreign language, and communications.

## **Physical Education Center**

A major addition to Percefull Fieldhouse in 1968 greatly increased Northwestern's physical education plant. A new gymnasium and exercise room were among its features. New offices and classrooms were created for the department.

## **Ranger Field**

Completed in 1969, Ranger Field was a major step forward in the development of Northwestern's athletic facilities. The stadium provides seating for 6,600 persons. Adjacent areas include parking for 600 cars. A concession stand and the press box rise on the west side of the stadium. At the north end of the field is a building housing locker rooms, equipment storage, public restrooms, and another concession stand. The baseball field is north of the stadium. Ranger Field is just southwest of the main campus.

## **University Farm**

The 320-acre university farm located seven miles south of Alva is the home of registered cattle, registered hogs, and registered sheep. The combination of facilities on campus and the farm enables students to apply theory learned in the classroom to practical experience needed in the field.

## **CONTESTS**

### **Agriculture Judging Contest**

Each spring the NWOSU campus hosts 4-H and FFA teams in a judging contest. The teams compete in a variety of agriculturally oriented contests. The rules follow those of the state contest. All FFA chapters and 4-H teams are invited to participate.

### **Northwest District FFA Speech Contest.**

The campus hosts FFA contestants from the Northwest District each spring as they compete in various areas of speech. This is a qualifying event for the state contest held later in the spring.

### **Curricular Contests**

In an effort to encourage high scholarship, Northwestern provides recognition for academic excellence of high school students of its service area by holding a curricular contest on its campus each spring. The tests cover all of the subjects usually taught in high school.

### **Heartland BEST**

The Alva campus of NWOSU is a BEST hub site for the regional robotics building competition for middle school and

high school youth in northwestern Oklahoma and southern Kansas. BEST (Boosting Engineering, Science and Technology) is a nationwide program served by individual hub sites. NWOSU runs and maintains the Heartland BEST site. The first Heartland BEST competition was held in 2002 and is held annually during the fall semester. Winners of the Heartland BEST competition advance and compete at the regional BEST competitions at Texas BEST or South BEST.

### **History Day**

Regional competition of National History Day is held each spring on the campus of Northwestern Oklahoma State University. Students from northwestern Oklahoma in grades 7 through 12 are invited to participate in junior and senior categories. Having an annual theme, National History Day is a multi-disciplinary approach to learning history while preparing contest entries. Top regional students qualify for state; state winners advance to the national contest.

### **Music Contest**

NWOSU is the host site for all the Northwest Regional Music Contests held annually under the auspices of the Oklahoma Secondary School Activities Association. These include the Regional Marching Contest held in October of each fall, and the spring contests including solo and ensemble contests in both instrumental and vocal categories. An invitational jazz festival is also held on campus.

### **Science Fair**

Each year the university sponsors the NWOSU Regional Science Fair. It is open to any student in this district, seventh grade through high school. Three science scholarships are available from the administration for distribution to the top winner in each of the basic fields of projects. These, however, are reserved for high school seniors and are awarded upon approval of the university science faculty. Placing in the Regional Fair is a requirement for entry into the State Fair.

### **Speech Contests**

An annual high school forensic tournament is held during the fall semester on the NWOSU campus.

High school students are guests of the university. Competition is divided into two classes which are based on the enrollment of the competing high schools. Individual awards and school trophy awards are made in each class. This is a qualifying tournament for the state meet.

Northwestern traditionally hosts the Regional Speech Tournament in cooperation with the State Association during the spring semester.

## SECTION II COSTS AND FINANCIAL AID

FEES AND TUITION* GENERAL FEES	Undergraduate	Graduate
<b>ALVA CAMPUS</b>		
<b>Resident Tuition and Fees</b>		
Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$89.90	\$109.90
<b>Non-Resident Tuition and Fees</b>		
Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$219.90	\$264.90
<b>ENID CAMPUS</b>		
<b>Resident Tuition and Fees</b>		
Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$86.90	\$106.90
<b>Non-Resident tuition and Fees</b>		
Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$216.90	\$261.90
<b>WOODWARD CAMPUS</b>		
<b>Resident tuition and Fees</b>		
Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$94.90	\$114.90
<b>Non-Resident Tuition and Fees</b>		
Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$224.90	\$269.90
<b>ITV</b>		
<b>Resident Tuition and Fees</b>		
Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$75.75	\$95.75
<b>Non-Resident Tuition and Fees</b>		
Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$205.75	\$250.75
<b>ON-LINE</b>		
<b>Resident Tuition and Fees</b>		
Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$105.75	\$125.75
<b>Non-Resident Tuition and Fees</b>		
Regular Semester, Summer Session, Or Auditor: (per semester hour)	\$235.75	\$280.75

Non-Oklahoma residents may apply for an out-of-state tuition waiver. This application must be filed each semester in the Registrar's Office. Criteria to meet this waiver are as follows:

### UNDERGRADUATE STUDENTS

MUST MEET ONE OF THE FOLLOWING:

- (1) Be a participant in a University sanctioned activity OR
- (2) Be a child of a NWOSU graduate  
OR
- (3) Be a non-degree seeking student at NWOSU & MEET  
RETENTION  
OR
- (4) Enroll in a class for AUDIT OR
- (5) Meet high school curricular OR
- (6) Meet high school performance requirements OR
- (7) Meet Retention Requirements \_\_\_\_\_ OR  
(If a transfer student with less than 24 semester hours, must meet retention and one of the above.)
- (8) Have a college GPA of 2.00 \_\_\_\_\_ OR
- (9) Military personnel, their spouses, or dependent children.

### **CONTINUING STUDENT AT NWOSU:**

Meet Retention Requirements (when applicable)

### **GRADUATE STUDENTS MUST MEET THE FOLLOWING:**

Made formal application to the Graduate Program AND Meet unconditional admission (refer to the Graduate Catalog for details).

### **MUST ALSO MEET RETENTION AS A CONTINUING STUDENT AT NWOSU (a minimum GPA of 3.00)**

Meet Retention Requirements (when applicable)

### **CHARGES FOR SPECIAL SERVICES**

Application Processing Fee .....	\$15.00
Athletic Injuries Lab Fee (per course).....	\$10.00
Developmental Fee (on "0" level courses) Per semester hour .....	\$20.00
Electronic Media Fee (for telecourses) Per semester hour .....	\$2.50
Late Payment .....	5% of balance due
Private Lesson in Music: Per Semester hour (half hour lesson per week) .....	\$30.00
Class Instruction in Applied Music: Per semester hour .....	\$7.50
Studio Rental: Per semester (one hour a day).....	\$3.00
Organ Rental: Per semester (one hour a day).....	\$10.00
Other: Student Identification Card.....	\$3.00
Graduation Fee .....	\$15.00
International Student Maintenance Fee, (per sem.)	\$15.00
Labs (Sciences & Nursing).....	\$10.00
Safety Service Fee (Fall, Spring & Summer) .....	\$5.00
Industrial Technology Supplies Fee .....	at cost

\*Tuition and Fees are subject to change at the discretion of the Oklahoma State Regents for Higher Education.

### **REFUNDS**

The following refunds, per Oklahoma State Regents for Higher Education Policy, are made for approved withdrawals from **ALL CLASSES:**

Regular Semester:

First two weeks .....	100% Refund
After First two weeks .....	No Refund

Information concerning NWOSU's refund and repayment policies and procedures along with example calculations may be reviewed in the financial aid office.

**Beginning with the Fall 2000 semester at NWOSU, every Title IV financial aid recipient who enacts a complete withdrawal before the 60 percent point in the semester will be billed for all money required to be returned to the federal government due to the new "Return of Title IV Aid Policy". The billing amount will be equal to 40 percent or more of your total tuition and fee charges for the semester. The formula for aid return is available in the Financial Aid/Scholarship Office on the first floor of Herod Hall.**

### **SINGLE CLASS REFUNDS**

Changes in schedule during the drop/add period will result in full charges for courses added and full refund for courses dropped. Refunds will not be made for withdrawal from classes after the defined drop/add period.

### **SUMMER SESSION**

Drop period defined to receive a full refund and no grade assignment:

First four (4) days for a summer (8 week) session

### **IRREGULAR CLASS SESSIONS**

(short courses, summer courses, seminars, etc.)

First two (2) days for a four-week summer class.

First (1) day for a four-day class.

Any class meeting less than four (4) days must be dropped the day prior to class start date to receive a refund and no grade assignment.

### **EXPENSES-GENERAL**

The average freshman will find expenses for the first semester as follows:

Tuition and Fees (16 hrs.) .....	\$1450.00
Books, Supplies (approximate) .....	\$400.00
Room and Board (per semester)	
19 Meal Plan, with semi-private room .....	\$1360.00

At the time of enrollment a student should be prepared to pay enrollment fees, to buy necessary books and equipment, and to pay at least one-fourth of room and board for the semester. A total payment for room and board for a full semester may be made if the student chooses. Periodic payments of one-fourth of the semester cost will be accepted at the beginning of each calendar month and are payable without reminder notices as they become due. Late payment penalties will be applied monthly on past-due balances.

### **RESIDENCE HALLS**

Northwestern offers several residence halls to meet the needs of on-campus single student housing. Each residence hall is fully air-conditioned and offers a recreation area with pool tables, ping pong tables, etc. Each hall also contains a number of carpeted TV lounges and separate study lounges. All residence halls have complete laundry facilities.

Each resident may have private telephone service if it is desired. Cable television is also available in all rooms.

### **FOOD SERVICE**

The college recognizes the importance of food service operations on any campus. On the Northwestern campus this service is provided by Chartwells Foodservices, a food service company which specializes in collegiate operations. Students on the campus may choose from three meal service plans:

1. 10 meal - This plan provides for 10 meals (student's choice) beginning with breakfast on Monday and ending with dinner on Sunday.
2. 15 meal - This plan provides for 15 meals beginning with breakfast on Monday and ending with dinner on Sunday.
3. 19 meal - This plan provides for 19 meals per week, Monday through Sunday. No breakfast is served on Saturday or Sunday.

Note: The 19 meal plan is recommended for students who will be on campus four or more weekends during the semester.

### **SCHOLARSHIPS**

The primary purpose of the university scholarship program is to recognize and reward the academic excellence of entering, transfer, and continuing students. In addition, an incentive award program is structured to reward other capable students whose skills, participation, and/or leadership efforts merit such recognition.

Application for most NWOSU academic scholarships and incentive awards is accomplished on a single-page scholarship application. This application is available from the NWOSU Financial Aid/Scholarship Office and the NWOSU Office of Recruitment, or from high school counselors. The completed application, along with the required supporting documents (a six or seven-semester transcript and official ACT scores for high school seniors, or a **complete** transcript from each college you have attended prior to NWOSU for transfers), should be directed to Chairman, NWOSU Scholarship Committee, 709 Oklahoma Boulevard, Alva, OK 73717-2799. Application forms for NWOSU Foundation scholarships are available in the individual schools (departments). Scholarships and incentive awards are awarded for a full academic year. **ALL SCHOLARSHIPS AND INCENTIVE AWARDS REQUIRE ANNUAL APPLICATION.**

### **DEADLINES**

To be eligible for any foundation scholarship, applications must be received by the specified department **no later than February 15**. Continuing students must submit a completed application to the scholarship office at NWOSU **no later than March 15**. Beginning freshmen must submit a completed application to the scholarship office at NWOSU **no later than May 15**. Transfer students must submit a completed scholarship application accompanied by complete academic transcripts from all colleges attended **no later than July 15** to be considered for an award.

The University scholarship/incentive award programs are funded by the Oklahoma State Regents for Higher Education, the generosity of Northwestern faculty and staff, Northwestern alumni, area business and professional people, civic and service organizations, private citizens, from the earnings of



endowments and gifts to the NWOSU Foundation Inc., and an Alva city sales tax. Additional information concerning each award, the donor, and other specifics are available in the Scholarship Office and in the Foundation Office. The intent of the donor of the awards will always prevail in all awards procedures. An awards ceremony is conducted each year to recognize the recipients for the current school year.

Scholarships are usually available for high school seniors whose cumulative grade point average (CGPA) is at least a **3.0**, for college transfer students with a minimum of 24 semester hours at a CGPA of **3.5**, and for continuing NWOSU students with a CGPA of **3.5**. (A continuing student is defined as one who has completed at least 24 semester hours at NWOSU.) All CGPA requirements are based upon a 4.0 scale. High school seniors must have achieved at least a **twenty-one (21)** ACT composite score for academic scholarship consideration. Incentive/participation awards require a CGPA of at least a **2.5** (ALL applicants). Students who have previously received a degree are ineligible for scholarships unless the award is specified for a graduate student.

Students who are successful applicants for scholarship/incentive awards **will be required to meet all responsibilities** outlined in the "Statement of Rights and Responsibilities for Scholarship and Incentive Award Students" This includes **enrolling for and successfully completing a minimum of 12 hours each semester, enrolling for classes for which a participation awarded is received, etc.**

#### **NWOSU Foundation Scholarships**

The Northwestern Oklahoma State University Foundation is a non-profit corporation that was organized to help the university meet its needs. The Foundation is governed by a board of trustees. Contributions made to the Foundation constitute an endowment for the university. After the trustees allocate scholarship funds, the university scholarship committee awards the scholarships as part of the university's scholarship program

More information about scholarships and incentive grants can be obtained in the Financial Aid/Scholarship office or on the NWOSU web page at [www.nwosu.edu](http://www.nwosu.edu).

#### **FINANCIAL AID PROGRAMS**

##### **Federal and/or State Supported Application**

Application forms for all federally/state funded aid are available at the NWOSU Financial Aid Office or from high school counselors or administrators. NWOSU requires that students use the Free Application for Federal Student Aid (FAFSA).

#### **GRANTS**

##### **Federal Pell Grant**

This federal aid is awarded through the university. Application to establish eligibility must be accomplished annually. The grant is available to qualified undergraduate students attending regularly scheduled classes. Federal Pell Grant award amount for a student is always determined by an aid index developed by a Federal analysis and actual student costs. The analysis showing student eligibility must be submitted by the student to the university Financial Aid Office.

Signed copies of the student's and/or parents' preceding year federal income tax papers (IRS Forms 1040, 1040A or 1040EZ) may be required to complete the eligibility process.

##### **Oklahoma Tuition Aid Grant (OTAG)**

The Oklahoma Legislature enacted the Oklahoma Higher Education Tuition Aid Act authorizing and directing the Oklahoma State Regents for Higher Education to implement a program of Oklahoma Tuition Aid Grants. The purpose of these grants is to assist Oklahoma college students with demonstrated financial need to meet the cost of attendance at Oklahoma post secondary institutions. Application for this award is completed using the FAFSA.

##### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This federal aid is awarded to students of exceptional need. Eligibility for this grant is established in the same manner as all other federally subsidized financial aid. No unique application is required. Each aid applicant is routinely considered for this award based on need and early application date.

##### **LOANS\***

Student loans are available to help complete educational programs. Students are advised of the following criteria, "I understand that I must repay loans even if I do not complete my education, am not able to get a job after I complete the program or am dissatisfied with the education for which I paid."

Questions concerning repayment options should be directed to the Financial Aid office.

##### **Federal Perkins Loan Program**

This federally funded low interest loan program is administered through the university financial aid and business offices. Application for participation in this program is accomplished using the FAFSA. Students who indicate a preference for loan aid are automatically considered for the Federal Perkins Loan Program. Borrowers through this program are not required to begin repayment until after termination of student status. Student borrowers should completely understand all of the conditions and inherent responsibilities of the loan contract.

##### **Federal Family Education Loan Program (FFELP)**

Loans under this program include the subsidized Federal Stafford Loan, Unsubsidized Federal Stafford Loan, and the Federal PLUS Loan. These bank or other lender loans do not require repayment until after the borrower terminates student status. Borrowers whose loans are guaranteed by the Oklahoma State Regents for Higher Education must maintain their enrollment as at least half-time students. Oklahoma borrowers who allow their enrolled status to fall below half-time status will, by so doing, violate one of the terms of the loan agreement and under certain circumstances may be liable for immediate repayment of all loan proceeds. Borrowers through these loan programs are required to process the FAFSA.

\*All inquiries concerning loans should be directed to the Director of Student Financial Aid.

##### **Work**

All on-campus student employment is coordinated through the Financial Aid Office. Students wishing to work on-campus

must present evidence of eligibility to participate. This evidence requirement is best satisfied by using the Free Application for Federal Student Aid (FAFSA). All student workers are paid the current minimum wage. In most cases, students are limited to fifteen hours work per week.

#### **Federal Work-Study (FWS) Program**

This program is a federally funded financial aid program. Employment in this program is reserved for students who have established financial need.

#### **Institutional Hire Program**

This is a university-funded aid program. Employment in this program is reserved for students who are ineligible for participation in FWS.

### **ACADEMIC PROGRESS STANDARDS AND ELIGIBILITY**

The first element in the eligibility for aid evaluation process for all applicants is to insure that a student is making satisfactory progress towards degree completion while maintaining an acceptable cumulative grade point average.

#### **Minimum Scholastic Achievement Standards**

A student who has attempted the hours indicated must achieve the cumulative grade point average as shown:

0 to 30 semester hours attempted .....	1.70
31 or more semester hours attempted.....	2.00
Graduate Students .....	3.00

Students whose cumulative grade point average falls below these minimums will be denied Title IV funds. Aid will continue to be withheld until such time as a student's cumulative grade point average meets or exceeds acceptable minimums.

#### **Satisfactory Progress Standards**

Satisfactory progress means that the student is proceeding in a positive manner towards fulfilling degree requirements in his/her course of study.

Grades of F, W, U, AU, NP, or I do not indicate satisfactory progress. Minimum standard of satisfactory progress requires that students must complete all degree requirements at or before 150% of the minimum number of hours required for the degree. All hours attempted at all institutions are included.

#### **Appeals**

Any student denied aid has the right to appeal that decision, in writing, to the Chairman of Financial Aid Appeals Committee. Each appeal should include a description of any extenuating circumstances that may have contributed to the problem.

Students who do not satisfactorily complete minimum hour requirements will be encouraged to enroll in classes at their own expense to meet these minimum standards for continued aid.

The complete text of the "Financial Aid Satisfactory Academic Progress Policy" is available in the Financial Aid Office.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

University policies regarding family educational and privacy rights are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Copies of the act, policies, and

regulations are maintained in the Office of the Registrar. In accordance with FERPA, students of Northwestern Oklahoma State University have the following rights:

1. To inspect and review information contained in their educational records, within forty-five days of the date the University receives a request for access.
2. To challenge the contents of their educational records.
3. To request a hearing if the outcome of their challenge is unsatisfactory.
4. To submit an explanatory statement of inclusion in their educational record if the outcome of the hearing is unsatisfactory.
5. To prevent disclosure, with certain exceptions, of personally identifiable information from their educational records.
6. To secure a copy of the institutional policy, which includes the location of all educational records.
7. To file complaints with the Family Policy Compliance Office (FPC Office), U.S. Department of Education, concerning alleged failures of Northwestern Oklahoma State University to comply with the Act.
8. To have the opportunity to request the following "directory information" pertaining to them not be released.

The law requires that written approval from the student is necessary before granting access to or releasing educational records to a third party, except in the case of directory information, FERPA authorizes disclosures, and in response to a Federal Grand Jury subpoena.

#### **Public Directory Information**

This information may be released by the institution for any purpose, at its discretion. Upon written request by the student, this information will be treated as confidential and released only with the student's written consent. Forms for withholding student "Directory Information" are available in the Office of the Registrar.

Northwestern Oklahoma State University hereby designates the following student information as public or "Directory Information."

- Student's name, local and permanent address, and telephone listing.
- Date and place of birth.
- Classification and enrollment status.
- Major field of study.
- Dates of attendance at Northwestern Oklahoma State University.
- Previous schools attended.
- Expected date of graduation.
- Degree(s) held, date granted, and institution(s) granting such degree(s).
- Participation in officially recognized activities and sports.
- Weight and height of athletic team members.
- Awards and honors.

- Hometown newspaper.

### **Disclosure of Educational Records**

Northwestern Oklahoma State University will disclose information from a student's education records only with the written consent of the student, with the following exceptions as defined in FERPA, as amended, which waive prior student consent:

1. School officials within the education institution who have legitimate educational interests in the records.
2. Officials of schools to which the student seeks to enroll.
3. Officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities.
4. Organizations conducting certain studies for or on behalf of the University.
5. In connection with a student's application for, or receipt of, financial aid.
6. Accrediting agencies carrying out their accreditation function.
7. To comply with a judicial order or lawfully issued subpoena: provided that the educational agency or institution makes a reasonable effort to notify the student.
8. To persons in an emergency if the knowledge of information is necessary to protect the health or safety of students.
9. The result of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

## SECTION III

# STUDENT PERSONNEL SERVICES

### ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) was developed to provide students of Northwestern Oklahoma State University a place to learn or review basic skills in English and mathematics in a friendly, relaxed atmosphere. The ASC now provides peer tutoring for the general education classes plus the resources to locate help in upper level classes.

The tutoring component of the ASC was provided to help students achieve maximum benefit from their educational experiences.

Goals of the program include:

1. providing academic assistance and support in order for students to realize maximum success
2. improving students' self-concepts by showing them how to succeed.

The ASC is located in Room 105 of the Industrial Education Building. The ASC hours are: Monday through Wednesday 8:00 am to 9:00 pm; Thursday 8:00 am to 6:00 pm and Friday 8:00 am to 3:00 pm.

### CAMPUS MEDIA

Three mass media outlets serve the university community. A campus newspaper, radio station, and television station inform and entertain the campus community and provide practical experience to students interested in the mass media.

These three media are all operated as laboratories of the mass communications program. The campus newspaper, the *Northwestern News*, is published weekly. Its offices are in JD 232-234. The radio station, KNSU, is located in Vinson Hall, offering programming seven days a week throughout the school year. The television station, NWTN-Channel 7, produces weekly and special programming from its studio in the basement of Vinson Hall. Channel 7 is available to all Alva cable subscribers.

Students actually manage and operate each of these media under the direction of faculty advisers. All students, regardless of major, are welcome to be involved with any of the campus media. Most of the media staffs are filled by volunteers; however, there are a few paid positions within each area.

### CAREER SERVICES CENTER PLANNING AND PLACEMENT

Northwestern maintains a Career Services Center (Fine Arts Building) room 125 on the Alva campus in Room 202 on the Enid campus, to offer career planning to undergraduates and placement services to seniors and alumni. Students and alumni are encouraged to make full use of these services.

The object of career planning for undergraduates is to assist them in decision making by offering counseling and testing services.

Placement services include:

- On-campus and off-campus employment services.
- On-campus interviews.
- Credential services.
- Resume advisement.
- Career seminars.
- Career library.

- Job opportunity bulletins.
- Candidate employment referrals.
- Employer contacts.
- Career fair.
- Career information dissemination.
- Employer information dissemination.
- Summer employment assistance.
- Career information speakers.

#### Planning services include:

- Counseling and assistance to all students regarding future job opportunities, hiring trends, etc.
- Counseling and assistance to students who are undecided about a major field of study.
- Testing and counseling services to help students identify aptitudes and how they can be developed to enhance employability.
- Use of the DISCOVER for Adult Learners computer program for planning and training.

### CAREER COUNSELING

Career Counseling is available through the Career Service Center, Fine Arts Room 125. Students may schedule appointments for individual counseling and use of DISCOVER for Adult Learners. Through use of DISCOVER for Adult Learners, students can assess their interests, abilities, values and experiences students may then match those to appropriate occupations and university majors. Current information about salaries, career opportunities, and company information is also available through the Career Services Center.

### COUNSELING CENTER

The Counseling Center provides services to help students develop in the unique university environment and to face the challenges they encounter: developing personal autonomy, relationships, loneliness, and stress -- as well as some of the more serious difficulties some of them encounter, such as depression, alcohol/substance abuse, and the effects of dysfunctional families. The Counseling Center seeks to support the personal, social, and intellectual growth of members of the university community. This goal is accomplished by way of a broad range of counseling services that are provided by the Center. Sessions with the counselor are confidential. The counselor also provides consultation to staff, faculty, and student groups and organizations throughout the university community. Outreach programming may be offered to groups of ten or more if requested at least two weeks in advance. The Counseling Center is located in the Fine Arts Building, Room 142 on the Alva campus and room 102 on the Enid campus. Hours of operation are 8:00 a.m. to 5:00 p.m. Monday through Friday.

## **DEPARTMENT OF PUBLIC SAFETY**

NWOSU employs five full-time campus police officers and up to ten part-time security assistants. These officers work on the Alva and the Enid campuses. The full-time officers have full peace officer status as stipulated by Oklahoma State statutes and have been certified by the Council on Law Enforcement Education and Training.

The campus police provide services such as parking enforcement, escort services, providing location information, security patrol, security at athletic events and other special events, investigation of accidents and crimes that occur on campus, preventive patrols, and many other services. Do not hesitate to ask if you need help.

The Campus Police office is located on the west side of the Student Center commons area on the Alva campus and on the first floor of the Enid Campus.

Alva Campus Telephone: 580-327-8511

Enid Campus Telephone: 580-213-3130

## **FINANCIAL ASSISTANCE**

Eligibility for participation in the assistance programs is established through completing the Free Application for Federal Student Aid (FAFSA).

These applications enable access to all of the Oklahoma and federal assistance programs (grants, loans, and work). Applications may be obtained from a high school counselor's office or from the Financial Aid Office at NWOSU. Applications should be completed and mailed for processing as soon as the preceding year's income tax computations are completed. Annual re-application is required for all of the assistance programs. The NWOSU Financial Aid Office is located on the first floor of Herod Hall.

## **HOUSING**

Northwestern has four residence halls that are staffed and equipped to provide an environment that will help students reach their highest potential both academically and socially. Coronado Hall and Ament Hall are male resident halls and South Hall and Fryer Hall are female resident halls. Ament Hall and Fryer Hall are primarily for varsity athletes. The residence halls at Northwestern have air conditioning, television lounges, laundry facilities, recreational areas, ice machines, and vending machines that can be used by all of the residents. Rooms have a cable television connection, internet accessibility, and a telephone jack for a private telephone line.

Each residence hall is supervised by a head resident who is assisted by mature students who live in the dorms. The residence hall staff facilitates the growth and learning of students by helping them to adjust and live in their new environment.

Standards of group living in the residence halls have been adopted to assure conduct in harmony with good social living. Residents are expected to follow all regulations and to act in a considerate and socially acceptable manner. Regulations have been established in all of the residence halls to provide a comfortable environment that is conducive to both intellectual and personal growth.

## **LIABILITY**

The university will not assume any responsibility for compensation for permanent injury or permanent illness that might occur to any student.

## **LIBRARIES**

The J.W. Martin Library, located in the center of the Alva campus, houses more than one million items, including books, federal and Oklahoma state government publications, bound journals, microform publications, and non-book media. Complementing these resources are approximately 4,000 print and online journal subscriptions, including nearly 2,000 peer-reviewed publications. The Martin Library is open 84 hours each week during the fall and spring semesters.

The Enid campus Library is open 70 hours per week during the fall and spring semesters. The Enid Library houses a collection of more than 64 thousand items, including books, bound journals, microforms, and non-book media. All of the electronic databases for magazine and journal articles that are available on the Alva campus are also accessible through the Enid campus Library.

A staff of professional librarians, paraprofessionals and student assistants is available to help students during the hours the Alva and Enid libraries are open. Students must present a valid Northwestern ID to check out library materials. Students are responsible for all materials checked out on their ID. Books may be renewed in person or online. Fines are assessed for overdue and lost books and materials. Unpaid library fines and lost book fees will result in holds on transcripts and enrollment.

Physically challenged students who require assistance to gain access to any part of the libraries' collections should contact the circulation desks at Alva (580) 327-8574 or Enid (580) 213-3141.

## **SCHOLARSHIPS**

NWOSU scholarships are awarded to scholars and students who are proficient in the performing arts (debate, theatre, music, as well as in Mass communications). The Athletic Director or a coach must award athletic scholarships.

Annual applications are a prerequisite for all scholarship awards. Scholarship applications are available from a high school counselor, NWOSU Recruitment Office, or the University Scholarship Office.

Scholarships for the exceptionally talented student can provide tuition and partial campus housing costs. Other awards are tailored to the academic credentials presented and/or the audition results.

Continuing student and transfer student scholarships provide a substantial incentive to outstanding students. Most Northwestern scholarships are structured to provide assistance in meeting tuition costs.

Earliest consideration for freshman scholarship award is given when the completed NWOSU application with a six or seven semester high school transcript and record of ACT scores are received in the Scholarship Office by March 31st. Continuing and transfer scholarship applicants are evaluated when all current course work is completed and cumulative grade point averages are available. Freshman applications must

be received no later than May 15<sup>th</sup>, continuing student applications are due by March 15<sup>th</sup>, and transfer student applications are due by July 15th.

### **STUDENT CENTER**

The Student Center is centrally located on campus. It provides a friendly and casual atmosphere in which students at Northwestern may become acquainted. Its facilities include a food court, game room, ballroom, new dining areas, Maude Drake Bingham chapel, Student Government office, conference rooms and the new Ranger E-scape Café.

The College Bookstore is open 8:00 a.m. to 5:00 p.m., Monday through Friday. It is operated by the university as a service to the faculty and students. Textbooks, school supplies, insignia clothing, decals, confections, and gift items are available. The bookstore conducts a book buy-back at the end of each semester.

### **STUDENT HEALTH SERVICES**

The Student Health Center located in the Fine Arts Building, is staffed by a registered nurse and is open to all students. Clinic hours are Monday through Friday, 9:00 a.m. to 5:00 p.m., during fall and spring semesters. The Health Center is equipped to handle minor injuries and illnesses. Health problems that cannot be handled at the Health Center will be referred to the proper person or facility as indicated. Allergy injections or other prescription medications may be given when accompanied by doctor's orders. Notes giving reasons for missed classes will be given only if the nurse or the Dean of

Student Services office is consulted at the time of illness. These do not constitute excused absences.

Students at Northwestern should be up-to-date on their required immunizations, and a record of this should be provided by the student upon request. Information about immunizations, referrals, or any health subject may be obtained in the Student Health Center.

### **STUDENTS WITH DISABILITIES SERVICES**

Northwestern Oklahoma State University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Students with disabilities who wish to access services may initiate their request by contacting the ADA coordinator in Fine Arts room 126, on the Alva campus and room 102 on the Enid campus. Students can expect to meet with a staff member to discuss their academic needs. During this process, students will have an opportunity to identify specific accommodations, and they will be asked to provide documentation for their disability.

### **VETERANS**

Veterans or veterans' dependents interested in using their GI Bill benefits should contact the office of the Dean of Student Services to determine what documents are required at the time of enrollment to avoid delay in processing. The office is located in the Fine Arts Building, room 126, Alva Campus. Returning students should contact the office of the Dean of Student Services, Alva campus, after pre-enrollment.

## **STUDENT ORGANIZATIONS**

Northwestern sponsors an activity program in which a number of organizations of different types are maintained for student participation. It is the objective of the institution to provide an activity suited to the needs of every student on the campus, and all students are urged to participate in some activity. This is of great benefit in the development of well-rounded personalities.

Each student organization has the aid and counsel of a member or members of the faculty. Permission must be secured before any student society or club is formed.

### **HONORARY ORGANIZATIONS**

*Alpha Psi Omega.* This honorary national dramatic fraternity was installed at Northwestern on May 4, 1931. Only members of Castle Players who meet the requirements of Grand Cast are eligible for membership. The purpose is to encourage and to promote the highest standards of dramatic art. Membership gives one professional distinction, particularly as a teacher of dramatic art.

*Cardinal Key.* This group is a national honor sorority for junior and senior students. The qualifications for active participation are that the student have a grade point average of at least 3.00, that he/she be in good standing with the university, and that he/she participate in at least two university activities.

*Delta Tau Alpha.* Organized in the Fall of 1994, this club is an Agriculture Honor Society that recognizes academic achievement in agriculture.

*Lambda Iota Tau.* The purpose of this organization should be the recognition and promotion of excellence in the study of literature and all languages. Members are majors or minors in literature who are in the upper 35% of their class in CGPA and have attained at least a full B average in at least twelve semester credit hours or eighteen term hours of literature and all prerequisites and enrolled in at least their 5<sup>th</sup> college semester and have presented an initiation paper on a literary topic or of a creative nature.

*Phi Alpha Theta.* This club is a History honor society that recognizes outstanding academic achievement in history.

*Psi Chi.* The National Honor Society in Psychology, founded in 1929 for the purpose of promoting excellence in scholarship and advancing the science of psychology. Membership is open to graduate and undergraduate students who are psychology majors or minors, are at least sophomores in rank, have completed 9 semester hours in psychology, and are in the upper 35% of their class (this requires a GPA above 3.0).

*Red and Black Scroll.* This society was organized to encourage and recognize outstanding scholarship and service among the sophomore students of Northwestern. Students are eligible for membership who have completed the first semester of the sophomore year and have not completed more than sixty hours. The student must maintain a grade point average of 3.00 or above, s/he must be active in two or more campus organizations or services, s/he must never have failed a university course, and s/he must have attended Northwestern for at least one semester prior to the current semester.

## DEPARTMENTAL AND PROFESSIONAL ORGANIZATIONS

*Acacia Fraternity:* “The Acacia Fraternity is a general international college social fraternity. Acacia is a “Greek” fraternity, and as such it was one of the founding members of the National Inter-Fraternity Conference. Acacia is unique in that it is the only general national Greek fraternity to select an entire Greek word rather than a combination of letters for its name” (Pythagoras membership manual of the Acacia Fraternity).

*Aggie Club:* An organization for anyone interested in agriculture, business, or related fields, the club hosts various professional people from the areas of agriculture and business which promote interest in agriculture.

*Band and Instrumental Ensembles:* **The Ranger Marching Band** combines contemporary show design with a wide variety of musical styles, from the classic to jazz and popular music. “*The Spirit of Northwest Oklahoma*” performs for all home football games. Open to all students, the band meets from 12:00 to 12:50 daily and has appeared at Kansas City Chiefs games and at parades in the United States and Canada. **The Symphonic Band** performs at least three on-campus concerts each spring, consisting of standard wind literature and contemporary works for band. The band has performed in Washington, DC, San Antonio and Dallas, TX, and in Kansas City, MO. **The Northwestern Jazz Ensemble** has attained local and regional recognition for its performances. The ensemble performs for various campus events throughout the year and has appeared at the prestigious Wichita Jazz Festival. Membership is selected by the director from the membership of the Ranger Band. **The Percussion Ensemble** was established in 1999 and performs contemporary percussion ensemble music during the spring concert season.

*Biology Club:* The Biology Club is a group whose purposes to become better acquainted, to secure intellectual stimulation of the sciences, and to promote activities of benefit to Northwestern and its surrounding communities.

*Castle Players:* This group is composed of students who are especially interested in theatre work. Every student on the campus is eligible to try out for membership in this organization. Each year Castle Players sponsors at least two major campus theater productions, along with improvements of stage equipment.

*Chem Club:* The objective of the organization is to give the chemistry student, or anyone else that would want to join, an opportunity to see the world of chemistry. Activities include providing demonstrations for local elementary and secondary schools, scheduling seminars to be held on the NWOSU campus, and taking field trips to places of employment for

chemists.

*Choir and Vocal Ensembles:* **The University Chorale** is the primary choir of the university. Membership is open to all students, regardless of major field of study, with approval of the director. The chorale rehearses four times a week and presents two major concerts each semester. The repertoire of the chorale is diverse, encompassing all periods and styles of choral music. **The University Singers** is a select mixed chamber choir specializing in repertoire for the small ensemble. Membership is by audition only. The singers rehearse twice a week and participate in all major choral concerts. The singers represent the university at a variety of civic and college functions and tour to area high schools to share the story of Northwestern with prospective students. **The Opera Theater Workshop** is a laboratory performance ensemble dedicated to exploring and performing literature for the musical stage. The workshop investigates all aspects of opera and musical theater, from scene design to stage movement. Membership is by audition only and students must also be enrolled in applied vocal instruction. Performances are held on the Northwestern campus and in area schools and communities. Elective college credit may be earned for all of these groups.

*CKI:* Circle K International is college and university students with a lifelong commitment to community service worldwide. The NWOSU CKI student club is sponsored in part by the Kiwanis Club of Alva.

*Class Organizations:* Each of the four university classes maintains its own organization, furthering the interest of its class members.

*College Republicans:* This club was organized on the Northwestern campus during the fall of 1963. Its purposes are (1) promote the ideals of democracy in the United States; (2) provide the students an opportunity to collect, analyze, discuss and disseminate information concerning political affairs; and (3) encourage and stimulate students to find political expression and recognition.

*Computer Science Club:* The computer science club provides students opportunities to learn about careers in computer science.

*Cops Club.* The purpose of this organization is to supplement the instruction and goals of the Criminal Justice Program. Membership is limited to those persons pursuing a legitimate course of instruction for the profession of criminal justice.

*Delta Zeta.* Delta Zeta Sorority has over 160 collegiate chapters nationwide. Delta Zeta’s colors are green and pink. Delta Zeta was founded at Miami University in Oxford, Ohio in 1902. Delta Zeta’s national philanthropy supports children with speech and hearing disorders. Delta Zeta’s history at Northwestern dates back to the 1910’s.

*Fellowship Of Christian Athletes.* The purpose of this organization is to confront athletes and coaches, and through them the youth of our nation with the challenge and adventure of following Christ, participation in His church and serving Him through our vocations. Membership is open to any athlete who participates in any sport sponsored by varsity, intramural or high school and any adult who is interested in the promotion and success of the FCA.

*Intramural Council:* The purpose of the Intramural Council is to provide an opportunity for each physically able man and woman at Northwestern to participate in their favorite competitive athletics. The activities currently offered are flag football, softball, volleyball, and basketball. Other sports may be added upon request.

*International Students Association.* The International Student Association is composed of students from around the world. The association is a very diversified group of young men and women that give much to the university. They participate in the Homecoming Parade and have many different events scheduled through out the year. You don't have to be an international student to belong. Come join the fun.

*Mathematics Club:* Extending knowledge and apprising members of career opportunities within the field are the purposes of this club.

*Oklahoma Broadcast Education Association, NWOSU Student Chapter:* The primary objectives of the organization are to provide meaningful communication between students and professional broadcasters, to provide a channel for students from around the state to exchange ideas, and to encourage and reward scholarship and accomplishment among broadcast students. Activities include field trips to various radio and television stations, broadcasting seminars, guest professionals at meetings, fund raising, radio and TV program projects, state competitions, and just having fun.

*Panhellenic Council.* The purpose of Panhellenic Council is to promote a spirit of cooperation between the national sororities with chapters on the Northwestern campus. Currently, Panhellenic Council has two member organizations: Sigma Kappa Sorority and Delta Zeta Sorority.

*Phi Beta Lambda:* This organization is a Business fraternity. Membership is open to all business students and business related majors or minors. The purpose of this organization is to develop leadership and to create interest and an understanding in the intelligent choice of business occupations. In addition, state and national competitions are open to PBL members.

*Phi Delta Music Society:* The society is sponsored by the Music Department. Students may become members through nominations by a member in good standing, being active members of a Music Department performance ensemble, and maintaining a 2.50 cumulative grade point average.

*Phi Lambda Chi:* This organization is a general college social fraternity founded on the Northwestern campus in the Fall, 2003. Phi Lambda Chi national mission is to enhance the college experience of its undergraduate members, and to dedicate its alumni to the principal of brotherhood for life. Members of Phi Lambda Chi or "Phi Lambs" are dedicated to the continual development of their school, chapter, and themselves. As a result, Phi Lambs strive for excellence in all aspects of their college days, and continue striving for excellence throughout their lives.

*Psychology Club:* The Psychology Club was organized to accomplish the following objectives: (1) to foster and encourage interest in psychology, (2) to inform students about psychology as a profession and to relay information about graduate programs and applications thereto, and (3) to provide

an informal atmosphere for discussion of topics of current interest. Membership is open to all interested students.

*Residence Hall Organizations:* Each residence hall is organized with elected officers and wing representatives comprising a council. This body organizes activities for residents and conducts affairs of the hall to enhance and maintain the quality of living conditions within the dormitory.

*Rodeo:* The NWOSU Rodeo Team strives to promote and develop a better understanding of rodeo as a sport. It also sponsors several activities, most notably an intercollegiate rodeo each fall.

*Sigma Kappa.* Sigma Kappa has over 110 collegiate chapters nationwide. Sigma Kappa's colors are purple and white. It was founded at Colby College in Maine in 1874. Sigma Kappa's national philanthropy supports research involving Alzheimer's disease. Sigma Kappa can trace its roots at Northwestern back to the 1910's.

*Society of Physics Students.* SPS is an organization for anyone interested in the physical sciences. The purpose of SPS is to provide a means for students to actively participate in the NWOSU campus and beyond, encouraging an improved awareness of science and an increased interest in science for both its members and the public.

*Society of Professional Journalists:* SPJ is mainly comprised of mass communications majors/minors, but is open to anyone interested in the field of journalism. Members meet monthly to network with professional journalists from around the state and to hear them speak about their experiences working in the media. In addition, competitions are open to members at the state, regional, and national levels.

*S.O.E.A.:* The Student Oklahoma Education Association is a professional organization composed of students who are planning to teach, who are thinking about becoming teachers, or who would like to know more about the teaching profession. Northwestern has the distinct honor of having the oldest active chapter in the state. The primary purpose of S.O.E.A. is to help acquaint teachers in training with the history, ethics, and program of the organized teaching profession and with their responsibilities to the profession. Its activities include attendance at the state teachers' convention, group discussions, debates, outstanding films, participation in state meetings, speakers from public schools, foreign-student speakers, and recreational programs.

*Student Government Association:* The SGA is composed of legislative, judicial and executive branches. It is the official representative of the Northwestern student body which works to initiate, integrate, and implement student policies and interests into the institutional framework. In addition, it strives to develop programs and services beneficial to the student body.

*Student Nurses Association:* The SNA is the local student nurses' association. Members of the SNA are also members of the Oklahoma and the national associations. The local chapter was developed and initiated on Northwestern's campus in the fall 1982 by the first nursing class. It provides opportunities for personal and professional growth, achievement, and fellowship. The group attends the Oklahoma State Nurses' Association convention each year. The organization is open to all students



in the nursing major.

*Writer's Roundtable:* The organization strives to bring together all persons with like interests. The writing of poetry, fiction, drama, as well as photography and art are areas emphasized and promoted within the group.

*University Democrats:* The purpose of this organization is to stimulate university students to actively become involved in government affairs, to increase the efficiency of popular government, and to foster and perpetuate the ideals and principles of the Democratic Party.

## **RELIGIOUS ORGANIZATIONS**

*Baptist Student Union:* Baptist Student Union provides opportunity for daily worship experiences through a regular schedule of morning watch programs and twenty-minute devotional services during the noon hour. The BSU Center east of the campus provides adequate facilities for worship and recreation. BSU encourages support of denominational programs; members participate in the state BSU meetings and services of area churches. BSU functions as a link between the Baptist student and the Baptist Church by promoting Christian fellowship and enlisting the student in church activities and organizations.

*Bible Chair:* The Bible Chair is a religious fellowship and service club sponsored by the Church of Christ but is open to all members of faiths who share common aims. The purpose of the club is spiritual enlightenment and enjoyment in a Christian context. The group meets at the Student Fellowship Building, 1108 College Blvd.

*Chi Alpha:* The purpose of this organization is to promote the spiritual and social life of the students of NWOSU by providing opportunities for worship, fellowship, training, and evangelism which will accomplish those ends. Particularly, this organization shall be concerned with serving Assemblies of God students.

*The EXTREME* is a campus ministry organized for the purpose of exposing students, faculty and staff of NWOSU to the abundant life available in Jesus Christ. It is a smoke and alcohol-free Christian atmosphere in which people can grow in their spiritual life through bible teaching, worship, prayer and fellowship. Anyone seeking information spirituality is invited to visit the EXTREME and experience Christianity in a non-threatening way. EXTREME is located on the downtown square.

*Wesley Foundation:* A United Methodist Student Center, the Wesley Foundation has its goal to help each person grow and mature in his or her Christian faith through the love of Jesus Christ. Planned activities to assist in accomplishing this goal include: Sunday evening fellowships, Bible studies, student-faculty luncheons, Wesley Singers, parties, after-game fellowships, and retreat weekends with other Wesley groups across the state. The Wesley House is located at 1027 Eighth Street. Any student is cordially invited to Wesley House to join the group in sharing, growing, and socializing.

# SECTION IV

## GENERAL ACADEMIC REGULATIONS

### INSTRUCTIONS TO ENTERING STUDENTS

A student entering Northwestern for the first time should submit to the Office of the Registrar:

1. An application for admission (including a non-refundable \$15.00 application fee).
2. A complete high school transcript showing date of graduation, class rank, and GPA.
3. Official transcripts of educational records from **each** college or university in which the student has enrolled.
4. Scores of the American College Test (ACT) or equivalent (required for first-time entering freshmen or students who have earned less than 24 semester hours of regularly graded course work).

**All required information should be submitted at least ten days before enrollment. If the records are in a different language, they must be submitted in authenticated English translations. All transcripts, test scores, or other documents submitted for the purpose of applying for admission become the property of the University and will not be returned.**

### ADMISSION TO FRESHMAN STANDING

#### A. High School Curricular and Performance Requirements for Admission to Programs Leading to Baccalaureate Degrees:

Any individual who (a) is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of his/her home state, or has achieved a high school equivalency certificate based on the General Education Development tests (GED)<sup>1</sup>, (b) has met the curricular requirements as set forth by State Regents policy, (c) has participated in the American College Testing Program or a similar battery of tests, **and** (d) meets at least one of the following criteria is eligible for admission to any of the regional universities in the State System including Northwestern.

1. Have a composite ACT or SAT score that ranks in the top 50th percentile of Oklahoma scores (NWOSU=20 ACT or 940 SAT).
2. Have a high school **cumulative** grade point average that ranks in the top 50th percentile of Oklahoma scores and rank in the top 50th percentile of the high school graduating class (NWOSU =2.7 and upper half).
3. Have a cumulative grade point average in the fifteen (15) required core high school units that ranks in the top 50th percentile of Oklahoma scores (NWOSU=2.7).

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<sup>1</sup>GED recipient's high school class must have graduated.

The exact standardized test score will be specified annually by the Oklahoma State Regents for Higher Education based on the preceding three years' ACT scores of graduating seniors, if available, based on Oklahoma Norms. An equivalency table will be used to determine SAT scores.

The GPA will be defined annually to correspond to the rank in class.

#### Curricular Requirements for Admission

Units/Years	Course Area
4	English (Grammar, Composition, Literature).
2	Lab Science (Biology, Chemistry, Physics or any lab science certified by the school district; General Science may not be used to meet this requirement).
3	Mathematics (Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics).
3	History and Citizenship Skills (must take one unit of American History and one-half unit of Government) remaining units chosen from subjects of History, Economics, Geography, Government, and Non-Western Culture.
3	Additional units of subjects previously listed or selected from the following: Computer Science, Foreign Language.

If Northwestern admits a student with one or more curricular deficiencies, the student must successfully remove course deficiencies within 24 hours attempted or have all subsequent enrollments restricted to deficiency removal courses until all deficiencies are removed<sup>2</sup>. Students may remove curricular deficiencies by successfully completing a zero-level course, by successfully completing an appropriate examination or by acquiring ACT subtest scores of a 19 in English, science, math, or reading. Students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline.

#### B. Special Admission

All students who apply for admission must meet the criteria listed above. The only exceptions are students who may be admitted in the following special categories.

##### 1. Special Non-Degree Seeking Students

Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in up to nine credit hours without submitting academic credentials or meeting the academic curricular or performance requirements (excluding courses in English, science, or math). Once a student has successfully completed the designated number of hours, should s/he wish to enroll in additional course work, s/he is required to

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<sup>2</sup>The president or his/her designee may allow a deserving student who failed to remediate a basic skills deficiency in a single subject to continue to enroll in collegiate level courses in addition to remedial course work beyond the 24-hour limit providing the student has demonstrated success in collegiate courses to date.

meet the formal admission or transfer criteria.

## **2. Alternative Admission**

Northwestern may admit a **limited number** of first-time freshmen who do not meet regular admissions policy. Students meeting the alternative admissions program criteria will be referred to the University Admission Appeals Committee (UAAC) after the student makes official application for admission. The UAAC will render a decision concerning the admission appeal and make a recommendation based on 1) academic potential 2) unusual talent 3) economic and/or education disadvantage 4) promise in student's indicated field of study.

The UAAC will recommend special placement in developmental programs and/or entry-level classes if the needs are detected during the student's appeals process.

## **3. Adult Admission**

Students who are 21 years of age or older or on active military duty may be admitted based on established criteria. NWOSU will consider the probability of the academic success of the student. Adult students may be admitted to NWOSU by taking the ACT exam and demonstrating satisfactory proficiency in the curricular areas. Transfer students are not eligible for adult admission.

## **4. Home Study or Unaccredited High Schools**

An individual who is a graduate of a private, parochial, or other non-public high school, which is not accredited by a recognized accrediting agency, is eligible for admission as follows:

- a. The student must have participated in the American College Testing (ACT) or Scholastic Aptitude Test (SAT) program and achieved a 20 or higher composite score on the ACT or an 940 Sat score.
- b. The student must submit official documentation reflecting graduation (the student's high school class of peers must have graduated).
- c. The student must satisfy the high school curricular requirements listed for freshmen, as certified by the school or for home study, the parent.

## **5. Opportunity Admission Category**

Students who have not graduated from high school whose composite standard score on the ACT places them at the 99<sup>th</sup> percentile of all students using Oklahoma norms (32), or whose combined verbal and mathematical score on the SAT places them at the 99<sup>th</sup> percentile of all students using national norms (1400), may apply for full term enrollment. NWOSU will determine admissibility based on test scores; evaluation of the student's level of maturity and ability to function in the adult college environment; and whether the experience will be in the best interest of students intellectually and socially.

## **6. International Students Admission and Admission of Students for Whom English is a Second Language**

International students are required to meet equivalent academic performance standards as listed for new freshman admission. Additionally, students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission.

## **ADMISSIONS PROCEDURES FOR UNDERGRADUATE STUDIES**

The International Student Office is responsible for the admissions process for undergraduate studies. To gain admission to the University, a student must satisfy all the academic admission requirements and meet English proficiency requirements. To obtain an I-20 the student must be admitted to the university and submit documentation indicating adequate financial resources. *A deposit of \$4,000 will be required of the prospective student before transportation arrangements from the airport are made and prior to enrollment. It is recommended that this deposit be made prior to leaving the country in order to avoid problems at the port of entry into the United States.*

### **Academic Requirements**

**APPLICATION FOR ADMISSION:** Each section of the application must be completed. Questions that are left unanswered and/or incomplete educational history will delay the admission process. The applicant is required to complete and sign the application.

**APPLICATION DEADLINES:** Please refer to the application for admission for the deadline dates for each semester. Be advised that the deadline dates are adhered to for submission of the application. Applications received after the deadline date will be processed for the next available semester. When submitting an application, students should also keep in mind mailing time and the time required to apply for student visas. Students may request their applications be updated for a future semester (up to one calendar year) if they are unable to attend NWOSU during the semester to which they initially applied.

**APPLICATION FEE:** Please send a \$15.00 money order or cashier's check made payable to Northwestern Oklahoma State University and drawn on a U.S. bank or bank based in the U.S. *Do not send cash or foreign postal money orders. This fee is non-refundable.*

**EDUCATIONAL DOCUMENTS:** Each applicant must list each educational institution ever attended, regardless of program completion. If certificates or transcripts are not in English, a certified translation is required. The original educational records will be required when the student arrives at NWOSU to enroll. All documents submitted in the application process become the property of NWOSU and will not be returned.

**ENGLISH PROFICIENCY:** An official TOEFL score (500 for a paper-based test or 173 for a computer-based test) is required of all students for whom English is a second language. The TOEFL must have been taken within the last two years. A waiver of this requirement can be requested from freshmen applicants who have completed four years of high school in a school in which English is the medium of instruction and in a country where English is the official language. A waiver of this requirement can also be obtained for transfer students who have earned 24

hours of college-level credit, with passing grades, at a recognized college/university in which English is the medium of instruction and in a country where English is the official language. A student who is considered to be an International Exchange Student can also qualify for a waiver of this requirement if they have received a diploma from a U.S. high school and if they have completed an ACT or SAT exam.

**IMMUNIZATION INFORMATION:** Each student must provide medical information including immunization records.

When the International Student Office has received all of the required information, a decision will be made regarding admission. Ineligible students will be notified at that time. Once academically accepted to Northwestern Oklahoma State University, the adequacy of financial support will then be evaluated to determine eligibility to receive the appropriate immigration documents (I-20) to obtain a student visa and enter the United States. Refer to page 24 for detailed instructions regarding financial guarantee requirements.

### C. Concurrent Enrollment of High School Students

#### 1. A twelfth grade student enrolled in an accredited high school may if s/he meets requirements below, be admitted provisionally to NWOSU as a special student.

- a. S/he has achieved a composite ACT test score of at least 20 **or** 940 on the SAT **or** a high school GPA of 3.0 **and** be ranked in the top 50% of his/her high school class **and** a 19 ACT subtest score in the area of enrollment.

(Students may only enroll in curricular areas where the student has met curricular requirements for college admission.) There is no secondary testing for enrollment in college level courses. Concurrently admitted high school students **will not be** allowed to enroll in any zero-level university courses designed to remove high school deficiencies.

- b. S/he has submitted Application for Admission, high school transcript, and admission test scores.
- c. Additionally, students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, and that the student is enrolled in less than full-time load at the high school. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian.

#### 2. An eleventh grade student enrolled in an accredited high school may, if s/he meets the requirements (b) and (c) listed above and the additional requirements set forth below, be admitted provisionally to NWOSU as a special student.

- a. S/he has achieved a composite ACT test score of at or above the 72<sup>nd</sup> percentile (23) **or** the SAT (1060) **or** a high school GPA of 3.5.

- b. If the ACT composite or SAT combined scores is not at the 72<sup>nd</sup> percentile, but the student's sub score(s) is at the 72<sup>nd</sup> percentile, the student may enroll in course work in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

#### 3. A student receiving high-school-level instruction at home or from an unaccredited high school may be admitted provisionally to NWOSU as a special student if s/he meets the requirements below:

- a. S/he must be 17 years of age or older and must have participated in the ACT or SAT program and achieved at least a 20 on ACT or 940 on SAT **OR**
- b. Is 16 years of age and achieved a composite of 23 on ACT or 1200 on SAT.

High school students admitted concurrently may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. For purposes of calculating course load, one half high school unit shall be equivalent to three semester credit hours of college work.

Students admitted under this policy may enroll in a maximum of nine semester credit hours during the summer session without being concurrently enrolled in high school classes.

Concurrently enrolled high school students are required to see an undergraduate academic advisor. High school students enrolling concurrently in off-campus classes may only enroll in liberal arts and sciences courses.

A high school student concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if s/he achieves a college cumulative grade point average of 2.0 or above on a 4.0 scale. Following high school graduation, a student who has been concurrently enrolled as a high school student may be admitted to the original institution of concurrent enrollment or other institution in the State System if the student meets the entrance requirements of the receiving institution, including the high school curriculum requirements, and subject to the State Regents' retention standards.

#### D. Summer Provisional Admission Program

Applicants for the Summer Provisional Admission Program must meet the following criteria to be considered for admission to NWOSU. The appropriate NWOSU officials based on the applicant's academic performance and potential for success will make the final admission decision.

1. Be a first-time entering freshman;
2. Graduate from an accredited high school or achieve a high school equivalency certificate based on the General Educational Development tests (GED)<sup>2</sup>;
3. Meet the State Regents' curricular requirements for admission;
4. Have a minimum ACT of 17 **or** a high-school grade point average of 2.5;

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<sup>2</sup> GED recipient's high school class must have graduated.

5. Participate in a comprehensive assessment battery. If remedial course work is needed, the student must successfully complete the required developmental course work prior to entering this provisional program.

Students must take six credit hours in the summer and make a “C” or better to continue in the fall. The six hours must consist of math and English, unless the students have tested out of these areas. If the students have successfully tested out of math and English, they may take course work in the social science, natural science, or humanities areas.

## **E. ADMISSION BY TRANSFER**

### **1. Undergraduate Students Entering by Transfer From a State System Institution**

An Oklahoma State System student who wishes to transfer to Northwestern may do so under the following conditions:

- a. If the student originally met both the high school curricular requirements and academic performance standards, s/he must have a grade point average high enough to meet the University’s retention standards.
- b. If the student originally met the high school curricular requirements but not the academic performance standards, s/he must have a grade point average high enough to meet the University’s retention standards, based on at least 24 attempted semester credit hours of regularly graded (A, B, C, D, F) college work.
- c. If the student originally met the performance but not the curricular requirements, s/he must have a grade point average high enough to meet curricular requirements before transferring.
- d. If the student originally met neither the curricular nor the performance requirements s/he must follow the criteria in both E1-b and E1-c above.

### **2. Undergraduate Students Entering by Transfer From an Out-of State Institution**

A student from an out-of state college or university may transfer by meeting the entrance requirements.

- a. Transcripts from colleges or universities accredited by the North Central Association or other regional associations will be given full value.
  1. Each nonresident applicant must be in good standing in the institution from which s/he plans to transfer.
  2. Each nonresident applicant must have made satisfactory progress (an average grade of “C” or better or meet this policy’s current retention standards, whichever is higher) in the institution from which s/he plans to transfer.
- b. Transcripts from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student’s degree program and when NWOSU has had an opportunity to

validate the courses or programs.

Each nonresident undergraduate applicant must meet the conditions of E2.a-1 and E2.a-2 above. They will also be required to validate the transferred credit by successful completion of twelve semester hours at NWOSU and by making satisfactory progress (an average of “C” or better).

### **3. Transfer Probation**

Transfer students who do not meet the academic criteria including curricular requirements in E.1 or E.2 and have not been formally suspended will be considered for admission to NWOSU as a “transfer probation” student. These students are admitted on probation and must maintain a 2.0 GPA each semester while on probation or raise their cumulative GPA to the appropriate retention GPA level, as detailed in the University’s Retention Standards. “Transfer probation: students with curricular deficiencies must remove deficiencies within the first 12 hours of enrollment.”<sup>1</sup>

## **TRANSFER OF CREDIT FROM OTHER COLLEGES AND UNIVERSITIES**

Undergraduate credit earned at another college or university is accepted toward an undergraduate degree program at Northwestern Oklahoma State University if the credit was earned at a fully accredited college or university. (Must be regional or Oklahoma State Regents accreditation.) A student will be admitted to advanced standing if s/he has completed college work in other institutions and has withdrawn in good standing. Before enrollment the student should submit to the Office of the Registrar an admission application, and an official transcript from each college/university attended. The transfer student must be eligible for readmission at the previous institution in order to be eligible for admission to Northwestern. Anyone suspended from another institution for academic reasons (and who has not previously attended Northwestern) must file an appeal for admission with the Dean of Student Services before consideration will be given his/her application. A student transferring back to Northwestern after enrollment at another institution will be considered for readmission on the basis of his/her record at Northwestern, as well as records at the other institution.

**Students transferring to Northwestern from a two-year college are required to earn a minimum of 60 semester hours (excluding physical education activity courses) at a baccalaureate degree-granting institution to complete the requirements for a bachelor's degree.**

Undergraduate students wishing to transfer credit from a non-accredited institution must validate such credit by the successful completion of twelve semester hours at Northwestern. Transfer credits are then accepted and applied to degree programs generally in accordance with the recommendations in the **Transfer Credit Practices Guide** published by AACRAO (American Association of Collegiate Registrars and Admissions Officers). Consequently, credit from some technical colleges and professional schools may not be applicable toward degree requirements at Northwestern.

Students holding degrees from institutions not fully accredited by the appropriate accrediting agency may be admitted to graduate school through the validation policy. Successful completion of twelve semester hours at Northwestern fulfills this requirement. A graduate student may complete nine graduate hours under the "special student status."

#### **ARTICULATION POLICY**

In accordance with the Oklahoma State Regents for Higher Education, Northwestern Oklahoma State University fully participates in the articulation policy for the transfer of students among Oklahoma public institutions. A student transferring to Northwestern with an Associate of Arts or an Associate of Science degree from an Oklahoma accredited institution will be considered to have completed the general education requirements of the baccalaureate degree. (Note: exceptions are teacher education, certain professional programs, and specific requirements of certain majors and minors.)

Students with the Associate of Arts or Associate of Science degree from a regionally accredited out-of-state college will be given benefit of the Oklahoma articulation policy to the extent that their degree contains the minimum requirements of the policy.

**Six hours of credit in American history and government will be required of each bachelor's degree candidate.**

#### **COMMUNITY COLLEGE WORK**

Sixty-four hours of credit taken from an accredited community college may be counted toward the bachelor's degree. Work taken in an accredited community college after achieving sixty-four semester hours may count, provided it is lower-division work at Northwestern.

A transfer student entering a bachelor's degree program at Northwestern who holds an associate of science or an associate of arts degree from a public two year college in Oklahoma is considered to have met minimum general education requirements prescribed for the bachelor's degree at Northwestern, whether or not the community college course programs are identical with those at this university. The policy does not apply to specific course requirements in teacher education programs or the nursing program, nor does it affect the specific requirements in degree majors or minors, or particular courses, which may be prerequisites for, required work in a student's degree program. **U.S. history and U. S. government will be required of each bachelor's degree candidate.**

#### **REGISTRATION AND STUDENT LOAD**

**The student assumes responsibility for the correctness of his/her study program.** Faculty members serve as advisors and are on duty during registration periods; their approval is required for all student study programs. A student may register for as many as 18 semester hours in a semester or nine semester hours in a summer session without special permission. To register for an overload schedule of up to 21 semester hours or 11 credit hours during the summer, a student must have the approval of the academic dean of the school within which the student is majoring. An overload schedule over 21 semester hours or 12 or more credit hours during the summer session, must be approved by the Vice President for Academic Affairs. In order to seek permission for an overload, the student must have a cumulative grade point average of 3.0 or have earned a

3.0 grade point average in the previous semester. Approval should be obtained at the time of enrollment. Students who are employed (on or off campus) should consider their workload when they enroll.

#### **FULL TIME STUDENT STATUS**

To be classified as a full-time student an undergraduate student must be enrolled in at least twelve (12) semester hours in the fall or spring or at least six (6) semester hours in the summer term. A graduate student must be enrolled in at least nine (9) credit hours fall or spring or at least four (4) semester hours in the summer term.

#### **CHANGE OF SCHEDULE**

**The student assumes responsibility for the correctness of his/her study program.** The appropriate form requesting change of schedule is obtained from the registrar.

During the first 10 class days of a semester (or the first 5 days of the summer session) no grade or instructor signature is required to make a schedule change. Schedule changes for summer classes of less than 8 weeks are prorated accordingly insofar as grade assignment and obtainment of instructor signature. Advisor signature is required on all class enrollments and schedule changes. Course additions are not permitted after the above stated deadline.

An AUTOMATIC 'W' will be issued during weeks 3-8 of a regular semester (2-4 during the summer session of 8-week classes, and prorated accordingly for classes of less than 8 weeks). The signature of the instructor is required. Instructors have the OPTION of issuing either a "W" or "F" during weeks 9-14 of a regular semester (5th - 7th week of summer for 8-week classes) and instructor signature is required.

LAST DAY TO DROP CLASSES is two weeks prior to the end of a regular semester (or one week for the summer session of 8-week classes).

#### **CLASS STANDING**

Class standing is determined as follows: Freshman, thirty semester hours or less; Sophomore, thirty-one to sixty semester hours; Juniors, sixty-one to ninety semester hours; Senior, over ninety hours.

#### **SENIOR COLLEGE WORK**

A minimum of 40 semester hours work in senior college courses is required for graduation. Senior-college courses include those numbered 3000 or 4000.

#### **THE SCHOOL YEAR**

The school year consists of two semesters of sixteen weeks each and one eight week summer term. In addition, interim sessions are scheduled for January and May.

#### **CLASS ATTENDANCE**

**Responsibility for attending class rests upon the student.** Attendance in class is expected. Each instructional staff member will determine his or her attendance policy. The staff member may require between 75 and 90 percent attendance for credit in the course.

## CLASS PERIODS

The regular lecture-recitation class period is sixty minutes, which includes transition. The laboratory period is approximately two to four hours in length.

## COURSE NUMBERING

Courses are numbered so as to indicate generally the degree of advancement. In general, courses numbered lowest are those which should be completed first. Courses beginning with the number **0** indicate preparatory courses. Institutional credit is earned for "0" level courses, but does not count toward degree requirements. Courses with numbers beginning with **1 or 2** are junior college level; those numbers beginning with **3 or 4** are senior college level. Junior college courses are those designed especially for students of freshman and sophomore rank; senior college courses for juniors and seniors. Courses having numbers beginning with **5** are for graduate students only. The last figure in the course number indicates the credit in semester hours. The middle figures identify the course in its number group.

## CREDIT

Credit for courses is given in terms of semester hours. A semester hour of credit is given for the equivalent of one class period per week for a semester of sixteen weeks.

### (1) Auditing Courses

Students may audit a course by paying course tuition. **No credit** is given for such a course. Credit to audit changes may be made by permission of the instructor and the Vice President for Academic Affairs. The proper paper work must be completed in the Registry Office. The course withdrawal procedure applies to audit enrollments.

### (2) Private Instruction (Music)

Credit for private instruction is allowed only when the enrollment is regular and when it has been taken under regular faculty members.

### (3) Military Credit

Northwestern follows the recommendations of the American Council on Education and the regional accrediting agency in validating and recording credit for military training, education, and experience.

Students who are veterans are urged to have their military credits certified through the office of the Vice President for Academic Affairs.

### (4) Remedial Courses

Remedial courses are pre-college level courses designed to enable students to perform academically at the collegiate level. Coded as "0" level, credit is granted for the courses. Such credit does not count toward degree requirements and is not considered in retention, graduation, or cumulative grade point average calculation.

A remediation deficiency is removed when a student achieves a "C" grade or better in prescribed "0" level courses.

### (5) Arranged Courses

Courses by arrangement are permissible only if qualifying enrollment criteria are met. Guidelines for this type of enrollment are available from the academic school deans.

Enrollment in arranged courses must be processed in the Registry Office prior to the 14th week of the semester in which credit is to be earned (sixth week of a summer session).

## GRADES AND GRADE POINTS

### GRADES/SYMBOLS

GRADES USED IN CALCULATING GRADE POINT AVERAGE			GRADES NOT USED IN CALCULATING GRADE POINT AVERAGE	
GRADE	NOTE	PTS/HR	GRADE	NOTE
A	EXCELLENT	4	S	SATISFACTORY
B	GOOD	3	U	UNSATISFACTORY *
C	AVERAGE	2	P	PASS
D	BELOW AVERAGE	1	I	INCOMPLETE
F	FAILURE	0	W	WITHDRAWAL
			AU	AUDIT (no credit)
			N	NO GRADE REPORTED
			NP	UNSATISFACTORY (GPA neutral, NO credit hrs).

I – Incomplete: "I" is given only when conditions justify extension of time for student to complete the course. Any incomplete grade not removed within one calendar year becomes a permanent incomplete.

Prior to Fall 1992, "WF" and "U" were used in the calculation of GPA.

Prior to Fall 1981, "U" was GPA neutral.

\*\*"U" is no longer used.

Students recommended for a bachelor's degree must achieve a minimum grade-point average of 2.0 on all course work attempted, excluding any courses repeated or forgiven and excluding all physical education activity courses (minimum 2.0 GPA on a 4.0 scale). A student will have a maximum time limit of six months from the time a grade is issued to appeal that grade.

### SYMBOLS USED TO INDICATE COURSE STATUS

SYMBOL	NOTE
*	repeat of another course
**	extension credit through Summer 1988
( )	course credit not counted in earned hours
%	course forgiven - not counted in RET\GRAD GPA but used in calculating the cumulative GPA
	institutional credit - remedial course work –
[ ]	counted in term only
#	academic reprieve or renewal

## ACADEMIC FORGIVENESS

**Repeated Courses (\*)** -- Only the second grade earned, even if it is lower than the first grade, count in the calculation of the GPA, up to a maximum of four (4) courses or eighteen (18) hours, but not to exceed 18 hours, in the courses in which the original grade earned was a "D" or "F." The first attempt shall be recorded on the transcript with the earned grade

(%=forgiven). The second course with its grade will be listed in the semester earned. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention and graduation GPAs. Students repeating more than the first four courses or 18 credit hours of "Ds" and "Fs" may do so with the original grades and repeat grades averaged.

**Academic Reprieve (#)** -- A student may request an academic reprieve from public State System institutions<sup>3</sup> of up to two consecutive semesters of enrollment. A student should contact the Vice President for Academic Affairs to see if s/he meets the basic reprieve qualifications. If the reprieve is granted, all grades and hours during the reprieved semester(s) are forgiven and not calculated in retention and graduation GPAs. The transcript will also note the cumulative GPA, which includes all attempted regularly graded course work.

**Academic Renewal (#)** – A student may request Academic Renewal from public State System institutions for all courses completed before the date specified in the request for renewal. A student should contact the Vice President for Academic Affairs to see if s/he meets the basic renewal qualifications. If the renewal is granted, all courses before the date specified in the request for renewal 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 requirements.

**Ret/Graduation GPA** - All courses in which a student has a recorded grade will be counted in the calculation of the grade-point average for retention purposes excluding any courses repeated or forgiven as detailed in the State Regents' Grading Policy and excluding remedial/developmental (pre-college) courses. Beginning in 1994, the retention GPA also excludes physical education activity courses.

**Cumulative GPA** - Includes all attempted regularly graded course work.

### COMPLETE WITHDRAWAL FROM NWOSU

All complete withdrawals must be processed through the Dean of Student Services Office. Withdrawal forms are then channeled through Financial Aid, Business Office and the Registry Office. Failure to process a complete withdrawal will result in receiving an "F" in each unfinished course.

**The last day to file a complete withdrawal from classes** is two weeks prior to the end of a regular semester (or one week for the summer session of 8-week classes).

### ADVANCED STANDING EXAMINATION

See Section V.

### ENGLISH PROFICIENCY REQUIREMENT

All students and transfer students, regardless of his/her major, must satisfy the English Proficiency requirement in order to graduate.

The proficiency requirement is that all students must attain a C or better in English 1113 Composition I **and** English 1213 Composition II **or** English 3513 Technical Writing.

<sup>3</sup> State System institutions may honor course work/semesters reprieved at another State System institution.

If a student does not attain a minimum grade of C in **both** of these classes, that student has the option of:

- repeating the course in which a grade lower than the requirement has been earned and attaining a C or better

**OR**

- repeating both classes, if a grade lower than a C has been achieved in both and attaining a C or better in both

**OR**

- enrolling in 2112 Intermediate Composition and attaining a grade of C or better.

### ADMISSION TO TEACHER EDUCATION PROGRAM

Students at NWOSU will have the opportunity to apply for admission into Teacher Education while enrolled in EDUC 2801 Educational Seminar.

Transfer students who have completed the Educational Seminar course elsewhere should submit the initial application for admission into the program to the Director of Teacher Education.

**Foreign Language Proficiency:** All candidates must demonstrate foreign language proficiency in order to complete a degree in Education.

### STANDARDS FOR ADMISSION TO TEACHER EDUCATION

Standards Required for Initial Admission into the Teacher Education Program:

1. An overall GPA of 2.5 (on a 4.0 scale).
2. A passing score on the Oklahoma General Education Test (OGET).
3. A minimum total of 30 semester hours must be completed before an application can be considered.
4. A satisfactory rating in oral communication and the candidate's portfolio as determined by an interview administered by a three-member committee appointed by the Director of Teacher Education. The interview will be conducted using specified evaluation criteria.
5. English proficiency must be demonstrated in the following manner: an "A" or "B" grade in English 1113, English 1213 or English 2112.

### Standards Required for Admission into the Professional Semester and Student Teaching.

1. Admission into Teacher Education program.
2. GPA of 2.50 overall, in the major teaching field and professional education courses.
3. Major department approval. Departmental chair will furnish written verification as to candidate's competency as well as departmental support.
4. All required course work must be completed prior to beginning the professional semester.



### Standards To Be Met During the Professional Semester

1. Each candidate must demonstrate through evaluation his/her mastery of the identified professional education competencies.
2. Satisfactory performance during the student teaching phase of the professional semester as determined by each candidate's cooperating teacher and university supervisor.
3. The candidate must submit a portfolio for approval by members of the Teacher Education Faculty. The portfolio will be a comprehensive verification of the candidate's mastery of the competencies of the Teacher Education Program.

### ADMISSION TO BACHELOR OF SCIENCE IN NURSING PROGRAM:

Acceptance into the nursing program is contingent upon meeting the following criteria, available enrollment space in desired courses, and Admission Committee approval.

**Generic Track:** Minimum criteria for generic or traditional 4-year curriculum applicants seeking admission to the junior nursing course are:

1. High School Diploma or GED Certificate.
2. Meet NWOSU Admission requirements. Send a current copy of all official transcripts, from high school and colleges/universities, to the Registrar's Office, with unofficial copies to the Division of Nursing.
3. Minimum retention grade point average (RGPA) of 2.50 on a 4.00 scale.
4. Recommendation: Completion of all courses listed as prerequisites to the nursing major with a minimum of "C" before entering the Junior nursing courses, maintaining the RGPA requirement of 2.50. Applicants completing prerequisite coursework during summer session may be admitted conditionally pending attainment of the specified RGPA, and a minimum grade of "C" in the prerequisite courses prior to beginning the Junior nursing courses in the Fall.
  - a. English 1113 & English 1213
  - b. General Chemistry 1105/1115
  - c. General Psychology 1113
  - d. Introductory Sociology 1113
  - e. Human Anatomy 3184
  - f. Human Physiology 3194
  - g. College Algebra 1513 or Contemporary Math 1403
  - h. Microbiology 3115
  - i. Nutrition 1820 (3 hours)
  - j. Computers (3 hours)
  - k. Statistics 1113 or 4213
  - l. Medical Terminology 3502
  - m. Human Life Span 3123
  - n. Pathophysiology 4503  
(History 1483/1493 & Political Science 1113 must be completed prior to graduation)
5. Complete application to the Division of Nursing, with three references. Generic track applications are reviewed by the Division of Nursing Admissions Committee beginning in March each year.

6. Completion of a history and physical exam, and student records documenting immunizations and CPR certification.
7. It is recommended that applicants not repeat more than one science course one time. A withdrawal counts as a repeat.

**RN Track:** The RN Track offers Associate Degree and Diploma registered nurses an opportunity to complete a Baccalaureate Degree in Nursing. RN students who have graduated from an NLN accredited ADN or Diploma Program qualify for the Oklahoma Articulation Agreement and receive advanced standing credit for the junior level nursing courses. RN's who have not graduated from an NLN accredited program will be evaluated on an individual basis, and may be required to validate prior learning by various Acceleration Challenge Exams.

Minimum criteria for RN applicants seeking admission to the senior nursing courses, with the exception of the RN Progression and Professional Issues in Nursing course are:

1. Meet NWOSU admission requirements. A current copy of all official transcripts from high school and colleges/universities is to be sent to the Registrar's Office, with unofficial copies to the Division of Nursing.
2. Graduate from an NLN accredited Associate Degree or Diploma Program.
3. Minimum of "C" grade in prerequisite coursework.
4. Minimum retention grade point average (RGPA) of 2.5 on a 4.0 scale.
5. A current license to practice nursing in the State of Oklahoma prior to entering senior clinical courses.
6. Prior learning and experience in the health care field. Criteria will be evaluated on a case-by-case basis.
7. Complete application and references for the Division of Nursing and be admitted to the Nursing Program.
8. Completion of a history and physical exam, and student records in the application packet by the end of the PN-RN Progression course\*. Completed RN-Track Applications are reviewed prior to beginning senior level nursing courses.

In accordance with the Oklahoma Articulation Agreement and NWOSU Board of Regents, RN's will receive credit for all junior level nursing courses and the following prerequisite courses:

- Anatomy/Physiology – 4 hours
- Human Life Span – 3 hours
- Medical Terminology – 3 hours
- Nutrition – 3 hours
- Pharmacology – 3 hours

**LPN/BSN Track:** LPN students will receive credit for the Introduction to Nursing Concepts course (7 hours), Nursing Practicum course (4 hours), and Medical Terminology (2 hours). LPN students may receive extra institutional learning credit by exam for the following courses, after successful completion of twelve (12) hours credit at NWOSU with a minimum grade of “C” or better.

Anatomy – 4 hours or Physiology – 4 hours

Pharmacology – 3 hours

Nutrition – 3 hours

Human Life Span – 3 hours

LPN students will enter the nursing program during fall or spring semester of the junior year and be able to complete required nursing courses in three – four semesters, if attending as full-time students. Students will take the PN/RN Progression Course\* (3 hours) including a one-hour clinical lab requirement on entry into the nursing program. Credit awarded for extra institutional learning may be applied toward a degree in nursing subject to meeting NWOSU requirements.

\*The PN/RN Progression course is limited to LPN, RN and Paramedic Student enrollment.

**CONCURRENT ENROLLMENT:** Students who desire to earn credits concurrently at another institution, through general enrollment, correspondence, extension, or advanced standing examinations, should obtain advisement from the Nursing Division Director prior to taking courses.

#### **Transfer Students:**

1. Students transferring to Northwestern’s Nursing Program shall submit transcripts validating course work. All credits from other educational institutions will be evaluated on a case-by-case basis to determine how credits apply to Northwestern’s nursing curriculum requirements. Nursing credits earned ten or more years previously will be subject to evaluation in light of current course requirements.
2. Applicants who transfer to Northwestern from another academic institution must have withdrawn in good standing and be eligible for readmission at that institution.
3. Transfer students may be asked to submit selective course syllabi, and/or validate prior learning verbally, in writing, or through clinical skills demonstration.
4. The application process designated for the Generic or RN Track shall be followed.

#### **Retention in Nursing Program**

1. Maintain a minimum retention grade point average (RGPA) of 2.25 or above.
2. Achieve a grade average of “C” (2.0) or above in all nursing courses. If a student earns a grade of less than “C” in a nursing course, or less than a 2.25 retention grade point average, his/her progress will be reviewed by the nursing faculty. The faculty of the nursing program reserves the right of retaining only those students who satisfy the requirements of scholarship and core performance standards essential for a career in professional nursing.
3. A nursing course may be repeated only once to progress

in the nursing program. A student may not progress in the nursing program if a grade of less than a “C” is obtained in a second nursing course.

4. A minimum grade of “C” is required in all science and cognate courses.

#### **Readmission to Nursing Program**

Any student who fails to enroll in the next sequential nursing course, or to re-enroll in any unfinished nursing course, must submit a letter to the Nursing Division Director that contains an explanation of the circumstances as well as a request to be considered for re-entry into the program. The student must meet admission requirements, and re-entry is granted on a space-available basis. In the event of a significant lapse of time (two or three years) between completion of a nursing course and the entry of a transfer student, or re-entry of a former Northwestern student, the student may be required to demonstrate currency in the course content and clinical skills competency.

#### **Requirements for Licensure as a Registered Nurse**

In order to be licensed as a registered nurse, an individual must graduate from a state approved school of nursing. Northwestern Oklahoma State University Division of Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state approved program are eligible to write the National Council Licensure Examination (NCLEX) for registered nurses. Candidates for licensure as a registered nurse in Oklahoma must pass the NCLEX-RN. The exam is administered by computer at designated sites using computerized adaptive testing (CAT). On completion of all junior level nursing courses, students are eligible to write the NCLEX-PN in Oklahoma to be licensed as LPN’s (licensed practical nurses).

The nursing program offers educational mobility to RN’s and LPN’s who desire a Bachelor of Science in Nursing degree. The Nursing program, in conjunction with the Oklahoma Board of Regents and the “Oklahoma Articulation Agreement” may grant college credit to those individuals who qualify for extra institutional learning.

#### **Accreditation**

The Northwestern Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC, 61 Broadway, NY, NY 10006, phone 1-800-669-1656) and is approved by the Oklahoma Board of Nursing. The university is fully accredited by the North Central Association of Colleges and Secondary Schools.

#### **POLICY ON RETENTION AND ACADEMIC PROBATION**

Satisfactory academic progress is measured by retention grade point average and the number of credit hours successfully completed. For continued enrollment, a student must have earned a retention grade-point average as indicated below:

- 0 through 30 semester hours averaged ..... 1.70
- Greater than 30 semester hours ..... 2.00

(Note: All courses in which a student has a recorded grade will be counted in the calculation of the grade point average for retention purposes excluding any courses repeated, reprieved, and physical education activity courses as detailed in the State Regents' Grading Policy.)

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

Any student who has not maintained satisfactory progress toward his/her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, s/he must have a semester GPA of 2.0 in a minimum of 12 hours of regularly graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be suspended and may not be reinstated until one regular semester (fall or spring) has elapsed.

The Dean of Student Services will notify students placed on academic probation or suspension in writing following the close of the semester.

#### **Suspension of Students Classified as Seniors**

A student with 90 or more hours in a specified degree program who does not meet the retention 2.0 GPA or semester 2.0 GPA may enroll in up to 15 additional hours in an attempt to achieve retention requirements. This extension will be granted one time only.

#### **Academic Suspension Appeals**

The academic suspension appeal procedure allows appropriate discretion in deserving cases. Academic suspension appeal procedures require that the student meet with the Student Affairs Committee. Prior to that meeting, the student must submit a written document, which states any extraordinary personal circumstance(s) that contributed to his/her academic deficiencies. The Student Affairs Committee is responsible for the final action taken on academic suspension appeals.

Should a reinstated student be suspended a second time, s/he cannot return to NWOSU until such time as s/he has demonstrated the ability to succeed academically. Attending another institution and successfully raising the retention GPA to meet retention standards may do this.

#### **STUDENT CONDUCT AND DISCIPLINE**

The university expects all students to regard themselves as responsible citizens in the community. This means, of course, both on and off campus. A student whose conduct or attitude requires severe or repeated disciplinary measures cannot be retained. Undesirable behavior, either in social or academic affairs, will be evaluated in the light of attendant circumstances. Appropriate action deemed necessary will be administered.

Each of the residence halls on campus has a student governing body empowered to administer certain behavioral problems occurring within their respective halls. Repeated inappropriate behavior or inappropriate behavior of a more serious nature in the residence hall is referred to the Dean of Student Services. Inappropriate behavior occurring outside of the residence hall is also referred to the Dean of Student Services.

The Dean of Student Services may make disposition of these cases or if it is deemed appropriate, referral is made to the Discipline Committee for action. Every effort is made to determine and evaluate all the facts involved in each case and administer the university policy in view of the circumstances attending that particular case.

The traditions, customs, and policies of Northwestern require conduct appropriate with good society. The following acts are prohibited: possession of intoxicating beverages and their use

in any of the university housing areas or on campus property; intoxicating behavior; gambling; and conduct in violation of the law; possession of firearms, fireworks, dangerous chemicals, or drugs; participation in riots, raids, or illegal entry of buildings or specific rooms. Failure to comply with these regulations will result in disciplinary action and possible suspension from the university.

The university reserves the right to require the temporary or permanent dismissal of any student who it regards as undesirable. The university and its offices shall be under no liability for such exclusion of unsatisfactory students. In such cases fees paid will not be refunded, and fees due remain as financial obligations of the student. Any action taken is done so with the legal power and authority vested in the University and its Board of Regents.

#### **FOUR-YEAR GRADUATION PLAN**

Northwestern offers many baccalaureate degree programs designed to be completed in four years. However, in order to meet the requirements of these programs in four years, students must carefully plan their course work with an adviser, and then strictly adhere to a plan of study by completing all the requirements for their specific degree programs.

NWOSU makes this goal possible by offering first-time beginning freshmen the NWOSU Four-Year Degree Plan for selected programs. Students who choose this option should be aware of and understand the program requirement that can be obtained by contacting the Registry Office.

#### **GENERAL REGULATIONS PERTAINING TO GRADUATION AND RECORDS**

At Northwestern degrees are conferred at the close of the fall and spring terms. Those students filing an application for degree and completing degree requirements at the end of a fall semester will be awarded his/her degree upon the payment of graduation fees and will participate in the fall commencement. Those filing an application for degree and completing degree requirements at the end of the spring **or** a summer term will be awarded his/her degree upon the payment of graduation fees and may participate in the spring commencement. Students completing degree requirements during a term may have a statement placed on their record indicating the date degree requirements were completed and the next date degrees will be awarded.

Incomplete courses changed to grades, grade changes and/or course substitutions not completed before the beginning of the next term will qualify students for a statement on their transcript indicating degree requirements were completed on the date the grade was changed or the course substitution was approved. However, the student's degree will not be awarded until the end of the next fall, spring, or summer. A student planning to graduate must file a degree application by the dates published.

Degrees are recorded on the student's permanent academic record.

Northwestern Oklahoma State University grants undergraduate degrees “with honors” as follows:

Summa Cum Laude	3.90
Magna Cum Laude	3.80
Cum Laude	3.70

Honors’ standing is determined by calculating the grade-point average using all credit hours attempted (cumulative GPA).

**To complete a degree, students must meet the following general requirements:**

1. The minimum of 124 semester hours credit.
2. A minimum of 30 semester hours at NWOSU.
3. Bachelor's degrees shall be based upon a minimum of 60 hours, excluding physical education activity courses and zero level courses, at a baccalaureate degree-granting institution, 40 hours of which must be upper-division course work excluding physical education activity courses. At least 15 of the final 30 hours applied toward the degree or at least 50 percent of the hours required by the institution in the major field must be satisfactorily completed at the awarding institution. Also at least half of the minor area must be at the upper division (3000 and/or 4000) level.
4. One-half of the credit required for graduation in any curriculum must be earned in residence at approved institutions. For degrees of B.A.Ed. and B.S.Ed., the residence requirement is applied separately to work in general education, professional teacher education, and in the field of specialization (major).
5. The Bachelor of Arts degree is awarded for successful completion of a program of study that is primarily liberal arts and sciences; the Bachelor of Science degree is awarded for successful completion of a program of study designed to lead to graduate study or to entry into a particular profession. The minimum amount of liberal arts and sciences required for each degree is as follows:
  - A. At least 80 semester credit hours (or the equivalent) of the course work for the Bachelor of Arts (BA) shall be in the liberal arts and sciences.
  - B. At least 55 semester credit hours (or the equivalent) of the course work for the Bachelor of Science (BS) shall be in the liberal arts and sciences.
  - C. At least 40 semester credit hours (or the equivalent) of the course work for the Bachelor of Music (BM) or Bachelor of Applied Arts and Sciences (BAAS) shall be in the liberal arts and sciences.
6. Students recommended for the bachelor’s degree must achieve a grade-point average of 2.0 as a minimum on all course work attempted, excluding any courses repeated or forgiven as detailed in the State Regents’ Grading Policy and a maximum of four physical education activity courses may be included in the graduation grade point average.
7. Each student earning his/her first bachelor’s degree must meet the English proficiency requirement.
8. Students enrolling under one set of degree requirements may graduate under those requirements providing successive (fall, spring) enrollment at NWOSU has been maintained. Otherwise, students will be governed by currently adopted degree requirements. Degree requirements older than ten years may not be used.

9. Beginning Fall 1998, students must demonstrate computer proficiency by successfully completing as part of each student’s general education curriculum one of a select number of university-level courses that include computer proficiency elements such as competent use of software and networking applications.
10. Candidates who expect to complete degree requirements must file an application for degree and submit the required \$15 application fee by October 15 for December graduation; February 1 for May graduation; and those completing requirements in July, by March 1.

The University catalog is the source of information for academic rules, regulations, procedures and programs. Each student is responsible for identifying and completing the requirements of his/her degree program.

**Second Bachelor’s Degree**

Having fulfilled all requirements for a bachelor’s degree, a student may become eligible for a second bachelor’s degree (differing from the first) upon completion of a minimum of 30 additional hours of undergraduate work. In order to meet minimum requirements for a second bachelor’s degree, students must complete the major requirements which were not completed as part of the first degree. A minimum of 30 hours of resident credit must be taken at the awarding institution. Fifteen of the required hours must be in upper-division level course work.

The general education requirements for the second bachelor’s degree will be considered completed for students with a bachelor’s degree from an Oklahoma state public institution unless a course or courses from the general education are prerequisites to courses required for the major of the second degree. Each degree candidate must have one American history and one American government course as part of their second degree program, if the requirement was not fulfilled in the first degree. The grade point requirements must be met for the second bachelor’s degree.

**REQUESTING AN OFFICIAL TRANSCRIPT**

A person who has no delinquent obligations to the University may have official transcripts of his/her academic records. The transcript is a copy of the complete official scholastic record of a student. Partial transcripts are not issued. Transcripts must be requested, in writing with valid identification and signature provided, by the student before they will be processed.

# SECTION V

## ADVANCED STANDING

### ADVANCED STANDING CREDIT

Advanced standing credit at Northwestern Oklahoma State University may be earned in the following manner: (1) institutional examinations; and (2) military service experience.

Some tests are developed on campus to meet our specific needs; others are provided through the College Level Examination Program (CLEP) and National League of Nursing (NLN) Subject Exams and Mobility Profile I and II Exams. Fees for tests are as follows:

Campus Developed Tests.....	\$ 5.00 per credit hour
CLEP .....	\$65.00 per exam
NLN Subject Exams .....	\$11.00 per exam
NLN Nursing Acceleration Challenge Exams (ACE).....	\$41.00 per exam

For additional information see the Director of the Academic Success Center and the Division of Nursing Director.

### LIMITED TEST CENTER

Northwestern Oklahoma State University is a Limited Test Center that tests only its own students.

### ADVANCED STANDING EXAMINATION

The Advanced Standing Examination Program at Northwestern Oklahoma State University is established (1) to give the student an opportunity to begin college work on the level for which s/he has been prepared in high school and (2) to recognize academic achievement attained prior to entering college.

Credit by advanced standing examination is limited to not more than one-fourth of the total hours required for a degree.

All advanced standing examinations for credit are given at the convenience of the department concerned. In the event of a grade of "C" or better on the examination, the neutral grade of "S" and regular credit in the course are recorded on the student's record. In the event of a grade lower than a "C" on the examination, no grade is recorded, and the student is not permitted to retake the examination. All credit by advanced standing examination is to be validated by the completion of at least twelve (12) hours in one semester's residence at Northwestern. Credit by examination cannot be obtained in a course for which the student has been enrolled at an accredited institution of college rank. When the student has completed a college level course for which s/he does not have college-level prerequisite courses, s/he may not earn college credit by advanced standing examination in the prerequisite courses. All advanced standing examinations must be completed during the freshman and sophomore years (70 semester-hours or less).

### CLEP

College Level Examination Program (CLEP) is administered on campus. To be eligible one must have fewer than 70 semester hours and be a current student at Northwestern. CLEP exams if failed may not be retaken. Such retesting must be completed during the next following semester.

### OFF CAMPUS STUDY

Off-campus class work is provided at a variety of sites within the identified geographic region of Northwestern Oklahoma State University. Credit awarded for completion of courses at off-campus locations is fully applicable toward the satisfaction of requirements for academic degrees and certificates consistent with institutional residency requirements.

Off-campus classes are taught by regular Northwestern faculty or by individuals qualified for appointment to the regular faculty. The objectives/curriculum/academic requirements for off-campus classes are equivalent to those for classes offered on-campus. The standards observed relating to the number of class meetings and total time spent in meeting class requirements are comparable to those observed on-campus. It is the student's responsibility to see that all admission requirements have been met before enrolling in off-campus courses.

Inquiries regarding off-campus class work should be made to the Director of Distance Learning.

# SECTION VI

## PRE-PROFESSIONAL TRAINING

Many students who come to Northwestern as freshmen and sophomores plan to finish college in a professional school. Nearly every profession now requires two to four years of college work prior to the study of the profession and this can be obtained at Northwestern. Advisors at Northwestern keep up to date with the requirements of the professional schools within the state and others requirements are readily available via the internet. Students with interest in any of these professions should consult the appropriate advisor as soon as that interest becomes known.

Professions for which pre-professional undergraduate preparation is available at Northwestern include, but are not limited to:

Dentistry and Dental Hygiene	Engineering
Law	Medicine
Physical Therapy	Physician Associate
Occupational Therapy	Optometry
Osteopathic Medicine	Pharmacy
Radiologic Technology	Veterinary Medicine

The pre-professional prerequisites listed for each profession are **guidelines only**. Students are **responsible** for checking the website listings for the professional programs at the institutions that offer the program for the most up-to-date listings. Prerequisite courses, deadlines and testing requirements change frequently.

Most of the health professional areas require a minimum of 40 documented observation hours with a professional in the desired field.

<b>Wildlife Ecology</b>	<b>Sem. Hrs.</b>
Biology 1125, 1225, 4153, 4214, 4304.....	21
Chemistry 1105, 1205.....	10
English 1113, 1213.....	6
Political Science 1113.....	3
History 1483 or 1493.....	3
Mathematics 1513, 1613.....	6
Physics 1114.....	4
Speech 1113.....	3
Humanities.....	8

For those students interested in **Wildlife Ecology**, the following courses are recommended:

Agriculture 3214

### Pre-Dentistry

Although these are minimum requirements for admission, the majority of applicants have earned a considerably higher grade point average and most are completing a bachelor's degree.

1. A minimum of 60 semester hours of acceptable academic work

2. A minimum GPA of 2.0 for all college work attempted.

Prerequisite courses:

- 6 semester hours in English
- 8 semester hours of Biological Science with lab
- 8 semester hours of Inorganic Chemistry with lab
- 8 semester hours of Organic Chemistry with lab
- 8 semester hours of Physics with lab

Advanced studies in biological sciences are recommended.

Applicants are required to take the American Dental Association Admission Test (DAT).

### Pre-Engineering

At least two years of acceptable academic work is the minimum requirement for entrance to engineering schools. The course requirements of engineering schools vary, as does the required cumulative college grade-point average of applicants.

The following are recommended courses:

- College Algebra (1513)
- College Trigonometry (1613)
- Calculus (2215, 2315, 3323)
- Physics (2114, 2214)
- Computer science (depending on the student's background)
- General education classes such as English, American History, American Government, and humanities.

The student can then transfer all credit hours to an accredited college or university that offers engineering disciplines.

### Pre-Law

A bachelor's degree is required for admission to a law school accredited by the American Bar Association. Students are advised to check admission requirements, as most schools of law now require a bachelor's degree before admission.

There is not fixed course of pre-legal studies. A broad educational background is essential for the study of law, so it is recommended that the student follow the general education requirements for freshmen and sophomores working toward a degree at this institution. It is further recommended that additional work in social sciences, in written and spoken English, in accounting and typing (if not taken in high school) would be of great value to the law student.

### Pre-Medicine (Allopathic)

The Association of American Medical Colleges indicates that most students entering medical school have completed a Bachelor's Degree although some are admitted following three undergraduate years of study. The following are the University of Oklahoma School of Medicine's prerequisites but they are representative of most medical schools.

A minimum GPA of 3.0 and a minimum composite score on the Medical College Admission Test (MCAT) of 7.0 are required. A grade of C or better is required in each of the prerequisite courses.

- 1 semester of general zoology with lab
- 2 semesters of introductory chemistry
- 2 semesters of organic chemistry

- 3 semesters of English
  - 2 semesters of physics
  - 3 semesters chosen from: anthropology, humanities, philosophy, foreign language, psychology or sociology
  - 1 semester of genetics or histology, biochemistry, physiology or comparative anatomy
- Basic computer skills are required.

Additional courses in the social sciences, humanities, biology, mathematics, fine arts, computer science and English are encouraged.

### Bachelor of Science in Nursing (BSN) Program

Northwestern offers a Bachelor of Science Degree (BSN) in Nursing. Since the inception of the School of Nursing in 1982 two tracks have been offered for obtaining a baccalaureate in nursing. A BSN provides the foundation of study that can serve as a basis for pursuing advanced education in nursing.

First, the four-year Generic or Traditional Track provides the educational opportunities essential for the preparation of a professional nurse. Upon completion of all program requirements, the Generic Graduate is eligible to write the National Council Licensing Exam (NCLEX) to become a registered nurse (RN).

Second, the RN Track offers Associate Degree and Diploma registered nurses an opportunity to complete a baccalaureate degree. RN Students who have graduated from an NLNAC accredited ADN or Diploma Program qualify for the Oklahoma Articulation Agreement and receive advanced standing credit for the Junior Level Nursing courses. RNs who have not graduated from an NLNAC accredited program will be evaluated on an individual basis and may be required to validate prior learning by various Acceleration Challenge Exams.

Refer to the nursing section of the General Academic Regulations in the University Undergraduate Catalog for the admission requirements for both tracks of Northwestern's BSN Program. See the nursing section of the Degree Curricula and Course Descriptions for curricular information.

Students who take pre-requisite and support courses at another college or university, with the intentions of transferring to Northwestern's BSN Program, should contact a Northwestern nursing advisor as soon as possible to develop a Plan of Study. This policy includes students pursuing an Associate of Applied Science in Nursing Degree prior to completion of a BSN. Students interested in applying to a nursing program other than the nursing program at Northwestern should contact that specific program for entrance and curricular requirements.

### Pre-Physical Therapy

The University of Oklahoma Health Science Center program in Physical Therapy requires 90 semester hours of course work for admission and the Graduate Record Examination (GRE) General Test. The following courses should be included within the 90 semester hours:

	<b>Sem. Hrs.</b>
Biology 1225, 3184, 3194, 3502.....	15
Chemistry 1115.....	10
English <b>or</b> Math (4 courses) .....	12
History 1483 <b>or</b> 1493.....	3
Humanities (Art).....	3

Natural Science Elective .....	1
(Biology, chemistry, physics, microbiology)	
Physics 1114, 1214.....	8
Political Science 1113 .....	3
Psychology <b>or</b> Sociology (3 courses).....	9
Spanish 1114, 1224 .....	8
Sociology 1113.....	3
Speech 1113 .....	3

Students interested in this professional program are urged to check with The University of Oklahoma Health Science Center's website for the latest updates (requirements change on almost a yearly basis).

### Pre-Physician Associate

**Sem. Hrs.**

The University of Oklahoma Health Science Center program in Physician Associate requires a minimum of 90 semester hours of course work from an accredited college or university with a minimum GPA average of 2.75 required for admission and the Graduate Record Examination (GRE) General Test. The following are rough guidelines only, please contact The University of Oklahoma Health Science Center's website for current requirements.

English 1113, 1213.....	6
History 1483 <b>or</b> 1493 .....	3
Political Science 1113 .....	3
Mathematics 1513, 1613 .....	6
Chemistry 1115, 1215 .....	10
Biology 1225 .....	5
Biology 3115 .....	5
Biology 3184.....	4
Biology 3194.....	4
Biology 4323 or 4115.....	3
Physics 1114.....	4
Psychology 1113 and elective .....	6

### In addition to the above, the following:

Humanities (Art) .....	3
History--Western Civilization Course.....	3
History--Non-Western Civilization course.....	3
Spanish 1114, 1214 .....	8
Upper Division General Education.....	3

### Pre-Occupational Therapy

The requirements for admission into the University of Oklahoma Health Sciences Center, Department of Occupational Therapy are 90 semester hours of course work including.

**Sem. Hrs.**

Biology 1225, 3184, 3194, 3502 .....	15
Business 3063.....	3
Computer Science 1103.....	3
English 1113, 1213, 3513.....	9
History 1483 or 1493.....	3
History-Western Civilization course .....	3
History-Non-Western Civilization course .....	3
Humanities (Art) .....	3
Mathematics 1313, 1513, 1613 .....	9
Physical Education 3693 .....	3
Physics 1114, 1214.....	8
Political Science 1113 .....	3
Psychology 1113, 3123, 4163 .....	9
Spanish 1114, 1224 .....	8

Sociology 1113 .....	3
Speech 1113.....	3
Upper Division General Elective .....	3
Courses in Development, Critical Reasoning.....	3
Child Development.....	3

**Pre-Optometry**

An in-state professional optometry program is located at Northwestern Oklahoma State University College of Optometry and students are urged to check their website listing of prerequisites needed to apply to the program. Candidates for admission to the professional curriculum in optometry are required to have completed a minimum of 90 semester hours of course work from an accredited college or university and strong preference is given to students completing or have completed, a bachelor's degree.

Required Courses**	Sem. Hrs.
English 1113, 1213 .....	6
Speech 1113.....	3
Political Science 1113.....	3
American History 1483 or 1493.....	3
Geography 1113.....	3
Nutrition 1820.....	2
Humanities (Choice).....	6
General Chemistry 1115, 1215 .....	10
Organic Chemistry 3115, 4115 (recommended) .....	5
Biochemistry 4144.....	4
Mathematics 1313, 1513, 1613 .....	9
Biological Science* 1225, 3115.....	10
(General Zoology, Microbiology)	
Physics 1114, 1214.....	8
Psychology 1113.....	3

Test Requirements: The Optometry Admission Test (OAT) is required of all applicants.

**Pre-Osteopathic Medicine**

Osteopathic Medicine applicants must have completed three years (90 hours) or in some instances four years (B.S.) of college work. Prior to applying for admission, the student must have completed or be completing all general education requirements for graduation and have taken the Medical College Admissions Test. It is also highly recommended to obtain a minimum of 40 documented observation hours with a practicing Doctor of Osteopathy and have a written recommendation letter from the same. A minimum average score on the MCAT is 7.0 with a minimum cumulative GPA of 3.0 on a 4.0 scale.

The Oklahoma State University College of Osteopathic Medicine (OSUCOM), lists the following minimum course requirements:

	Sem. Hrs.
English 1113, 1213 .....	6-8
Chemistry 1115, 1215 .....	10
Chemistry 3115, 4115 .....	10
Biology 1225 and elective.....	8-10
Physics 1114, 1214 .....	8

Students are encouraged to enroll in additional courses of English, calculus, comparative anatomy, genetics, biochemistry, human anatomy, cell and molecular biology.

**Pre-Pharmacy**

The School of Pharmacy at Southwestern Oklahoma State University at Weatherford and the University of Oklahoma Health Science Center offers a doctor of pharmacy program. Pre-professional courses offered at Northwestern Oklahoma State University include:

	Sem. Hrs.
English 1113, 1213.....	6
Biology 1225, 3115 .....	10
Chemistry 1115, 1215, 3115, 4115 .....	20
Computer Science 1103.....	3
Economics 2113 .....	3
History 1483 or 1493.....	3
Humanities 2113 or 2533, 2432 or 2223, 2413 or 2223 .....	3
Mathematics 1513, 1613 .....	6
Math 2215, 2533 .....	3
Physics 1114.....	4
Political Science 1113 .....	3
Sociology 1113.....	3
Spanish 1114 .....	4
Speech 1113 .....	3
History--Western Civilization Course.....	3
World History (HIST 1213 or 1223).....	3

**Pre-Professional Training**

**Speech Pathology**

The University of Oklahoma Health Sciences Center requires a minimum of sixty (60) semester hours of course work from an accredited university or college to be considered for admission to the Department of Communication Sciences and Disorders for completion of a bachelor of science degree. (A master degree is required to practice as a speech pathologist in the State of Oklahoma.) The following courses provided by Northwestern Oklahoma State University are included within those hours to prepare students to complete a degree in speech pathology at the University of Oklahoma Health Sciences Center.

	Sem. Hrs.
English 1113 and 1213 .....	6
Spanish 1114 and 1224.....	8
Mathematics 1513 .....	3
Physics 1114.....	4
Biology 1225 (General Zoology) .....	5
Political Science 1113 .....	3
Psychology 1113 .....	3
History 1483 or 1493.....	3
History-Western Civilization Course .....	3
History-Non-Western Culture Course.....	3
Humanities 2633 .....	3
Speech 1113 .....	3

A minor has been established in speech pathology for students who wish to obtain their bachelor degree at Northwestern Oklahoma State University or take speech pathology classes as they obtain their general requirements. A master degree is required to be a licensed speech pathologist. The amount of course work required to complete a masters degree will be based on the amount of course work taken in speech pathology and related fields at the undergraduate level.

Other programs in the state may require different general education courses offered here at Northwestern. Check with the



university of your choice to determine which courses are appropriate.

**Pre-Radiologic Technology**

The University of Oklahoma Health Sciences Center College of Allied Health offers four bachelor of science degree options in Radiologic Technology. These four areas include Nuclear Medicine, Radiography, Sonography and Radiation Therapy. Each optional program requires sixty-four (64) hours for admission. Course work includes:

	<b>Sem. Hrs.</b>
Biology 1225, 3194, 3502.....	11
Chemistry 1115.....	5
English 1113, 1213.....	6
History 1483 or 1493.....	3
History-Non-Western Civilization Course.....	3
History-Western Civilization Course.....	3
Humanities.....	3
Mathematics 1513, 1613.....	6
Physics 1114.....	4
Political Science 1113.....	3
Psychology 1113.....	3
Sociology 1113.....	3
Spanish 1114, 1224.....	8
Upper Level General Education.....	3

**Pre-Veterinary Medicine**

The College of Veterinary Medicine of Oklahoma State University requires the applicant for admission to have completed at least 60 semester hours of college prerequisite courses, a 2.80 GPA (4.0 scale) and to take both the General Test and the Biology Subject Test of the Graduate Record Exam (GRE). Prerequisite courses include:

	<b>Sem. Hrs.</b>
Animal Nutrition (AGRI 3543).....	3
English 1113, 1213.....	6
Biology 1114, 1225, 3115, 3235 (recommended) 3343, 4144.....	26
Chemistry 1115, 1215, 3115, 4115.....	20
History 1483 or 1493.....	3
Humanities/Social Science (see recommended list).....	6
Mathematics 1513, 1613 (recommended).....	3-6
Physics 1114, 1214.....	8
Political Science 1113.....	3
Science and/or Business Elective/s.....	0-6
Speech 1113.....	3

# SECTION VII TEACHER EDUCATION ADMISSION, PROFESSIONAL EDUCATION AND CERTIFICATION

## ADMISSION PROCEDURES IN TEACHER EDUCATION

Students at NWOSU will have the opportunity to apply for admission into Teacher Education while enrolled in Education 2801 Educational Seminar. They must also complete a formal interview with a Teacher Education Committee.

Transfer students who have completed the Educational Seminar course elsewhere should submit the initial application for admission into the program to the Director of Teacher Education.

## STANDARDS FOR ADMISSION TO TEACHER EDUCATION

### Standards Required for Initial Admission into the Teacher Education Program

1. An overall GPA of 2.5 (on a 4.0 scale).
2. A passing score on the Oklahoma General Education Test (OGET).
3. A minimum total of 30 semester hours must be completed before an application can be considered.
2. A satisfactory rating in oral communication and the candidate's portfolio as determined by an interview administered by a three-member committee appointed by the Director of Teacher Education. The interview will be conducted using specified evaluation criteria.
3. English proficiency must be demonstrated in the following manners: an "A" or "B" grade in English 1113, English 1213 or English 2112.

### Standards Required for Admission into the Professional Semester and Student Teaching

1. Admission into Teacher Education program.
2. GPA of 2.50 overall, in the major teaching field and professional education courses.
3. Major department approval. Departmental chair will furnish written verification as to candidate's competency as well as departmental support.
4. All required course work must be completed prior to beginning the professional semester.

### Standards To Be Met During the Professional Semester

1. Each candidate must demonstrate through evaluation his/her mastery of the identified professional education competencies.
2. Satisfactory performance during the student teaching phase of the professional semester as determined by each candidate's cooperating teacher and university supervisor.
3. The candidate must submit a portfolio for approval by members of the Teacher Education Faculty. The portfolio will be a comprehensive verification of the candidate's mastery of the competencies of the Teacher Education Program.

**Note:** Any student who failed to achieve the standards (except overall GPA) and who believes there is extenuating evidence which warrants his/her being given special consideration may appeal in writing to the Director of Teacher Education. The appeal will be heard by the Teacher Education Committee. The decision of this committee is final.

Foreign language proficiency must be demonstrated in one of the following manners:

1. CLEP out of foreign language.
2. "C" or better in a 3-hour foreign language course.
3. American Sign Language – assessed by NWOSU's Communication Department.

### Professional Education Sequence for Elementary and Early Childhood Candidates (1-8)

<u>Course or Activity</u>	<u>Sem. Hrs.</u>
EDUC 2801 Educational Seminar.....	1
(Includes 30 Hrs Field Experience)	
EDUC 2103 Introduction to Education.....	3
(Includes 30 Hrs Field Experience)	
EDUC 2402 Introduction to Exceptionalities .....	2
*EDUC 3112 Educational Psychology .....	2
(Note: Ed. 3112 is for Elementary Majors only)	
EDUC 3123 Child/Adolescent Psychology .....	3
*EDUC 4112 Support Special Students/Reg. Clsrm.....	2
EDUC 4122 Behavior Intervention.....	2
**EDUC 3032 Measurement and Evaluation .....	2
**EDUC 4131 Aggressive and Disruptive Behavior.....	1
**EDUC 4821 Multicultural Education.....	1
**EDUC 4960 Student Teaching.....	10
Total .....	29

\*Admission to Teacher Education required.

\*\*Admission to Professional Semester required.

Foreign Language Proficiency: All candidates must demonstrate foreign language proficiency in order to complete a degree in Education.

Note: Education 3032, 4131, and 4821 will be taken during the first 4 weeks of the semester followed by 12 weeks of student teaching.

### Professional Education Sequence for Elementary-Secondary Candidates (K-12)

<u>Course or Activity</u>	<u>Sem. Hrs.</u>
EDUC 2801 Educational Seminar.....	1
(Includes 30 Hrs Field Experience)	
EDUC 2103 Introduction to Education.....	3
(Includes 30 Hrs Field Experience)	
EDUC 2402 Introduction to Exceptionalities .....	2
*EDUC 3112 Educational Psychology .....	2
EDUC 3123 Child/Adolescent Psychology .....	3

EDUC	3422	Teaching Reading Skills in the Content Area.....	2
*EDUC	3913	Principles & Methods of Teaching .....	3
*EDUC	4112	Support Special Students/Reg. Clsrm. ....	2
EDUC	4122	Behavior Intervention .....	2
**EDUC	3032	Measurement and Evaluation.....	2
**EDUC	4131	Aggressive and Disruptive Behavior .....	1
**EDUC	4821	Multicultural Education .....	1
**EDUC	4960	Student Teaching .....	10
		Total.....	34

\*Admission to Teacher Education Required.

\*\*Admission to Professional Semester Required.

Foreign Language Proficiency: All candidates must demonstrate foreign language proficiency in order to complete a degree in Education.

Note: Education 3032, 4131, and 4821 will be taken during the first 4 weeks of the semester followed by 12 weeks of student teaching.

**Professional Education Sequence For Secondary Candidates (6-12)**

<u>Course or Activity</u>	<u>Sem. Hrs.</u>
EDUC 2801 Educational Seminar .....	1
(Includes 30 Hrs Field Experience)	
EDUC 2103 Introduction to Education .....	3
(Includes 30 Hrs Field Experience)	
EDUC 2402 Introduction to Exceptionalities .....	2
*EDUC 3112 Educational Psychology.....	2
EDUC 3123 Child/Adolescent Psychology.....	3
EDUC 3422 Teaching Reading Skills in the Content Area.....	2
*EDUC 3913 Principles & Methods of Teaching .....	3
*EDUC 4112 Support Special Students/Reg. Clsrm. ....	2
EDUC 4122 Behavior Intervention .....	2
**EDUC 3032 Measurement and Evaluation.....	2
**EDUC 4131 Aggressive and Disruptive Behavior .....	1
**EDUC 4821 Multicultural Education .....	1
**EDUC 4960 Student Teaching .....	10
Total.....	34

\*Admission to Teacher Education required.

\*\*Admission to Professional Semester required.

Foreign Language Proficiency: All candidates must demonstrate foreign language proficiency in order to complete a degree in Education.

Note: Education 3032, 4131, and 4821 will be taken during the first 4 weeks of the semester followed by 12 weeks of student teaching.

**Professional Education Sequence for Special Education Candidate**

<u>Course or Activity</u>	<u>Sem. Hrs.</u>
EDUC 2801 Educational Seminar .....	1
(Includes 30 Hrs Field Experience)	
EDUC 2103 Introduction to Education .....	3
(Includes 30 Hrs Field Experience)	
EDUC 3123 Child/Adolescent Psychology.....	3
EDUC 4122 Behavior Intervention .....	2
**EDUC 3032 Measurement and Evaluation.....	2
**EDUC 4131 Aggressive and Disruptive Behavior .....	1
**EDUC 4821 Multicultural Education .....	1
**EDUC 4960 Student Teaching .....	10
Total.....	23

\*Admission to Teacher Education required.

\*\*Admission to Professional Semester required.

Foreign Language Proficiency: All candidates must demonstrate foreign language proficiency in order to complete a degree in Education.

Note: Education 3032, 4131, and 4821 will be taken during the first 4 weeks of the semester followed by 12 weeks of student teaching.

**CERTIFICATION**

**College Credit**

- A. Only work completed in state and regionally accredited colleges and universities, or transfer credit validated by them, will be accepted as a basis for teacher certification. In order for the applicant to be eligible for certification, the grade point average of the applicant on all work submitted in qualifying for teacher certification shall be equal to or greater than that required for admission to the teacher education program at the recommending institution. Applicants applying directly to the State Department of Education shall have a minimum grade point average of 2.50 on a 4.00 scale.
- B. Candidates transferring credit from out-of-state colleges or from Oklahoma colleges not having an approved program for a specific certificate area to an Oklahoma college or university having an approved program in that certificate area shall have their work evaluated by the receiving institution. Transferring students shall expect to satisfy all requirements imposed by the approved program of the receiving institution in qualifying for a certificate. A minimum of eight (8) semester hours of upper division credit in the Area of Specialization shall be completed in an institution having an approved program in the particular specialization area.
- C. The amount of college credit earned during one year, including correspondence and extension work, which can be used to meet certification requirements, will be controlled by the rules and regulations of the college or university. However, not more than one-fourth of the work completed to satisfy requirements in any area of preparation (General Education, Professional Education, Specialization) nor more than one-fourth of the total academic work completed may be taken by correspondence.
- D. A maximum of twelve hours of college credit used to satisfy the requirements in general education may also be used in satisfying the requirements in a field of specialization.

**Junior College Credit**

- E. Sixty-four (64) semester hours earned in an accredited junior college may be counted toward the General Education and Specialization requirements of an approved certificate program. Coursework beyond sixty-four (64) semester hours in the General Education and Specialization taken in an accredited junior college may count toward certification provided (1) it is lower division work and (2) it is applicable in meeting the approved certification program of the recommending institution. However, no professional education courses or early childhood or elementary methods courses such as methods of teaching arithmetic, fine arts, health and physical education, reading, language arts, science or social studies

are acceptable.

### **Classes of Certificate**

The class of the certificate determines its term of validity. The classes of certificates are:

- A. License (one year validity) -- All candidates who complete the requirements of an approved certificate program after January 31, 1982, and have not had at least one year's experience as a classroom teacher prior to that date, shall be required to hold a license during the first year of employment in the teaching profession in the accredited schools of Oklahoma. A second license may be issued based on the recommendation of an individual's Resident Teacher Committee.
- B. Certificate -- The certificate has a five-year term of validity and a provision for renewal upon compliance with prescribed conditions.

### **General Certificate Requirements**

The general requirements which shall be met for each class of certificate are detailed below. Additional minimum requirements for each approved program are described in detail later in this document under each program heading, e.g., Elementary, Music, or Science.

- A. License -- To be eligible for a license, the applicant shall have:
  - 1. Completed an approved certificate program at an accredited college or university and received a recommendation from that institution.
  - 2. Passed the state teacher certification test(s) in the subject(s) for which the license is sought.
  - 3. Passed the state teacher certification test in general education.
  - 4. Passed the state teacher certification test(s) in professional education for the grade level(s) that are being sought.
- B. Certificate (undergraduate) -- To be eligible for a certificate, the applicant shall have:
  - 1. Completed an approved certificate program at an accredited college or university which includes a minimum of the following:
    - a. A baccalaureate degree in education with courses in General Education, Specialization and Professional Education to equal a minimum of 124 hours.  
(See individual certificate programs for specific course work required).
  - 2. Passed a minimum of three state teacher certification test(s) for certificate sought.
  - 3. Successfully completed the Oklahoma Resident Teacher Program as a licensed teacher. This applies to all candidates who have completed their initial teacher preparation program after January 31, 1982.
- C. Certificate (graduate) -- To be eligible for a certificate in a School Service Personnel field (School Counselor, Elementary School Principal, Secondary School Principal, School Superintendent) or in the Reading Specialist field, the applicant shall have:
  - 1. Completed an approved certificate program which includes the requirements detailed under B.1. above at the baccalaureate level (see individual programs for

specific undergraduate requirements) as well as specified course work at the graduate level (see individual programs), and

- 2. Passed the state teacher certification test(s) for the certificate(s) sought.
- 3. The candidate must submit a portfolio for approval by members of the Teacher Education Faculty. The portfolio will be a comprehensive verification of the candidate's mastery of the competencies of his/her specific certificate program.

## SECTION VIII

# DEGREE CURRICULA AND COURSE DESCRIPTIONS

**Master of Counseling Psychology.** A master's degree designed to develop specific professional counseling competencies. The program provides graduates with the knowledge and skills necessary for functioning successfully as a Licensed Professional Counselor. Details of the program can be found in the Graduate Catalog.

**Master of Education.** An advanced professional program designed to produce better classroom teachers at both the elementary and secondary levels, by strengthening their mastery of both subject matter and techniques of teaching. Details of the program can be found in the Graduate Catalog.

**Bachelor of Applied Arts and Sciences.** This program provides students who transfer to Northwestern from a community college with an Associate of Applied Science degree a course of study to complete the bachelor's degree. In addition, it will allow program credit for CareerTech students who have earned an industry recognized certification through a national or vendor specific examination and/or documented by the American Council of Education (ACE) to be transferred to Northwestern. The degree is also available for students who enroll at Northwestern and pursue a national certification as approved by Northwestern.

**Bachelor of Arts or Science.** A four-year curriculum leading to the degree of Bachelor of Arts or Bachelor of Science. This curriculum does not lead to a teaching certificate.

**Bachelor of Arts or Science in Education.** A four-year curriculum leading to the degree of Bachelor of Arts in Education or Bachelor of Science in Education. This curriculum leads to a teaching certificate. Requirements for these degrees are listed on the following pages.

An outline of the basic requirements of the certificates is given in Section VII. The specific requirements for each teaching certificate are found on the page with the requirements for a major in the field. Additional information can be obtained from the major field department head, the Registrar, or the Vice President for Academic Affairs.

**Bachelor of Science in Nursing.** A four-year curriculum leading to a degree of Bachelor of Science in Nursing. This curriculum prepares the graduate to function as a full professional nurse in a variety of settings. The graduate is eligible to write the State Board of Nursing examination for licensure as a Registered Nurse. The graduate is prepared to function in dependent and independent nursing roles as community, health, nurse practitioner, etc.

**Graduation Requirements:** For the general regulations pertaining to graduation, see Section IV.

**Pre-Professional Training.** The basic college work for those students planning to go into professional school, such as law, medicine, or other professions. (See Section VI).

### PLAN OF WORK LEADING TO BACCALAUREATE DEGREES

Students have the choice of completing a degree in Arts and Sciences without a teaching certificate or a degree in Education with the Teaching Certificate. The student qualifying for a degree in education must also meet Oklahoma certificate requirements in his major field.

### GENERAL REQUIREMENTS FOR DEGREE IN ARTS

### AND SCIENCES

**GENERAL EDUCATION.** General Education requirements are to be completed during the freshman and sophomore years insofar as possible. The general education pattern for degrees in Arts and Sciences (BA and BS degrees) follows:

**MAJORS AND MINORS.** In the Arts and Sciences curriculum **one major and one minor**, as prescribed specifically in each department, are required. (This is a minimum requirement).

**Credits Counted in Major and Minor:** Courses in the major or minor applied to fulfill general education requirements may also be counted in the major or minor.

In any major at least one-half of the work must be courses of senior college (3000 or 4000) level.

In any minor at least one-half of the work must be courses of senior college level.

Course substitution must be recommended in writing by the student's advisor, approved by the appropriate school dean and the Vice President for Academic Affairs.

**ELECTIVE CREDIT.** In addition to the courses taken in general education and major and minor curricula, sufficient elective credit should be earned to complete the minimum total of 124 hours required for graduation.

Undergraduate degrees are to be distinguished as follows by the minimum amount of liberal arts and sciences required for each degree type described below.

- A. At least 80 semester credit hours of the course work for the Bachelor of Arts (BA) or Bachelor of Arts in Education degree shall be in the liberal arts and sciences.
- B. At least 55 semester credit hours of the course work for the Bachelor of Science (BS) or Bachelor of Science in Education degree shall be in the liberal arts and sciences.
- C. At least 40 semester credit hours of course work for the Bachelor of Music (BM), Bachelor of Music Education or Bachelor of Applied Arts and Sciences degree shall be in the liberal arts and sciences.

**Liberal arts and sciences courses are denoted in this catalog by a (+) marked beside the course description.**

## GENERAL EDUCATION

### Requirements for Arts and Sciences degrees (Non-teaching)

Note: Transfer students with an Associate of Arts or Associate of Science degree from an accredited Oklahoma institution are exempt from general education requirements (except one course of American History and one course of American Government are required).

#### I. ORIENTATION..... 1 hour

UNIV 1011 Ranger Connection

(All beginning freshman are required to enroll in freshman orientation; waived for students with 24 or more transfer hours.)

#### II. COMMUNICATION AND HUMANITIES ..17-18 hours

##### A. Communication

1. English 1113 **and** English 1213 or 3513
2. Speech 1113
3. Communication directed electives selected from the following areas: ..... 3 hours  
English                      Mass Communication  
Foreign Language        Speech and Theatre

##### B. Humanities ..... 5-6 hours

Selected from the following courses:

- General Humanities 2113, 2223
- Intro to Literature 2413
- Introduction to Film 2423
- Art in Life 2432
- Music in Life 2533
- Philosophy in Life 2633
- World Religions 2412
- Literature 2543, 2653, 2773, 2883, 3403, 3413
- Theatre Appreciation HUM 2403 or TCOM 2413

#### III. SOCIAL AND BEHAVIORAL SCIENCE ... 15 hours

- A. American History Survey 1483 **OR** 1493
- B. Political Science 1113
- C. Psychology 1113 **or** Sociology 1113 **or** Economics 2113 **or** 2123
- D. Directed Electives ..... 6 hours

Selected from the following:

- Economics
- Early World Civilization 1213
- Modern World Civilization 1223
- Geography
- History
- Political Science
- Psychology
- Sociology

#### IV. MATH and NATURAL SCIENCE ..... 14 hours

Choose **ONE** course from **EACH** of the following areas:

1. Mathematics, but not Math 1313 or Math 2233
2. \*Biological Science- any class in biology
1. \*Physical Science – any class in chemistry, physics, or physical science  
\*At least one of the biological or physical science classes must include a lab.
4. Computer Science or Web Programming

#### V. HEALTH AND PHYSICAL EDUCATION.... 3 hours

Wellness Concepts 2303

#### VI. ELECTIVES ..... 3-4 hours

#### TOTAL HOURS ..... 54 hours

LIBERAL ARTS MAJORS must complete a minimum of fifty-four (54) semester hours in general education.

Some general education course requirements may be met via CLEP, APP, and other advanced standing tests.

Any substitution of alternative general education courses must be approved by the appropriate school dean and the Vice President for Academic Affairs.

Note: Any course substitution in a major course area must be approved by the major area department chair, the school dean and the Vice president for Academic Affairs.

#### GENERAL REQUIREMENTS FOR DEGREE IN EDUCATION (With Certificate)

*GENERAL EDUCATION.* 50 semester hours to be completed during the freshman and sophomore years insofar as possible.

*MAJORS.* In the Education curriculum, one major is required in addition to the professional teacher education requirements.

*Credits Counted in Major.* A maximum of twelve hours of course work applied to fulfill general education requirements may be counted in the major also.

In any major at least one-half of the work must be courses of senior college (3000 - 4000) level.

*ELECTIVE CREDIT.* In addition to the courses taken in general education and major curricula, sufficient elective credit should be earned to complete the minimum total of 124 hours required for graduation.

#### GENERAL EDUCATION

**(Requirements for Secondary and Elementary/Secondary Education degree. See major area for general education for majors in Elementary Education, Special Education and Early Childhood.) To be completed during Freshman and Sophomore years insofar as possible.**

**Note:** A student transferring to Northwestern with an Associate of Arts or an Associate of Science degree from an Oklahoma accredited institution will be considered as having completed the general education requirements of the baccalaureate degree. (Some exceptions may apply.) Six hours of credit in American history and government will be required of each bachelor's degree candidate.

#### I. ORIENTATION..... 1 hour

UNIV 1011 Ranger Connection

(All beginning freshman are required to enroll in freshman orientation; waived for students with 24 or more transfer hours.)

#### II. Communication Skills..... 9 hours

- A. English 1113 **and** 1213
- B. Speech 1113

#### III. Mathematics (one course required)..... 3 hours

Mathematics 1403 **or** 1513

#### IV. United States History and Government ..... 6 hours

- A. American History Survey 1483 **or** 1493
- B. American Federal Government and Politics 1113

- V. Science.....8 hours**
- A. Physical Science (one course required)
1. General Physical Science 1114
  2. General Chemistry 1105 or 1115
  3. General Physics 1114
- B. Biological Science (one course required)
1. General Biology 1114
  2. General Botany 1125
  3. General Zoology 1225

- VI. Behavioral Science (one course required) .....3 hours**
- A. General Psychology 1113 (Pre to Ed. 3123)
- B. Introductory Sociology 1113

- VII. Arts & Humanities .....5 hours**  
(Course work shall be completed in a minimum of two (2) of these areas)

- General Humanities I 2113
- General Humanities II 2223
- Introduction to Literature 2413
- Art in Life 2432
- Fundamentals of Art 1103
- Music in Life 2533
- Music History I 3153
- Music History II 3163
- Philosophy in Life 2633
- Foreign Language/Sign Language
- Theatre Appreciation HUM 2403 or TCOM 2413

- VIII. Contemporary World Culture.....6 hours**

Select from the following:

- Fundamentals of Geography 1113
- Economics 2113
- Modern World Civilization 1223
- American Literature Since Whitman 2883
- World Literature 3413
- Marriage and the Family 1213
- Foreign Language/Sign Language

- IX. Health and Physical Education .....4 hours**

- A. Injuries and First Aid 2211
- B. Wellness Concepts 2303

- X. Electives.....5 hours**

**Minimum Hours.....50**

Note: Students should consult the department sections in this catalog for specific courses in General Education required for majors.

### THE MAJOR FIELDS

On the following pages will be found the requirements for the various majors, minors, and teaching certificates. Work on the major usually begins in the sophomore or junior year.

Note: The word "Advanced" used in the major and minor requirements means courses of senior college (3000 or 4000) level.

**Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a major or minor.**

### AGRI-BUSINESS

<b>B.S. Degree</b>		<b>Major</b>
CMSC	1103	Microcomputer Applications.....3
ECON	2123	Prin of Microeconomics <b>OR</b>
AGRI	1113	Agricultural Economics.....3
ACCT	2123	Financial Accounting .....3

ACCT	2133	Managerial Accounting.....3
GBUS	3013	Business Communications .....3
GBUS	3903	Business Law I.....3
MRKT	4043	Salesmanship .....3
AGRI	1124	Intro to Animal Sciences.....4
AGRI	1214	Intro to Plant Sciences .....4
AGRI	2123	Livestock Feeding.....3
AGRI	3214	Soil Science .....4
AGRI	4123	Agricultural Marketing .....3
AGRI	4233	Farm Management .....3
		Advanced Agriculture Electives.....6
		<b>Total Hours.....48</b>

Note 1: At least ½ the hours for the Agri-Business major must be upper level courses.

Note 2: One minor is required with this major. Suggested minors are: Accounting, Agriculture, Business Administration, Computer Science, Economics, or Speech.

Note 3: Students pursuing this degree must complete 55 hours of General Education in the Liberal Arts and Sciences Area.

### AGRI-BUSINESS

<b>B.S. DEGREE</b>		<b>Major/Minor</b>
CMSC	1103	Microcomputer Applications .....3
ECON	2123	Prin of Microeconomics <b>OR</b>
AGRI	1113	Agricultural Economics .....3
ACCT	2123	Financial Accounting.....3
ACCT	2133	Managerial Accounting.....3
GBUS	3013	Business Communications .....3
GBUS	3903	Business Law I.....3
MRKT	4043	Salesmanship .....3
AGRI	1124	Intro to Animal Sciences.....4
AGRI	1214	Intro to Plant Sciences .....4
AGRI	2123	Livestock Feeding.....3
AGRI	3214	Soil Science .....4
AGRI	4133	Crop Prod & Cultural Systems.....3
AGRI	4123	Agricultural Marketing .....3
AGRI	4233	Farm Management .....3
AGRI	4613	Beef Cattle Science
		<b>OR</b>
AGRI	4643	Swine Science
		<b>OR</b>
AGRI	4542	Sheep Science
		<b>OR</b>
AGRI	3422	Horse Production .....2-3
		Agriculture Electives.....12
		Business, Accounting, Economics, or Computer Science Electives .....6
		<b>Total Hours.....65-66</b>

Note 1: At least ½ the hours for the Agri-Business major-minor must be upper level courses.

Note 2: Students pursuing this degree must complete 55 hours of General Education in the Liberal Arts and Sciences Area.

### AGRICULTURAL ECOLOGY

<b>B.S. Degree</b>		<b>Major/Minor</b>
AGRI	1124	Intro to Animal Sciences.....4
AGRI	1214	Intro to Plant Sciences .....4
AGRI	3173	Crop Adaptation & Distribution .....3
AGRI	3214	Soil Science .....4
AGRI	3443	Animal Reproduction.....3
AGRI	4133	Crop Prod & Cultural Systems.....3
AGRI	4143	Agri-Chemicals & Waste Mgmt .....3
BIOL	1125	General Botany .....5
BIOL	1225	General Zoology .....5
BIOL	3174	Plant Physiology .....4

BIOL	3374	Grassland Ecosystems	4
BIOL	4153	Wildlife Conservation	3
CHEM	1105	General Chemistry	5
MATH	1313	Statistics	3
		Agriculture Electives	<u>12</u>
		<b>Total Hours</b>	<b>65</b>

Note 1: At least ½ the hours for the Agricultural Ecology major-minor must be upper level courses.

Note 2: Students pursuing this degree must complete 55 hours of General Education in the Liberal Arts and Sciences area.

<b>AGRICULTURE</b>			<b>Minor</b>
AGRI	1124	Intro to Animal Sciences	4
AGRI	1214	Intro to Plant Sciences	4
AGRI	2123	Livestock Feeding	3
AGRI	3214	Soil Science	4
		Advanced Agriculture Electives	<u>9</u>
		<b>Total Hours</b>	<b>24</b>

<b>AGRICULTURE ECONOMICS</b>			<b>Minor</b>
AGRI	1113	Agricultural Economics	3
AGRI	1124	Intro to Animal Sciences	4
AGRI	1214	Intro to Plant Sciences	4
ECON	3103	Economics of Agricultural Policy	<b>OR</b>
AGRI	3103	Agricultural Policy	3
AGRI	4123	Agricultural Marketing	3
AGRI	4153	Agricultural Economics Development	3
AGRI	4233	Farm Management	<u>3</u>
		<b>Total Hours</b>	<b>23</b>

<b>ANIMAL SCIENCE</b>			<b>Minor</b>
AGRI	1124	Intro to Animal Sciences	4
AGRI	1214	Intro to Plant Sciences	4
AGRI	2123	Livestock Feeding	3
AGRI	3413	Animal Genetics	3
AGRI	3443	Animal Reproduction	3
		Advanced Agriculture Electives	<u>6</u>
		<b>Total Hours</b>	<b>23</b>

Choose electives from the following:

AGRI	3033	Forage Crops & Pastures
AGRI	3422	Horse Production
AGRI	3543	Principles of Animal Nutrition
AGRI	4542	Sheep Science
AGRI	4613	Beef Cattle Science
AGRI	4643	Swine Science

<b>FIELD CROP CONSULTING</b>			<b>Minor</b>
AGRI	1124	Intro to Animal Sciences	4
AGRI	1214	Intro to Plant Sciences	4
AGRI	3033	Forage Crops & Pastures	3
AGRI	3214	Soil Science	4
AGRI	4133	Crop Prod & Cultural Systems	3
AGRI	4143	Agri-Chemicals & Waste Mgmt	3
BIOL	3174	Plant Physiology	<u>4</u>
		<b>Total Hours</b>	<b>25</b>

## AGRICULTURE COURSES (AGRI)

- +1113 Agricultural Economics**  
Introduction to agriculture economics. The role of agriculture within a market economy. Economic analysis applied to agriculture. Basic market structure and economic analysis as a management tool. (Cross Listed-ECON 1113).
- 1124 Introduction to Animal Sciences**  
Species adaptability, product standards and requirements, areas and types of production, processing and distribution of products (includes swine, sheep, beef, dairy and poultry).
- 1214 Introduction to Plant Sciences**  
Factors determining economics, plant growth, distribution, culture, improvement and utilization.
- 1413 Introduction to Agricultural Engineering**  
Use of power, machines, and engineered systems for agricultural production and processing agricultural products; engineering aspects of land and water resources development and utilization.
- 2113 General Horticulture**  
The classification and identification of scientific principles as related to the more important crops and aspects of horticulture.
- 2123 Livestock Feeding**  
Nutrients and their functions, nutrient requirements of the various classes of livestock; composition and classification of feed stuffs and ration formulation.
- 3033 Forage Crops and Pastures**  
Principles and applications in relation to production management, utilization and improvement of pasture and range plants. Pre: BIOL 1125 and AGRI 1214.
- +3103 Economics of Agricultural Policy**  
The economic characteristics and problems of U.S. agriculture; the historical evolution, significance and structure of agriculture policies and programs. Pre: ECON 2123 or AGRI 1113 (Cross Listed-ECON 3103).
- 3112 Live Animal Evaluation**  
A specific study of type and form of horses, beef cattle, sheep and swine. Pre: AGRI 1124 and 3183 or consent of instructor.
- 3122 Live Animal Evaluation II**  
A continuation of AGRI 3112. Pre: AGRI 3112.
- 3163 Floriculture and Landscaping Gardening**  
A survey of flowers, useful trees, and ornamental shrubs, their propagation and production; and the fundamental principles of landscape design as applied to the development of both small city properties and farmsteads.
- 3173 Crop Adaptation and Distribution**  
The interaction of crop genetics with the production environment to determine the adaptation and distribution of crop species. Pre: AGRI 1214.
- 3183 Meat Animal and Carcass Evaluation**  
Evaluation of carcasses and wholesale cuts of beef, pork and lamb; factors influencing grades, yields and values in cattle, swine and sheep. Lab. Pre: AGRI. 1124.



- 3214 Soil Science**  
Formation and classification of soils; principal chemical and biological properties of soils in relation to plant growth; soil productivity and land use. Pre: CHEM1105.
- 3333 Fundamentals of Meat Science**  
The anatomical, basic chemical, and physical characteristics of meat animals. The application of scientific principles to the processing and economical utilization of meat animals, as well as in the manufacture of meat products, is emphasized in laboratory. Pre: AGRI 3183 and CHEM 3115.
- 3413 Animal Genetics**  
The basic principles of heredity including: kinds of gene action, random segregation, independent assortment, linkage, chromosome mapping, multiple alleles and chromosomal abnormalities. In addition a brief introduction to quantitative inherited and population genetics. Pre: BIOL 1225.
- 3422 Horse Production**  
An in depth look at management, care and handling of horses for work and pleasure.
- 3443 Animal Reproduction**  
Physiological processes of reproduction in farm animals, gonadal function, endocrine relationship, fertility and factors affecting reproduction efficiency. Emphasis is given to principles of artificial insemination in the laboratory.
- 3543 Principles of Animal Nutrition**  
Basic principles of animal nutrition including digestion, absorption, and metabolism of the various food nutrients; characteristics of the nutrients; measure of body needs. Pre: CHEM 3115.
- 3800 Internship in Agriculture (1-3 hours credit)**  
The internship will provide students with an opportunity to gain hands-on experience in their field of study. Interns will complete a minimum of 30 hours in the field per credit hour under the guidance of the faculty mentor and the supervision of a designed professional. Pre: Dependent upon area of degree concentration.
- 4123 Agricultural Marketing**  
Economic analysis applied to agricultural markets, production and price cycles, marketing systems, agricultural futures markets, hedging, and agricultural options. Pre: ECON 2123 or AGRI 1113.
- 4133 Crop Production & Cultural Systems**  
The interaction of crop growth and development with crop production procedures and their effects on the environment. Plant systems relative to optimum yield and quality will be discussed. Pre: AGRI 1214.
- 4143 Agri-Chemicals and Waste Management**  
The use, action, and fate of pesticides and fertilizer in the environment and the proper management of livestock and crop waste residue. Pre: AGRI 1124 or BIOL 1225; AGRI 1214.
- +4153 Agricultural Economics of Development**  
Basic theory and application of community economics. Emphasis will be on 1) assisting a community with economic development efforts, 2) analysis of providing community services, and 3)

business development, assessment and retail trends analysis in rural communities. Pre: ECON 2123 or AGRI 1113 (Cross Listed ECON 4153).

- 4233 Farm Management**  
Balance sheet and income statement, economic analysis of production, production planning, enterprise budgeting, and partial budgeting. Pre: ECON 2123 or AGRI 1113.
- 4243 Futures and Forward Contracting**  
Study of futures and forward contracting. Pre: AGRI 1113 or ECON 2113, AGRI 4123.
- 4253 Advanced Contracting and Price Control**  
Advanced study of forward contracting, futures marketing, and other methods of controlling agricultural prices. Pre: AGRI 1113 or ECON 2113, AGRI 4123, or consent of instructor.
- 4442 Teachers' Course**  
Facets of the teaching-learning process including teaching methods, basic teaching skills, proper classroom management techniques and motivational techniques and ideas. Preparation for student teaching which is to be completed during the same semester.
- 4542 Sheep Science**  
Breeding, feeding management and marketing of commercial and purebred sheep. Pre: AGRI 3443.
- 4613 Beef Cattle Science**  
Application of scientific principles and recent research advances of the production of commercial and purebred beef cattle. Feeding, breeding, management and marketing methods. Pre: AGRI 3443.
- 4643 Swine Science**  
The application of genetic, physiological, microbiological, nutritional and engineering principles to the efficient production of swine. Pre: AGRI 3443.

#### ART COURSES (ART)

- 1103 Fundamentals of Art**  
A foundation course preliminary to any advanced work in creative art; designed to develop the students' powers of observation and expression through the various media; emphasizing the basic art principles underlying the fine and applied arts; and appreciation of the place of art in the present day civilization. Open to all students.
- 3283 Arts and Crafts in the Elementary School**  
Studio experience with the tools, materials, and techniques for art programs at the elementary grade level. Pre: ART 1103.

#### BIOLOGY

B.S. Degree			Major	Minor
BIOL	1125	General Botany .....	5	5
BIOL	1225	General Zoology .....	5	5
BIOL	3235	Comparative Anatomy .....	5	
BIOL	3194	Human Physiology.....	4	
BIOL	3343	Genetics .....	3	
		*Elective Biology Courses.....	18	11
		<b>Minimum Total .....</b>	<b>40</b>	<b>21</b>

\*with approval of department and dean

Biology major **must** complete as part of his/her requirements:

CHEM 1115	Chemical Principles I
CHEM 1215	Chemical Principles II
MATH 1513	College Algebra
MATH 1613	College Trigonometry

**Note:** The following courses **do not** count in the Biology major or minor:

BIOL 1114	General Biology
BIOL 4162	Teachers' Course

\*\*No more than a total of 3 credit hours of Museum Techniques and Science Fair Judging (combined) are permitted for the Biology major or Biology/Chemistry minor.

## BIOLOGY COURSES (BIOL)

### +1114 **General Biology**

The outstanding discoveries and generalizations in the field of biology, which have a bearing on trends of thought and the course of civilization. Lecture and laboratory. The course does not apply to a major or minor in biology.

### +1125 **General Botany**

Structure and activities of the seed plants with a short survey of the plant kingdom. Lecture, laboratory and field.

### +1225 **General Zoology**

This course is an introduction to animals. Concepts and principles common to animals will be covered. Major phyla will be covered with regards to their biologies and relationship with each other and to humans. Lecture and laboratory. No prerequisite.

### +3103 **Limnology**

An introduction to the study of fresh-water biology. The physical and chemical factors of aquatic habitat; includes study of the living aquatic organisms and productivity of the habitat. Lecture, laboratory, and field work. Pre: CHEM 1115 or 1105 and BIOL 1225.

### +3115 **Introduction to Microbiology**

An introductory course in microbiology stressing the physiology, cultivation, classification, and distribution of microorganisms. Laboratory and lecture sections are integrated to provide a biochemical approach to the nature and function of microorganisms in the health sciences, agriculture, and industry. Pre: CHEM 1105 or 1115, 1215. Three hours laboratory minimum.

### +3153 **Human Histology**

A study of vertebrate and human tissues. Correlation is made between structural arrangements of tissues and functions. A lecture and laboratory course requiring 12 hours of biology as prerequisites.

### +3174 **Plant Physiology**

A study of functions of the physiological process of plants including respiration, photosynthesis, and nutrition. Pre: BIOL 1125 and CHEM 1115, 1215.

### +3184 **Human Anatomy**

An introduction to the areas and microscopic structure of the various organ systems of the human body; covers tissues and the following organ systems: integumentary, skeletal, muscular, nervous,

digestive, cardiovascular, respiratory, lymphatic, urinary, and reproductive. Lecture and laboratory required Physical Education majors. Pre: CHEM 1105 or 1115.

### +3194 **Human Physiology**

An introduction to the cellular and gross functions of the various organ systems of the human body; covers cellular metabolism and the physiology of the following organ systems: skeletal, muscular, nervous, digestive, cardiovascular, respiratory, lymphatic, urinary, and reproductive. Lecture and laboratory. Pre: BIOL 3184, CHEM 1105 or 1115, 1215, and MATH 1513.

### +3204 **Ornithology**

Lectures and laboratories dealing with the classification, distribution, life history, ecology, adaptations, and ethnology of birds; emphasis on local avifauna. Field trips. Pre: BIOL 1225

### +3213 **Plant Kingdom**

Study of comparative structures of all divisions of the plant kingdom. Attention is paid to life cycles and phylogenetic relationships of all important groups. Lecture and laboratory. Pre: BIOL 1125.

### +3224 **General Entomology**

The fundamentals of insect life; classification, life histories, economic relationships, and control of harmful forms. This course is designed to meet the needs of an introductory course in economic or agricultural entomology as well as the needs of the biology major. Lecture, laboratory, field trips. Pre: BIOL 1225.

### +3235 **Comparative Anatomy**

Comparison of anatomical structures in vertebrate types using paleontological evidence as well as developmental biology to support phylogenetic relationships. Laboratory will include dissection of selected vertebrate types as well as osteological studies. Pre: BIOL 1225.

### +3324 **Invertebrate Zoology**

A laboratory and field investigation into the life cycles, habitats, and natural history of the more common invertebrate groups. Pre: BIOL 1225.

### +3343 **Genetics**

Physical basis and the mechanisms concerning transmission of traits from ancestor to descendant, and occurrences of individual difference through successive generations. Pre: MATH 1513, BIOL 1125, and 1225.

### +3352 **Lab in Genetics**

Actual crosses and demonstrations intended to illustrate certain genetic principles. *Drosophila* is the primary organism used in breeding experiments, and corn and soybean used in demonstrations. Pre: BIOL 3343 or concurrent enrollment.

### +3363 **Cellular and Molecular Biology**

A study of the cell concept and cell morphology, organelles, enzymes, energetics, influence of external environment, cellular synthesis, replication, differentiation, origin and evolution of cells. Pre: CHEM 1115, 1215.

- +3374 Grassland Ecosystems**  
Functions and interrelationships of the biotic and abiotic components of native grasslands. Attention is given to important range plants of the central prairies and plains. Lecture, laboratory and field trips. Pre: BIOL 1125.
- 3502 Medical Terminology**  
A course designed to expose the student to prefixes, suffixes, and root words of Greco Latin origin which frequently occur in the English language, and to enable the student to determine the meaning of the medical terms using knowledge of Greek and Latin base words. A programmed study. Pre: BIOL 3184 and 3194 recommended.
- +4103 Vertebrate Embryology**  
The factors and principles of embryonic development of the vertebrates with emphasis on avian and mammalian development. Pre: BIOL 3235.
- 4115 Pathogenic Microbiology and Immunology**  
A course in microbiology stressing the physiology, classification, and distribution of microorganisms pathogenetic to man. Laboratory and lecture sections are integrated to provide an immunological and serological approach to the study of pathogenic microorganisms.
- +4144 Biochemistry**  
Develop a basic understanding of chemical reactions that occur in plant and animal systems. The study of the structure and metabolism of proteins, carbohydrates, lipids, and nucleic acids. Cellular respiration, photosynthesis, enzyme mechanism, and intracellular signaling pathways are also covered. Lecture and laboratory. Pre: CHEM 3115, 4115 or concurrently.
- +4153 Wildlife Conservation**  
A survey of the history and principles of the conservation of wildlife resources. Pre: BIOL 1125 and 1225.
- 4162 Teachers' Course**  
Problems and methods of teaching science. Pre: 20 hours of science. Lecture and demonstration. This course does not apply to a major or minor in biology.
- +4214 Ecology**  
The interrelationships of animals and plants with their surroundings; physical and chemical factors in their environment; distribution of animals and plants over the life zones of the earth. Lecture and laboratory. Pre: 12 hours of Biology, MATH 1513 and CHEM 1115.
- +4223 Plant Taxonomy**  
Classification of flowering plants, with special attention to the local flora; the collecting and preservation of plant specimens. Lecture, laboratory, and field trips. Pre: BIOL 1125.
- +4265 Animal Parasitology**  
Morphology, life history, and classification of the more important parasites of animals; host/parasite relationships and methods of control. Pre: BIOL 1225.
- +4304 Natural History Vertebrates**  
Natural history and classification of the vertebrates.

Use of taxonomic keys, check lists, descriptions, and ranges in classification. Life histories, reproduction, behavior, adaptation, habitats, care of the young, etc., of common vertebrates. Emphasis on local fauna whenever possible. Lecture, laboratory, field work, museum and individual projects. Pre: BIOL 1225.

- +4313 Common Plants of Oklahoma**  
Identification and classification of seed plants common to the area; attention given to family characteristics and environmental relationships. Lecture, laboratory and field trips. Pre: BIOL 1125.
- +4323 Immunology**  
Study of the immune system including organs and cells of the system, antibody antigen interactions, lymphocyte activation and reactions, lymphokines and compliment production and functions, hypersensitivity reactions and autoimmunity. Pre: CHEM 1115, 1215, BIOL 3194 and suggested BIOL 3363 or 4144.
- +4503 Pathophysiology**  
Mechanisms of health and disease. Topics covered include: cellular injury, inflammation and healing processes, neoplasia, imbalances of body temperature, body water, pain mechanisms and management, and disorders of the immune, cardiovascular, respiratory, reproductive, nervous and endocrine systems. Primarily for pre-health professional students. Pre: BIOL 3184, 3194, CHEM 1105 or 1115.

## ACCOUNTING

B.S. Degree		Major-Minor	Minor
ACCT	2123	Financial Accounting.....	3 3
ACCT	2133	Managerial Accounting.....	3 3
ACCT	3103	Intermediate Acctng I.....	3 3
ACCT	3113	Intermediate Acctng II.....	3
ACCT	3133	Income Tax Accounting.....	3
ACCT	3153	Cost Accounting.....	3
ACCT	4133	Acctg Information Systems.....	3
ACCT	4173	Auditing.....	3
CMSC	1103	Microcomputer Applications ...	3 3
ECON	2113	Prin of Macroeconomics.....	3
ECON	2123	Prin of Microeconomics.....	3
ECON	2163	Intro Statistics <b>OR</b> (Math 1313)...	3
MATH	2533	Bus Calc <b>OR</b> (Math 2215).....	3
GBUS	3013	Business Communications.....	3 3
MRKT	3043	Prin of Marketing.....	3
MGMT	3063	Prin of Management.....	3
INTB	3513	International Business.....	3
GBUS	3903	Business Law I.....	3 3
GBUS	3913	Business Law II.....	3
FIN	4063	Business Finance.....	3
MGMT	4353	Prod/Oper Management.....	3
MIS	4413	Management Info Syst.....	3
MGMT	4433	Business Policy.....	3
		Elective Adv Accounting.....	6 6
		<b>Total Hours.....</b>	<b>75 24</b>

Note 1: The student must have at least one-half of the total hours in upper-division courses.

Note 2: Accounting majors desiring to take the CPA exam will need to complete 150 credit hours, which will include additional accounting courses. These courses can be taken at the undergraduate level but it is suggested that the student plan to attend graduate school.

Note 3: In the general education program the student is advised to take Economics 2113 and Economics 2123.

### BUSINESS ADMINISTRATION

#### B.S. Degree

#### Major- Minor Major Minor

CMSC	1103	Microcomputer Apps.....	3	3	3
ECON	2113	Prin of Macroeconomics...	3	3	<b>OR</b>
ECON	2123	Prin of Microeconomics ...	3	3	3
ACCT	2123	Financial Accounting .....	3	3	3
ACCT	2133	Managerial Accounting ....	3	3	3
ACCT	3103	Intermediate Acct	<b>OR</b>		
ACCT	3133	Income Tax Acct .....	3		
ECON	2163	Intro to Statistics	<b>OR</b>		
MATH	1313	Statistics	<b>OR</b>		
PSYC	4213	Statistics .....	3	3	
GBUS	3013	Business Comm .....	3	3	3
MRKT	3043	Prin of Marketing .....	3	3	3
MGMT	3063	Prin of Management .....	3	3	3
MGMT	3433	Organztl Behavior .....	3		
ECON	3213	Internatl Economics	<b>OR</b>		
INTB	3513	Internatl Business .....	3	3	
GBUS	3903	Business Law I .....	3	3	3
GBUS	3913	Business Law II .....	3		
FIN	4063	Business Finance .....	3	3	3
MGMT	4333	Human Res Mgt .....	3		
MGMT	4353	Prod/Oper Mgmt.....	3	3	
MIS	4413	Mgmt Info Syst.....	3	3	
MGMT	4433	Business Policy .....	3	3	
		Advanced Electives			
		Select from Business,			
		Acctg., Economics,			
		E-Commerce, or			
		Computer Science.....	9		
		<b>Total Hours .....</b>	<b>66</b>	<b>45</b>	<b>27</b>

Note 1: In any of the programs in business administration, the student must have at least one-half of the total hours in upper-division courses.

Note 2: In the general education program, the student is advised to take Economics 2113 and Economics 2123.

Note 3: Mathematics 1313 WILL NOT fulfill the general education requirement for mathematics.

### BUSINESS EDUCATION

#### B.S. Ed. Degree

#### Major Certificate

ACCT	2123	Financial Accounting .....	3		
ACCT	2133	Managerial Accounting .....	3		
CMSC	1103	Microcomputer Apps.....	3		
ECOM	2013	Web Programming I .....	3		
ECOM	3003	Telecommunications.....	3		
ECON	2113	Prin of Macroeconomics.....	3		
ECON	2123	Prin of Microeconomics .....	3		
GBUS	3013	Business Communications....	3		

MRKT	3043	Principles of Marketing.....	3		3
MGMT	3063	Principles of Management ....	3		3
GBUS	3903	Business Law I.....	3		3
GBUS	4013	Business Methods .....	3		3
MIS	4413	Mgmt Information Systems...3			3
		Business, Acctg., Economics,			
		Comp. Science, or E-Commerce			
		Electives (Upper Division)....	3		3
		<b>Total Hours.....</b>	<b>42</b>		<b>42</b>

In addition to the major requirements, the student must complete the required Professional Education courses (20 hours) and the "Block Semester (14 hours) see Section VII.

Note 1: In the general education program the student is advised to take Economics 2113 and Economics 2123.

Note 2: Mathematics 1313 WILL NOT fulfill the general education requirements in mathematics.

### ECONOMICS

#### Minor

ECON	2113	Prin of Macroeconomics .....	(3)		
ECON	2123	Prin of Microeconomics.....	(3)		
ECON	2163	Introduction to Statistics .....	3		
ECON	3213	International Economics	<b>OR</b>		
INTB	3513	International Business .....	3		
		Elective Economics or Ag Econ.....	15		
		<b>Total Hours.....</b>	<b>21</b>		

Note 1: At least one-half of the courses in the Economics minor must be upper-level courses.

Note 2: The economics minor is available to both business and non-business majors. However, non-business majors may need to complete an additional 6 credit hours of prerequisite courses. As a result, it is recommended that ECON 2113 and 2123 be taken as part of general education.

Note 3: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a major or minor.

Note 4: Only one economics elective will be offered each semester. A student pursuing a minor should be aware that he/she will need four semesters to obtain the needed electives for the minor.

### ENTREPRENEURSHIP

#### Minor

#### Non-business majors

MGMT	3063	Principles of Management .....	3		
MRKT	3043	Principles of Marketing.....	3		
ACCT	2123	Financial Accounting .....	3		
GBUS	3613	Principles of Entrepreneurship.....	3		
GBUS	3913	Business Law II .....	3		
MGMT	4213	Small Business Management .....	3		
MGMT	4433	Business Policy .....	3		
GBUS	4313	Advanced Entrepreneurship.....	3		
		<b>Total Hours .....</b>	<b>24</b>		

### ENTREPRENEURSHIP

#### Minor

#### Business majors

Choose from the following to complete 24 hours:

MRKT	3413	Consumer Behavior .....	3		
GBUS	3313	Industrial Psychology .....	3		
MGMT	3433	Organizational Behavior .....	3		
MGMT	4333	Human Resource Management .....	3		
MRKT	4043	Salesmanship .....	3		

MRKT	3033	Advertising	3
INTB	3513	International Business	3
ECOM	2003	Intro to E-Commerce	3
ACCT	3133	Income Tax Accounting	3
MGMT	4353	Production Operations Management	3

Note 1: Business majors who have completed any of the core courses in their major degree program will choose from the suggested electives to complete the 24-hour minor.

<b>HUMAN RESOURCE</b>			<b>Minor</b>
PSYC	1113	General Psychology	(3)
MGMT	3063	Prin of Management	3
MGMT	3433	Organizational Behavior	3
MGMT	4333	Human Resources Management	3
MRKT	3413	Consumer Behavior	3
GBUS	3313	Industrial Psychology	3
		Directed Electives Below	6
<b>Total Hours</b>			<b>21</b>

Choose electives from the following:

GBUS	3913	Business Law II
MGMT	4343	Cross-Cultural Management
MGMT	4213	Small Business Management
PSYC	3163	Motivation
PSYC	3143	Social Psychology

Note 1: The human resource minor is available to both business and non-business majors. However, students may need to complete an additional 3 credit hours of prerequisite courses.

Note 2: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a major or minor.

<b>MANAGEMENT</b>			<b>Minor</b>
MRKT	3043	Prin of Marketing	(3)
MGMT	3063	Prin of Management	(3)
GBUS	3913	Business Law II	3
MGMT	3433	Organizational Behavior	3
MGMT	4213	Small Business Management	3
MGMT	4333	Human Resources Management	3
MGMT	4343	Cross-Cultural Management	3
MRKT	4103	Marketing Management	3
		Electives (3000 level or higher) Select from Business, Acctg., Economics, E-Commerce, or Computer Science	3
<b>Total Hours</b>			<b>21</b>

Note 1: The management minor is available to both business and non-business majors. However, students may need to complete an additional 6 credit hours of prerequisite courses.

Note 2: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a major or minor.

<b>MARKETING</b>			<b>Minor</b>
MRKT	3043	Prin of Marketing	(3)
INTB	3513	International Business	(3)
MRKT	3033	Principles of Advertising	3
MRKT	3413	Consumer Behavior	3
MRKT	4013	E-Marketing	3
MRKT	4043	Salesmanship	3

MRKT	4103	Marketing Management	3
MRKT	4113	International Marketing	3

**Total Hours**..... **18**

Note 1: The marketing minor is available to both business and non-business majors. However, students may need to complete an additional 6 credit hours of prerequisite courses.

Note 2: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a major or minor.

<b>MANAGEMENT INFORMATION SYSTEMS</b>			<b>Minor</b>
MGMT	3063	Prin of Management	(3)
MIS	4413	Management Information Systems	(3)
MIS	2033	Visual Basic Programming	3
MIS	3003	Data Management System	3
MIS	3023	Survey of Operating Systems	3
MIS	4013	Systems Analysis and Design	3
MIS	4423	Information Systems Management	3
		Directed Electives Below	6
<b>Total Hours</b>			<b>21</b>

Choose electives from the following:

CMSC	2023	Intro to COBOL
CMSC	2103	Computer Programming I
CMSC	3113	Networking Essentials
CMSC	3203	Computer Programming II
CMSC	3213	Network Server I
CMSC	4023	Object Oriented Prog (C++)
CMSC	4213	Network Server II
ECOM	2013	Web Programming I
ECOM	3033	Website Design & Development
ECOM	3113	Web Programming II
ECOM	3203	Database Driven Websites
ECOM	4113	Graph. Dev. Tools (Photoshop)
ECOM	4123	Web Code Dev. Tools (Dreamweaver)
ENGL	3513	Technical Writing
ACCT	4133	Accounting Information Systems

Note 1: The MIS minor is available to both business and non-business majors. However, students may need to complete an additional 6 credit hours of prerequisite courses.

Note 2: Parentheses around a number means that, although the course is required, it may not be counted in the minimum total for a major or minor.

### ACCOUNTING COURSES (ACCT)

#### 1003 Introduction to Accounting

Covers the basics of the accounting cycle. This course is designed for students with no prior accounting coursework or experience and serves as a solid introduction to Financial Accounting.

#### 2123 Financial Accounting

An introductory course in gathering, recording, and using financial data of a profit organization.

- 2133 Managerial Accounting**  
Emphasis on the use of accounting data by managers. This course includes: basic cost accounting concepts, income determination, balance sheet evaluation analysis, interpretation of financial statements, budgeting, concepts of cost analysis, internal control, and capital investment including the time value of money. Pre: ACCT 2123 or equivalent.
- 3103 Intermediate Accounting I**  
Study of the evaluation and treatment of assets including consideration of related principles of profit determination. Pre: ACCT 2133. Offered Fall only.
- 3113 Intermediate Accounting II**  
Study of the treatment of liabilities, owner's equity, and the analysis of financial statements. Continuation of Acct. 3103. Pre: ACCT. 3103. Offered Spring only.
- 3123 Municipal Accounting**  
Study of governmental and non-profit accounting. An analysis of funds that reflect activity for governmental units, hospitals, and educational institutions. Pre: ACCT 2123 and 2133. Offered spring only.
- 3133 Income Tax Accounting**  
Theory of individual taxation. Examination of income tax problems; federal and state tax forms; and preparation of individual tax returns both manually and using basic tax software. Pre: ACCT 2133.
- 3143 Advanced Income Tax Accounting**  
Theory of partnership and corporation taxation. Examination of partnership and corporation tax returns. Examination of other issues including estate taxation, and gift-tax. Pre: ACCT 3133. Offered Spring only.
- 3153 Cost Accounting I**  
Elementary principles of cost accounting: internal records of manufacturing business, standard costing, and quality concepts. Pre: ACCT 2123 and 2133. Offered fall only.
- 3163 Cost Accounting II**  
Advanced, continuation of 3153. Process cost accounting, standard cost accounting; budgetary control; cost and profit analysis. Pre: ACCT 3153. Offered spring only.
- 4103 Advanced Accounting I**  
Theory and problems involving partnerships, governmental accounting, and judiciary accounting, hospital and educational institutions. Pre: ACCT 3113. Offered Fall only.
- 4113 Advanced Accounting II**  
This course includes: consolidated financial statements, accounting for foreign currency transactions, translation of foreign currency financial statements and segments; interim reports; and reporting for the SEC. Pre: ACCT 4103. Offered spring only.
- 4133 Accounting Information Systems**  
An in-depth study of the various accounting systems with emphasis in intra and inner system data flow. Concentration on both manual and automated systems. Pre: ACCT 3113. Offered Fall only.
- 4173 Auditing**  
The course includes: auditing procedure; classification of audits; audit working papers and reports; methods of verification of financial statements; practical applications; maintenance and improvement of internal controls. Pre: ACCT 3113. Offered Spring only.
- 4183 Advanced Auditing**  
Auditing programs and case studies; auditing standards; APB opinions; FASB opinions; statistical and judgment sampling. Pre: ACCT 4173. Offered by special request and approval.
- 4303 International Accounting**  
Provides understanding of international accounting issues. Emphasis is on the diverse role of accounting in countries, global harmonization of accounting standards, accounting for currency exchange rate changes, issues related to using corporate financial reporting across borders, and financial reporting in emerging capital markets. Pre: ACCT 2123, 2133, and INTB 3513 (Cross Listed-INTB 4303). Offered spring only.
- GENERAL BUSINESS COURSES (GBUS)**
- 1013 Introduction to Business**  
Introductory course for students of economics and business administration; survey of basic principles, forms and practices involved in administration of a business firm.
- +3013 Business Communications**  
The essential qualities of business writing; composition of all types of business letters. Pre: CMSC 1103 or equal proficiency.
- +3213 Oral Communication for Business Professionals**  
A study of specific communication principles and methods for application in business and professional settings. Emphasis will be placed on management styles, communication techniques and organizational communication. (Cross Listed-MCOM 3213 and SCOM 3213).
- 3223 Real Estate Principles**  
Methods and practices of operating real estate agencies; conveyance of title, leases, mortgages, liens, contracts to buy or sell; methods of financing; zoning laws, subdividing, developing, agency management; appraisal practices.
- 3233 Insurance Principles**  
The practical application of life insurance annuities and group insurance pension plans. The course involves analysis of insurance contracts, insurance carriers and insurance programming. It also covers the business uses of insurance.
- 3243 Personal Insurance**  
This course covers the contingencies of death, survival, and disability; life, health, and accident insurance; and the organization and management of insurance carriers and insurance planning .
- 3253 Real Estate Practice**  
This course is designed to meet the requirements of the Oklahoma Real Estate Commission for licensing

as a Real Estate Sales Associate. This course covers marketing, qualifying buyers, real estate trust accounts, title, buyer agency, leases and laws and regulations affecting real estate practice. Pre: GBUS 3223 and/or Provisional Real Estate Sales Associate License.

- 3313 Industrial Psychology**  
Interaction of employees and their organizations. Individuals and their motivation to work; groups; communication in industrial organizations; human factors research; psychological principles applied to personnel problems; psychology of work. (Cross Listed-PSYC 3213).
- 3613 Principles of Entrepreneurship**  
This course offers a practical, hands-on approach to entrepreneurship and leads students through the process of writing either a feasibility plan or a business plan. Topics include identifying business opportunities, concept development to market penetration, financial analysis as well as coverage of emerging entrepreneurial topics such as e-commerce, international business opportunities, and the speed of change in the business environment. Offered Fall only.
- 3713 Investments**  
This course involves the evaluation of investment vehicles, fundamental and technical analysis, and alternative investment strategies while providing the beginning investor with an understanding of the functioning of an efficient market.
- 3903 Business Law I**  
Business crimes, law of torts, contracts, agency, and sales.
- 3913 Business Law II**  
Law of negotiable instruments, property, unincorporated business associations, corporations, debtor and creditor relations, regulation of business.
- 4013 Methods of Teaching Business Subjects**  
Problems and methods of teaching business subjects. Includes both skill subjects and general business subjects. Specific emphasis is placed on Keyboarding/Word Processing, Accounting, Computer Applications, and Technology as a teaching tool. Pre: 24 hours in business (to be taken just before student teaching block).
- 4053 Consumer Problems**  
A survey of the field of consumption with attention to the needs and the problems of the consumer.
- 4262 Property and Liability Insurance**  
This course includes: property and liability insurance, property and liability risks, homeowners, automobile, and other policies will be covered. The study of risk management techniques and rating systems are considered.
- 4313 Advanced Entrepreneurship**  
This course builds on the framework established in Principles of Entrepreneurship. Topics include start-up financing, operational strategies, management of the enterprise, marketing of the product or service, identifying the potential risk factors as well as the social and ethical issues facing the enterprise.

Students will engage in team work and leadership activities and complete a comprehensive business plan. Pre: GBUS 3613. Offered Spring only.

## **ECONOMICS COURSES (ECON)**

- +1113 Agricultural Economics**  
Introduction to agriculture economics. The role of agriculture within a market economy. Economic analysis applied to agriculture. Basic market structure and economic analysis as a management tool. (Cross Listed-AGRI 1113).
- +2113 Principles of Macroeconomics**  
Principles of aggregate economic analysis; emphasis: fundamentals of demand and supply, national income accounting, business cycles, inflation, unemployment, determination of the level of a nation's output, fiscal policy, money and banking, and monetary policy. Offered fall only.
- +2123 Principles of Microeconomics**  
Principles of microeconomic analysis: basic principles of demand and supply, applications of demand and supply analysis, elasticity, theory of consumer behavior, theory of production and cost, theory of the business firm within various market structures, resource allocation, and international trade. Offered spring only.
- +2163 Introduction to Statistics**  
Principles of statistics: frequency distributions, measures of central tendency, measures of dispersion, probability, probability distributions, confidence intervals, and hypothesis testing. Pre: MATH 1513. Offered fall only.
- +3003 Money and Banking**  
Fundamental theories of money, banking, and financial markets: the role of money in the macro economy, financial instruments, interest rates, securities markets, derivatives, and foreign exchange market. Pre: ECON 2113 (Cross Listed-FIN 3003).
- +3103 Economics of Agricultural Policy**  
The economic characteristics and problems of U.S. agriculture; the historical evolution, significance and structure of agricultural policies and programs. Pre: ECON 2123 or AGRI 1113 (Cross Listed-AGRI 3103).
- +3133 Public Finance**  
Applications of economic analysis to public expenditures, allocation of resources, and public revenue. Considerations of the problems of efficiency, equity and incidence of taxes. Pre: ECON 2113 and 2123 (Cross Listed-FIN 3133).
- +3213 International Economics**  
Principles of international trade and finance; commercial policies in relation to the flow of international trade. Emphasis will be placed on the increasing importance of international trade and policies as they affect the U.S. economy. Pre: ECON 2123 (Cross Listed-INTB 3213).
- +4123 Industrial Organization**  
The organization and operation of the free enterprise system. Development of big business enterprise; the interrelations of market structure, conduct and

performance; public policies affecting industrial organization. Pre: ECON 2123.

**+4133 Labor Economics**

Theoretical analysis of labor resources. Examinations of the aspects of quantity, quality, allocation and utilization of labor resources, wages theories, unemployment, and manpower policy. Pre: ECON 2123.

**+4153 Agricultural Economics of Development**

Basic theory and application of community economics. Emphasis will be on 1) assisting a community with economic development efforts, 2) analysis of providing community services, and 3) business development, assessment and retail trends analysis in rural communities. Pre: ECON 2123 or AGRI 1113 (Cross Listed-AGRI 4153).

**+4353 Intermediate Price Theory**

Theory of consumer behavior, production theory, theory of the firm, market structure models, pricing of products and resources, resource allocation, product distribution, 2<sup>nd</sup> equilibrium. Pre: ECON 2123.

**+4363 Income and Employment**

Theories of national income determination, consumption, investment, money, interest rates and economic growth. Emphasis will be on Classical, Keynesian and Post-Keynesian aggregate economic analysis. Pre: ECON 2113 and ECON 2123.

**FINANCE COURSES (FIN)**

**+3003 Money and Banking**

Fundamental theories of money and banking, modern currency, banking and credit and their relation to business organization. Pre: ECON 2113. (Cross Listed-ECON 3003).

**+3133 Public Finance**

Applications of economic analysis to public expenditures, allocation of resources, and public revenue. Considerations of the problems of efficiency, equity and incidence of taxes. Pre: ECON 2113 and 2123. (Cross Listed-ECON 3133).

**4063 Business Finance**

A study of the financial requirements for business and the manipulative techniques available to fill these requirements. The analysis deals with the capital problems faced by sole proprietorships, partnerships, and corporations in the long and short run, and includes the topic of reorganization. Pre: ACCT 2123; ECON 2113 and 2123.

**INTERNATIONAL BUSINESS COURSES (INTB)**

**+3213 International Economics**

Principles of international trade and finance; commercial policies in relation to the flow of international trade. Emphasis will be placed on the increasing importance of international trade and policies as they affect the U.S. economy. Pre: ECON 2113 or 2123. (Cross Listed-ECON 3213).

**3513 International Business**

An in-depth study of the various aspects of international business. Subject areas include: international economics, finance, accounting, management, marketing, and law. Pre: ACCT 2123, 2133; ECON 2113 and MGMT 3063.

**4113 International Marketing**

Issues related to development and implementation of global marketing strategies. Topics include: effect of cultural, social, political, and legal forces; analyzing marketing opportunities; developing, implementing, and controlling global marketing strategies; and managing the global distribution channels. Pre: MRKT 3043 and INTB 3513. (Cross Listed-MRKT 4113).

**4303 International Accounting**

Provides understanding of international accounting issues. Emphasis is on the diverse role of accounting in countries, global harmonization of accounting standards, accounting for currency exchange rate changes, issues related to using corporate financial reporting across borders, and financial reporting in emerging capital markets. Pre: ACCT 2123, 2133, and INTB 3513 (Cross Listed-ACCT 4303). Offered spring only.

**4343 Cross-Cultural Management**

This course addresses the complexities and challenges associated with international management by emphasizing both organizational behavior and human resources management in terms of cross-cultural implications and applications. Pre: MGMT 3063 and INTB 3513 or permission of instructor. (Cross Listed-MGMT 4343).

**MANAGEMENT COURSES (MGMT)**

**3063 Principles of Management**

A systems approach to the study of business management with special emphasis on planning, organizing, directing, and controlling.

**3433 Organizational Behavior**

A study of the behavioral science that pertains to the study of an organization's behavior. This course includes: organizational structure, management practices, communication problems, job design, motivation, groups, and organizational change. It also has a strong emphasis on management applications. Pre: MGMT 3063.

**4213 Small Business Management**

An examination of the environment and management of the small enterprise. This course includes: financing, organizing, risk management, marketing programs and policies, and legal and governmental relationships for the small business. Pre: MGMT 3063 or permission of instructor.

**4303 European Studies in Management**

This course presents concepts of management in a global market with specific attention to business management in the European market. Course will consist of faculty lecture and field experience in the European market. Executives from leading international firms will meet with students to discuss



their strategies for success in world markets. On-site visits and plant tours enhance the learning experience. Pre: MGMT 3063.

**4333 Human Resources Management**

A study of modern methods of selection, testing and solving various human resource problems. The course is designed to give the student a knowledge and understanding of how to manage human resources effectively. Pre: MGMT 3063 or permission of instructor.

**4343 Cross-Cultural Management**

This course addresses the complexities and challenges associated with international management by emphasizing both organizational behavior and human resources management in terms of cross-cultural implications and applications. Pre: MGMT 3063 and INTB 3513 or permission of instructor. (Cross Listed-INTB 4343).

**4353 Production/Operations Management**

A study of the principles and practices related to production and operations in both manufacturing and service firms. This course includes: project decisions, process and project planning, work measurement, facility location, facilities layout, scheduling, and inventory control. Pre: Statistics, MATH 1513 and MGMT 3063.

**4433 Business Policy**

This is a capstone course in which the student will have an opportunity to integrate concepts learned and philosophies developed in other business courses with real world experiences. Emphasis will be on Small Business Practicum, Business Internship, or Entrepreneurship to allow students practical application of their field. Pre: To be taken in the Spring before graduation.

**MARKETING COURSES (MRKT)**

**+3033 Principles of Advertising**

A study of the various media of advertising in connection with the distribution of goods and services. Pre: MRKT 3043 (Cross Listed -MCOM 3033).

**3043 Principles of Marketing**

A survey of the nature, scope and economic importance of marketing. This course includes: analysis of marketing functions, institutions, pricing, demand creation, costs and marketing legislation (Cross Listed-MCOM 3043).

**3413 Consumer Behavior**

Course in the characteristics of consumers, their buying patterns, and the demographic, social and psychological influences on the consumer buying process. Issues of ethics and global marketing are considered. Pre: MRKT 3043 (Cross Listed-PSYC 3313).

**4013 E-Marketing**

This course presents in-depth concepts of marketing with specific attention to the electronic commerce setting. The course will cover customer support and quality of service in the online setting, methods of

personalization, developing new products in the web context, how to build traffic and brand recognition, pricing, and planning for e-commerce marketing. Pre: ECOM 2003 or MRKT 3043 (Cross Listed-ECOM 4013).

**4043 Salesmanship**

A course dealing with the principles of selling merchandise. Methods of approaching prospects and demonstrating goods. Use of appeals, etc. Pre: MRKT 3043.

**4103 Marketing Management**

An advanced marketing course that offers in-depth study of marketing management; marketing opportunities; researching and selecting target markets; developing marketing strategies; planning marketing programs; and organizing, implementing, and controlling the marketing effort. Pre: MRKT 3043.

**4113 International Marketing**

Issues related to development and implementation of global marketing strategies. Topics include: effect of cultural, social, political, and legal forces; analyzing marketing opportunities; developing, implementing, and controlling global marketing strategies; and managing the global distribution channels. Pre: MRKT 3043 and INTB 3513. (Cross Listed-INTB 4113)

**4313 European Studies in Marketing**

This course presents concepts of international marketing principles in the European business environment. Course will consist of faculty lecture and field experience in the European market. Executives from leading international firms will meet with students to discuss their strategies for success in world markets. On-site visits and plant tours enhance the learning experience. Pre: MRKT 3003.

**MANAGEMENT INFORMATION SYSTEMS COURSES (MIS)**

**+2033 Visual Basic Programming**

Problem solving and computer programming using Visual Basic with emphasis on business applications and including elements of file processing. Pre: High School Algebra and CMSC 1003 or ECOM 2013 (Cross Listed-CMSC 2033).

**+3003 Data Management Systems**

An application oriented course on the management of data in a variety of situations using both data manager and spreadsheet software. System analysis, file specification and maintenance, data entry and manipulation, report generation. Pre: CMSC 1003, 1103; ECOM 2013, or permission of the department. (Cross listed-CMSC 3003).

**+3023 Survey of Operating Systems**

This course surveys important existing operating systems and their application to E-Commerce, including handheld and mobile devices. Pre: ECOM 2013, MIS 4413 or ECOM 3113. (Cross Listed-ECOM 3023).

**+4013 Systems Analysis and Design**

Fundamental concepts of the design and implementation of integrated business systems.

Application research, problem definition, fact-gathering techniques, report requirements, and source data requirements. General systems flow charting, decision tables, data controls, and system controls. System implementation, evaluation and maintenance. Pre: CMSC 2103 or MIS 3003. Will substitute for ECOM 4023. (Cross Listed-CMSC4013).

**+4413 Management Information Systems**

A study of decision support systems available to managers. Includes the study of design and operation of a computer information system, data bases, interactive languages, software, and management information theory. Strong emphasis is placed on the computer as a tool for MIS. Pre: CMSC 1103, MGMT 3063.

**+4423 Information Systems Management**

An integration of previous coursework into the ability to see needs of an organization from the viewpoint of all levels of management. Project-oriented course emphasizes multi-disciplinary problem solving, communication, and management. Pre: MIS 4413.

**CHEMISTRY**

<b>B.S. Degree</b>		<b>Major</b>	<b>Minor</b>
CHEM 1115	Chemical Principles I .....	5	5
CHEM 1215	Chemical Principles II .....	5	5
CHEM 3115	Organic Chemistry I .....	5	5
CHEM 4115	Organic Chemistry II .....	5	5
	Advanced Elective Chem .....	20	5
	<b>Total.....</b>	<b>40</b>	<b>25</b>

Electives hours can be selected from: 3015, 3025, 4144, 4355, 4365, 4470, 4480.

It is recommended that not more than 3 hours of Science Fair Judging be credited for either the major or the minor.

It is necessary for chemistry majors to complete mathematics through calculus and to take physics.

**CHEMISTRY COURSES (CHEM)**

**+1105 General Chemistry**

The study of the basic principles of chemistry with an emphasis upon application to agriculture, nursing, and other non-science majors. Lecture and laboratory.

**+ 1115 Chemical Principles I**

The more important principles upon which chemistry is based. Also includes a study of many of the elements, the periodic classification of the elements, acid base chemistry, the meaning of equations, and equilibria. Lecture and laboratory.

**+ 1215 Chemical Principles II**

Continuation of Chemistry 1115. Lecture and laboratory. Pre: CHEM 1105 or 1115

**+3015 Classical Chemical Analysis**

The principles of chemical stiochiometry and equilibrium are supplied to gravimetric and volumetric quantitative analysis. An introduction to simple instrumental methods is included. Lecture and laboratory. Pre: CHEM 1215

**+3025 Instrumental Chemical Analysis**

The principles of optical and electrochemical methods are applied to qualitative and quantitative

analysis. Separation techniques are studied and some nuclear and thermal analytical methods are included. Lecture and laboratory. Pre: CHEM 1215.

**+3115 Organic Chemistry I**

The study of chemistry of organic compounds with an emphasis on functional groups, nomenclature, reactions, reaction mechanisms, stereochemistry and spectroscopy. Lecture and laboratory. Pre: CHEM 1215

**+4115 Organic Chemistry II**

A continuation of Organic Chemistry I with inclusion of compounds of biochemical interest. A significant portion of the laboratory program is devoted to identification of organic compounds by classical and modern methods. Pre: CHEM 3115.

**+4125 Advanced Organic Chemistry**

An in-depth study of selected topics of organic chemistry with an emphasis on mechanistic theory, organic syntheses, organic spectroscopy, and/or physical organic chemistry. Pre: CHEM 4115.

**4144 Biochemistry**

Develop a basic understanding of chemical reactions that occur in plant and animal systems. The study of the structure and metabolism of proteins, carbohydrates, lipids, and nucleic acids. Cellular respiration, photosynthesis, enzyme mechanism, and intracellular signaling pathways are also covered. Lecture and laboratory. Pre: CHEM 3115, 4115 or concurrently.

**+4355 Physical Chemistry I**

A fundamental course in physical chemistry including atomic and molecular structure, thermodynamics, kinetics, states of matter, and equilibria. Lecture and laboratory. Pre: CHEM 1215 and MATH 2215.

**+4365 Physical Chemistry II**

A continuation of Chemistry 4355. Lecture and laboratory. Pre: CHEM 4355.

**COMPUTER SCIENCE**

<b>B.S. Degree</b>		<b>Major</b>	<b>Minor</b>
CMSC 2103	Computer Programming I .....	3	3
CMSC 3203	Computer Programming II .....	3	3
CMSC 3003	Data Management Systems .....	3	3
CMSC 4023	Object Oriented Prog (C++).....	3	
CMSC 4603	Operating Systems .....	3	3
CMSC 4703	Data Structures.....	3	
ECOM 2013	Web Programming I.....	3	
MATH 2215	Calculus I.....	5	
MATH 3053	Discrete Mathematics.....	3	
	Elective Computer Science.....	12	9
	<b>Total Hours .....</b>	<b>41</b>	<b>21</b>

- Upper Division hours required for major - 20
- Upper Division hours required for minor - 10
- CMSC 1103 will NOT count for major or minor.

E-Commerce courses that will count as Computer Science electives:

- 3033 Website Design and Development
- 3203 Database Driven Websites
- 3113 Web Programming II
- 3213 Internet Programming I
- 3343 Internet Programming II

- 4043 Internet Programming III
- 4343 PHP Programming

**BUSINESS INFORMATION SYSTEM OPTION**

<b>B.S. Degree</b>		<b>Major</b>
CMSC	1103	Microcomputer Applications.....3
CMSC	2023	Intro to COBOL .....3
CMSC	2033	Visual Basic Programming.....3
CMSC	2103	Computer Programming I.....3
CMSC	3003	Data Management Systems .....3
CMSC	3203	Computer Programming II.....3
CMSC	4013	Systems Analysis & Design .....3
ACCT	2123	Financial Accounting .....3
ACCT	2133	Managerial Accounting .....3
ACCT	3103	Intermediate Accounting I.....3
ECOM	2013	Web Programming I.....3
MIS	4413	Management Information Systems.....3
		Electives from Upper Division Computer Sci., Accounting, or E-Commerce..... <u>6</u>
		<b>Total Hours</b> ..... <b>42</b>

**COMPUTER SCIENCE COURSES (CMSC)**

- +1003 Introduction to Computer Science**  
General overview of electronic data processing and problem solving using computers. Topics include terminology, hardware, software, social issues, data file concepts, elementary problem solving, software applications such as word processors, spreadsheets, and databases, and introductory programming concepts. Pre: High School Algebra. Lecture and laboratory.
- +1103 Microcomputer Applications**  
Introduction to the use of computers as a data processing and problem solving tool for business. Applications include word processors, spreadsheets, data base management, and presentation software. Lecture and laboratory. Pre: High School Algebra.
- +2023 Introduction to COBOL**  
Computer programming using the COBOL language emphasizing the syntax and features of the language. Pre: CMSC 1003 or equivalent high school background.
- +2033 Visual Basic Programming**  
Problem solving and computer programming using Visual Basic with emphasis on business applications and including elements of file processing. Pre: High School Algebra and CMSC 1003 or ECOM 2013 (Cross Listed-MIS 2033).
- +2103 Computer Programming I**  
An introduction to problem solving methods and algorithm development. Students will learn to design, code, debug, and document programs using techniques of good programming style in a high level language. Pre: CMSC 1003, ECOM 2013, or permission of department.

- +3003 Data Management Systems**  
An application oriented course on the management of data in a variety of situations using both data manager and spreadsheet software. System analysis, file specification and maintenance, data entry and manipulation, report generation. Pre: CMSC 1003, 1103, ECOM 2013, or permission of the department. (Cross Listed-MIS 3003).
- +3033 Java Programming**  
The course provides students with a knowledge of general programming skills as well as basic Java Programming. Java is a programming language that is becoming the standard for Internet applications. The power and versatility of the Java language provides interactive processing, increased use of graphics, and animation on the Internet. Pre: CMSC 2103.
- +3113 Networking Essentials**  
The course covers the following topics: Introduction to Networks and Networking Concepts, Network Design Essentials, Networking Media, Network Interface Cards, Making Networks Work, Network Communications and Protocols, Network Architectures, Simple Network Operations, Complex Networks, Network Administration and support, Enterprise and Distributed Networks, Wide Area and Large-Scale Networks, solving Network Problems, and Internet Resources. Pre: CMSC 2103 or permission of the Computer Science Department. Will substitute for ECOM 3013 Network Management.
- +3123 Transmission Control Protocol/Internet Protocol (TCP/IP)**  
Students will be provided with the knowledge and skills required to setup, configure, use, and support TCP/IP on a modern multi-user operating system. Pre: CMSC 3113.
- +3203 Computer Programming II**  
A continuation of Computer Programming I with emphasis on larger programs. Introduction to algorithm analysis, string processing, recursion, internal search/sort methods and simple data structures. Pre: CMSC 2103.
- +3213 Network Server I**  
This course provides the core foundation for supporting a network operating system. Students will obtain the knowledge and skills to install, configure, optimize, network, integrate and troubleshoot the operating system. Post-installation and day-to-day administration tasks in a single-domain or multiple-domain network will also be covered. Pre: CMSC 3113.
- +3403 Introduction to Computer Organization**  
A study of the organization and structuring of the major hardware components of computers including mechanics of information transfer and control within a digital computer system. Pre: CMSC 2103 or permission from instructor.
- +3913 Numerical Analysis**  
Computer algorithms and the complete preparation and solution of selected mathematics and science problems. Digital computer solution of equations,

functional approximations, least squares curve-fitting, numerical differentiation and integration. Pre: CMSC 2103 and MATH 2215.

**+4003 Database Management Systems Design**

Integration of data structures and operating system architecture into a data base management system design. Advanced programming of algorithms into management system programs. Pre: CMSC 2103 and 3003.

**+4013 Systems Analysis and Design**

Fundamental concepts of the design and implementation of integrated business systems. Application research, problem definition, fact-gathering techniques, report requirements, and source data requirements. General systems flow charting, decision tables, data controls, and system controls. System implementation, evaluation and maintenance. Pre: CMSC 2103 or 3003. Will substitute for ECOM 4023. (Cross Listed-MIS 4013).

**+4023 Object-Oriented Programming (C++)**

This course emphasizes the syntax and features of the language. Topics include control flow, functions and program structure, pointers and arrays data structures, and input/output. Pre: CMSC 2103.

**+4203 Network Server II**

Skills to design, implement and support a server network operating system in a multidomain enterprise environment will be presented in this course. Pre: CMSC 3213.

**+4603 Operating Systems and Computer Architecture**

A study of major operating system principles including storage and device management, PM scheduling, concurrency, distributed processing and interrelationships between operating systems and computer system architecture. Pre: CMSC 2103.

**+4703 Data Structures and Algorithm Analysis**

More rigorous study of data structures and software development. Investigation of problem solving process using abstract data types and data structuring. Comparative study of algorithms using time complexity functions and growth rate functions. Emphasis on the analysis and design of efficient algorithms for larger software systems. Pre: CMSC 2103.

**CONSERVATION LAW ENFORCEMENT**

<b>B.S. Degree</b>		<b>Major-Minor</b>
CJUS	1113	Introduction to Law Enforcement..... 3
CJUS	1123	Criminal Law & Admin of Justice..... 3
CJUS	2213	Criminal Evidence..... 3
CJUS	3103	Criminal Investigation..... 3
CJUS	4223	Court Procedure..... 3
CJUS	3333	Organz. of Criminal Justice System .... 3
CJUS	4303	Conservation Law..... 3
BIOL	1225	General Zoology..... 5
BIOL	1125	General Botany..... 5
BIOL	4304	Natural History of the Vertebrates..... 4
BIOL	4153	Wildlife Conservation ..... 3
BIOL	3103	Limnology ..... 3

BIOL	4214	Ecology.....	4
BIOL	3204	Ornithology.....	4
<b>Minimum Total Hours.....</b>			<b>49</b>

**CRIMINAL JUSTICE – Law Enforcement Option**

**B.S. DEGREE**

<b>Core Subjects:</b>		<b>Major</b>	<b>Minor</b>
CJUS	1123	Crim Law & Admin Justice I...3	3
CJUS	1223	Crim Law & Admin Justice II...3	3
CJUS	3333	Org of Crim Justice Systems....3	3
CJUS	4603	Crim Justice Admin Practices...3	3
SOC	4723	Principles of Social Research...3	3

**Required Courses:**

CJUS	1113	Intro to Law Enforcement.....	3	3
CJUS	2123	Police Patrol and Services.....	3	
CJUS	2213	Criminal Evidence .....	3	
CJUS	3213	Police Traffic & Functions.....	3	
CJUS	3103	Criminal Investigation .....	3	
SOC	4233	Criminology.....	3	
SOC	4523	Juvenile Delinquency.....	3	
POLS	4253	Fed, State & Muncip Admin....	3	
Upper Division Electives				
Criminal Just, Sociology, or Pol Sci...6				
<b>Total Hours.....</b>				
			<b>45</b>	<b>24</b>

Note: Sociology 1113 and 2123 should be taken by all Criminal Justice majors as a part of General Education requirements.

**CRIMINAL JUSTICE – Corrections Option**

**B.S. DEGREE**

<b>Core Subjects:</b>		<b>Major</b>	<b>Minor</b>
CJUS	1123	Crim Law & Admin Justice I...3	3
CJUS	1223	Crim Law & Admin Justice II...3	3
CJUS	3333	Org of Crim Justice Systems....3	3
CJUS	4603	Crim Justice Admin Practices...3	3
SOC	4723	Principles of Social Research...3	3

**Required Courses:**

CJUS	2113	Intro to Corrections.....	3	3
CJUS	4403	Prob, Par, & Comm Treatment	3	
SOC	3523	Racial & Ethnic Relations.....	3	
SOC	4233	Criminology.....	3	
SOC	4523	Juvenile Delinquency.....	3	
SOC	4603	Substance Abuse & Addition...3		
SOCW	3293	Case Management.....	3	
POLS	4253	Fed, State & Muncip Admin....	3	
Upper Division electives in				
Criminal Just, Sociology, or Pol Sci...6				
<b>Total Hours.....</b>				
			<b>45</b>	<b>24</b>

Note: Sociology 1113 and 2123 should be taken by all Criminal Justice majors as a part of General Education requirements.

**CRIMINAL JUSTICE COURSES (CJUS)**

**1113 Introduction to Law Enforcement**

An introduction to the science of law enforcement. A survey of the history, development, administration, policy, and training of police officers. Included is an introduction to police public relations and general police ethics.

- 1123 Criminal Law and Administration of Justice I**  
A study of both the common law and statutory violations of criminal law as they are applied by the law enforcement officer. Included are the elements of the more common criminal offenses encountered by the criminal investigators.
- 1223 Criminal Law and Administration of Justice II**  
A continuation of the study of criminal law as it is applied by the police officer. Included are some of the lesser offenses and their relationship to the major offenses handled by the criminal justice system. Emphasis is placed upon the application of the law to fact situations and possible criminal violations which might be encountered.
- 2113 Introduction to Corrections**  
A description and analysis of the history of corrections thought and practice. The course also provides content relative to related agencies and personnel, rights and restrictions which apply to criminal offenders and similar concerns.
- 2123 Police Patrol and Services**  
A study of the police patrol operation, its organization and measurement of effectiveness, assignment of personnel, departmental policies, public relations, and the use of equipment in patrol operations.
- 2213 Criminal Evidence**  
A study of the rules of evidence as they apply to Admissibility, Judicial Notice, Presumptions, Inferences, and Burden of Proof. Included is the Hearsay Rule, Confessions and Admissions, Declarations, Records, Documentary Evidence, Corpus Delicti, Opinion Evidence and Circumstantial Evidence as used in criminal proceedings.
- 3103 Criminal Investigation**  
A study of the general methods of criminal investigation, the steps of a crime scene search, methods of obtaining information, and specific steps to be taken in various criminal violations.
- 3213 Police Traffic and Functions**  
A review of the Traffic Law, its enforcement, tactics as applied to traffic enforcement, engineering, administrative organization, and accident investigation.
- 3333 Organization of Criminal Justice Systems**  
A multi-disciplinary overview and analysis of the major agencies, personnel, and decision-making points which comprise the criminal justice system and processes. Included will be a survey of problems and issues confronting legislatures, police, courts, corrections, and the community as they respond to crime in a democratic society.
- 4143 Search and Seizure**  
A course designed to inform the student of the laws of arrest, search, and seizure as based upon the U.S. Constitution and the State Statutes. The course includes some readings from court cases, application of state laws and recent decisions from the Criminal Court of Appeals.
- 4153 Corrections Administration**  
This course focuses on the principles of organization,

leadership, and management applied to corrections agencies and personnel at all levels of government. The role of agency executives and major issues affecting personnel administration are discussed.

- 4223 Court Procedures**  
A comprehensive study of legal admissibility of the results of searches and seizures, interrogations and confessions, legality of arrests, arraignment and trial. Included is a study of the rights of the defendant, defenses available to the defendant, conviction and post conviction procedures. Pre: 9 hours law enforcement. Recommended prerequisites are CJUS 1123, 2212, and 3103.
- 4233 Supreme Court Decisions**  
This course offers an analysis of historic and current decisions of the U.S. Supreme Court that affect the roles and responsibilities of law enforcement and corrections personnel.
- 4303 Conservation Law**  
The organization, function and jurisdiction of state and federal conservation agencies.
- 4403 Probation, Parole and Community Treatment**  
An examination of standard practices and new methods for supervising offenders in the community. The structure, management, and personnel of probation, parole, and other correctional services are discussed as well as innovative approaches to working with offenders such as house arrests, electronic monitoring, and intensive supervision.
- 4603 Criminal Justice Administration Practices**  
A description of the principles of organization, leadership, and management applied to law enforcement agencies and personnel at all levels. The role of agency executives and major issues affecting personnel administration are discussed.

## E-COMMERCE

<b>B.S. DEGREE</b>			<b>Major</b>	<b>Minor</b>
ECOM	2003	Intro To E-Commerce .....	3	3
ECOM	2013	Web Programming I.....	3	3
ECOM	3113	Web Programming II .....	3	3
CMSC	2033	Visual Basic Programming .....	3	
CMSC	3003	Data Management Systems .....	3	
ECOM	3003	Telecommunications .....	3	
ECOM	3033	Website Design and Develop...3		
ECOM	3213	Internet Programming I .....	3	
ECOM	3203	Database Driven Websites .....	3	
ECOM	4003	E-Commerce Capstone .....	3	
ECOM	4013	E-Marketing .....	3	
Prescribed Electives selected from list below .....			15	*12
<b>Total Hours.....</b>			<b>48</b>	<b>21</b>

Note: \*E-Commerce **minors** must choose the additional 12 hours from E-Commerce electives. At least half of the E-Commerce minor must be upper-level hours.

Prescribed Electives List:

- CMSC 2103 Computer Programming I
- CMSC 3113 Networking Essentials
- CMSC 3203 Computer Programming II
- CMSC 3213 Network Server I

CMSC 4003	Database Management Systems Design		
CMSC 4013	Systems Analysis & Design		
CMSC 4023	Object-Oriented Programming in C++	+3203	<b>Database Driven Websites</b>
CMSC 4213	Network Server II		This course is designed to provide a focus on developing introductory relational databases, studying the three tiers of a website (client, middle, & server) and programming of a relational database shopping cart website. Pre: ECOM 2003 and 3113.
CMSC 4703	Data Structures and Algorithm Analysis		
ECOM 3023	Survey of Operating Systems	+3213	<b>Internet Programming I</b>
ECOM 3343	Internet Programming II		This course is designed to introduce database integration and server-side programming. Students will build an entire database website using high level programming tools. Pre: ECOM 3113.
ECOM 3403	Introduction to Security Management	+3343	<b>Internet Programming II</b>
ECOM 4033	E-Law		The course presents concepts for programming databases for e-commerce including analysis, design, and development of database systems. Pre: ECOM 3213, 3203, or concurrent enrollment.
ECOM 4043	Internet Programming III	3403	<b>Introduction to Security Management</b>
ECOM 4113	Graphics Development Tools (Photoshop)		This course is an introduction to the principles and issues in security management. Students examine the challenges inherent in various aspects of security such as personnel, facility, budget, and information. Principles of loss prevention and the protection of assets are examined. In addition, students will employ the use of situational analyses, case studies, and other research-oriented approaches.
ECOM 4123	Website Code Development Tools (Dreamweaver)	4003	<b>E-Commerce Capstone</b>
ECOM 4133	Digital Photography		This is a capstone course in which the student will have an opportunity to integrate concepts learned and philosophies developed in other e-commerce courses with real world experiences. Emphasis will be on Small Business Practicum, Business Internship, or Entrepreneurship to allow students practical application of e-commerce. Pre: ECOM 3213.
ECOM 4313	Ethics in Information Technology	4013	<b>E-Marketing</b>
ECOM 4343	PHP Programming		This course presents in-depth concepts of marketing with specific attention to the electronic commerce setting. The course will cover customer support and quality of service in the online setting, methods of personalization, developing new products in the web context, how to build traffic and brand recognition, pricing, and planning for e-commerce marketing. Pre: ECOM 2003 or MRKT 3043 (Cross Listed-MRKT 4013).
MCOM 2113	News Reporting	4023	<b>E-Commerce Technology System Design</b>
MCOM 3033	Principles in Advertising		This course presents an overview of the technologies relevant to electronic commerce. The course covers the design, development, implementation and management of electronic commerce solutions. Pre: ECOM 3033.
MCOM 3502	Intro to TV Production (Analog video)	4033	<b>E-Law</b>
MCOM 4102	Desktop Publishing		This course covers in-depth concepts of E-Commerce law, policy and regulations.
MCOM 4422	Adv. TV Production (Digital video)	+4043	<b>Internet Programming III</b>
			The course provides capstone coverage of advanced state-of-the-art electronic commerce solutions. Pre: ECOM 3043.
<b>E-COMMERCE COURSES (ECOM)</b>			
+2003	<b>Introduction to E-Commerce</b>		
	This course is designed to provide an introduction to computers, Internet, and business transactions. The course focuses on technology based interactions between customers and businesses over the Internet. Topics: terminology, applications, and content sources for E-Commerce. There will be an emphasis on Internet tools such as browsers, content, search engines, and email.		
+2013	<b>Web Programming I</b>		
	This course is designed to provide an introduction to HTML and programming concepts. Topics: introduction, syntax and coding of HTML, CSS and basic programming skills. (Cross Listed-MCOM 2013).		
+3003	<b>Telecommunications</b>		
	This course is designed to provide the student with an understanding of the technical and managerial aspects of telecommunications. Topics include: introduction to telecommunications, various techniques of telecommunications, and the convergence of the entertainment, telephone and computer industries.		
+3013	<b>Network Management</b>		
	This course presents the student with various networking technologies such as computers, mobile devices and information appliances. The emphasis is on concepts and terminology of data communications, network design, and distributed information systems.		
+3023	<b>Survey of Operating Systems</b>		
	This course surveys important existing operating systems and their application to E-Commerce, including handheld and mobile devices. Pre: ECOM 2013, MIS 4413 or ECOM 3113. (Cross Listed-MIS 3023).		
+3033	<b>Website Design and Development</b>		
	This course is based upon the current design trends and guides. Topics include: information architecture, philosophy, purpose, design strategies and software design tools. Pre: ECOM 2013.		
+3113	<b>Web Programming II</b>		

- +4113 Graphics Development Tools (Photoshop)**  
This course provides a hands-on introduction to graphics development tools to create and edit both graphic and photographic images. It also includes detailed information on: Incorporating Color Techniques, Placing Type in an Image, Working with Layers, Working with Masks, Adjustment Layers, and Clipping Groups, Creating Special Effects with Filters, Enhancing Specific Selections, Creating Web Documents, Adjusting Colors, Using Painting Tools, Making Selections, Understanding Clipping Groups, Paths, and Shapes, Transforming Type, Liquefying and Image, Performing Document Surgery, and Annotating and Automating a Document. Pre: ECOM 2013 (Cross Listed-MCOM 4113).
- +4123 Website Code Development Tools (Dreamweaver)**  
This course provides a hands-on introduction to website code development tools to speed up production of great websites. It also includes detailed information on site control, image maps, linking, tables, layout, frames, rollovers, CSS, forms, DHTML, automation, templates, plug-ins, and FTP. Pre: ECOM 2013 (Cross Listed-MCOM 4143).
- +4133 Digital Photography**  
This course provides an introduction to digital photographic techniques and digital camera equipment (both hardware and software). It also includes detailed information on storage options, lenses, optics, and compression of files. In addition, the latest techniques for digitally restoring and retouching photographic images will be covered. Pre: A Computer Science course, ECOM 2013 or MIS 4413. (Cross Listed-MCOM 4133).
- 4313 Ethics in Information Technology**  
Ethics in Information Technology is designed to educate existing and future business managers and IT professionals on the tremendous impact ethical issues play in the use of information technology in the modern business world. The topics covered are extremely current and relevant to anyone preparing to enter the field of IT. This course will give students the foundation they need to make appropriate decisions when faced with difficult situations and make a positive impact in the field of information technology.
- 4323 European Studies in E-Commerce**  
This course presents concepts of marketing with specific attention to electronic commerce. The course will cover e-marketing concepts. Course will consist of faculty lecture and field experience in the European market. Executives from leading international firms will meet with students to discuss their strategies for success in world markets. On-site visits and plant tours enhance the learning experience. Pre: ECOM 2003.
- +4343 PHP Programming**  
This course covers the programming of PHP. PHP is an open-source, HTML-embedded, server-side scripting language that is used to create dynamic Web pages quickly. Because PHP is embedded with tags, the author can jump between HTML and PHP instead

of having to rely on heavy amounts of code to output HTML. The syntax of PHP is a combination of C, Java and Perl concepts, making it an easy language to use and learn. PHP can be used for creating database-driven Web sites for e-commerce, community portals, and other Web-based applications. It is the #1 add-on module for Apache servers.

## GENERAL EDUCATION

### ELEMENTARY EDUCATION

#### B.S. Ed. Degree

(To be completed during Freshman and Sophomore years insofar as possible)

Orientation .....	1 Hour
Ranger Connection UNIV 1011	
Communication Skills .....	12 Hours
English 1113, 1213	
English 4173	
Speech 1113	
Mathematics .....	12 Hours
College Algebra 1513 <b>OR</b> Contemporary Math 1403	
Structural Concepts of Arithmetic 2233	
Structural Concepts of Math 3203	
Geometry for Elementary Teachers 3223	
Social Studies .....	12 Hours
US History 1483 <b>OR</b> 1493	
American Federal Government 1113	
Geography 1113	
<b>One</b> of the following:	
Oklahoma History & Gov 3123	
Macro Economics 2113	
Micro Economics 2123	
Early World Civil 1213	
Modern World Civil 1223	
Intro to Sociology 1113	
Science .....	12 Hours
Earth & Space Science 3114	
<b>Select One</b> Biological Science	
General Biology 1114	
General Botany 1125	
General Zoology 1225	
<b>Select One</b> Physical Science	
General Physical Science 1114	
General Physics I 1114	
General Chemistry 1105	
Chemical Principles I 1115	
Behavioral Science .....	3 Hours
General Psychology 1113	
Health & Physical Education .....	4 Hours
Injuries & First Aid 2211	
Wellness Concepts 2303	
Arts and Humanities .....	5 Hours
<b>Selected From:</b> (Two different areas)	
Art in Life 2432	
Fundamentals of Art 1103	
General Humanities I - 2113	
General Humanities II - 2223	
Introduction to Literature 2413	
Music in Life 2533	
Music History I - 3153	
Music History II - 3163	
Philosophy in Life 2633	
Foreign Language/Sign Language	

Contemporary World Culture .....	4 Hours
<u>Select From:</u>	
Marriage and the Family 1213	
Geography 1113	
Macro Economics 2113	
Modern World Civilization 1223	
Introduction to Sociology 1113	
Literature Since Whitman 2883	
World Literature 3403	
Foreign Language/Sign Language	
<b>Total Hours.....</b>	<b>65 Hours</b>

**ELEMENTARY EDUCATION**

**B.S. Ed. Degree**

		<b>Major</b>	<b>Certificate</b>
EDUC 3413	Emergent Literacy (K-3) .....	3	3
EDUC 4413	Diagnosis of Reading Prob.....	3	3
EDUC 3043	Found of Math Mths (K-3).....	3	3
EDUC 3313	Children’s Literature (K-8).....	3	3
EDUC 4203	Creative Activities.....	3	3
EDUC 4313	Interm Math Methods (4-8).....	3	3
EDUC 4323	Science Methods (1-8).....	3	3
EDUC 4333	Social Studies Methods (1-8) .	3	3
EDUC 4343	Interm Lang Arts Mths (4-8) ..	3	3
EDUC 4353	Integrated Literacy .....	3	3
	<b>Total Hours .....</b>	<b>30</b>	<b>30</b>

In addition to the major requirements, the student must complete the required Professional Education courses (15 hours) and the “Block Semester (14 hours) see Section VII.

**GENERAL EDUCATION**

**EARLY CHILDHOOD EDUCATION**

**B.S. Ed. Degree**

(To be completed during Freshman and sophomore years insofar as possible.)

Orientation .....	1 Hour
Ranger Connection UNIV 1011	
Communication Skills.....	12 Hours
English 1113, 1213	
English 4173	
Speech 1113	
Mathematics.....	12 Hours
College Algebra 1513 <b>OR</b>	
Contemporary Math 1403	
Struct Concepts of Arith 2233	
Struct Concepts of Math 3203	
Geometry for Elem Tchrs 3223	
Social Studies.....	12 Hours
US History 1483 <b>OR</b> 1493	
Amer Fed Gov 1113	
Geography 1113	
<b>One</b> of the following:	
Okla Hist & Gov 3123	
Macro Economics 2113	
Micro Economics 2123	
Early World Civil 1213	
Modern World Civil 1223	
Intro to Sociology 1113	

Science .....	12 Hours
Earth & Space Science 3114	
(Select <b>one</b> Biological Science:)	
General Biology 1114	
General Botany 1125	
General Zoology 1225	
(Select <b>one</b> Physical Science:)	
General Physical Science 1114	
General Physics I - 1114	
General Chemistry 1105	
Chemical Principles I - 1115	

Behavioral Science.....	3 Hours
General Psychology 1113 (Pre. To Ed 3123)	

Health & Physical Education .....	4 Hours
Inj & First Aid 2211	
Wellness Concepts 2303	

Arts and Humanities.....	4 Hours
<u>Selected From:</u> (Two different areas)	

Art in Life 2432	
Fundamentals of Art 1103	
General Humanities I 2113	
General Humanities II 2223	
Introduction to Literature 2413	
Music in Life 2533	
Music History I 3153	
Music History II 3163	
Philosophy in Life 2633	
Foreign Language/Sign Language	

Contemporary World Culture.....	4 Hours
<u>Select From:</u>	

Marriage and the Family 1213	
Geography 1113	
Macro Economics 2113	
Modern World Civilization 1223	
Introduction to Sociology 1113	
Literature Since Whitman 2883	
World Literature 3403	
Foreign Language/Sign Language	
<b>Total Hours.....</b>	<b>64 Hours</b>

**EARLY CHILDHOOD EDUCATION**

**B.S. Ed. Degree**

**Early Literacy/Curriculum Option**

EDUC 4514	Early Child Develop & Learn.....	4
EDUC 4504	Curriculum Develop & Implemen .....	4
EDUC 3012	Family & Community Relation .....	2
EDUC 4532	E/C Assessment.....	2
EDUC 4544	E/C Sci & Soc Studies Methods .....	4
EDUC 3413	Emergent Literacy (K-3) .....	3
EDUC 4413	Diag. & Correction of Read Prob .....	3
EDUC 3313	Children’s Literature (K-8).....	3
EDUC 3043	Found of Math Methods (K-3) .....	3
EDUC 4203	Creative Activities.....	3
	<b>Total Hours .....</b>	<b>31</b>

**Early Intervention/Special Education Option**

EDUC 4514	Early Child Develop & Learn.....	4
EDUC 4504	Curriculum Develop & Implemen .....	4
EDUC 3012	Family & Community Relation .....	2
EDUC 4532	E/C Assessment.....	2
EDUC 2413	Sociological Found of Sp Ed.....	3
EDUC 3932	Proc for Students w/Severe/Prof Dis .....	2



EDUC	3633	Assessment in Special Ed .....	3
EDUC	3923	Proc for Std w/Mild/Mod Dis .....	3
EDUC	4443	Curric Std w/Mild/Mod Disabil .....	3
<b>Total Hours.....</b>			<b>26</b>

In addition to the major requirements, the student must complete the required Professional Education courses (15 hours) and the “Block Semester (14 hours) see Section VII.

**GENERAL EDUCATION**

**SPECIAL EDUCATION**

**B.S. Ed. Degree**

(To be completed during Freshman and Sophomore years insofar as possible)

Orientation .....	1 Hour
Ranger Connection UNIV 1011	
Communication Skills.....	12 Hours
English 1113, 1213	
English 4173	
Speech 1113	
Mathematics.....	12 Hours
College Algebra 1513 <b>or</b>	
Contemporary Math 1403	
Struct Concepts of Arith 2233	
Struct Concepts of Math 3203	
Geometry for Elem Tchrs 3223	
Social Studies.....	12 Hours
US History 1483 or 1493	
Amer Fed Gov 1113	
Geography 1113	
<b>One</b> of the following:	
Okla Hist & Gov 3123	
Macro Economics 2113	
Micro Economics 2123	
Modern World Civil 1223	
Intro to Sociology 1113	
Early World Civil 1213	
Science .....	12 Hours
Earth & Space Science 3114	
(Select <b>one</b> Biological Science:)	
General Biology 1114	
General Botany 1125	
General Zoology 1225	
(Select <b>one</b> Physical Science:)	
General Physical Science 1114	
General Physics 1114	
General Chemistry 1105	
Chemical Principles I - 1115	
Behavioral Science .....	3 Hours
General Psychology 1113 (Pre to Ed 3123)	
Health & Physical Education.....	1 Hour
Inj & First Aid 2211	
Arts and Humanities .....	2 Hours
<u>Select From:</u>	
Art in Life 2432	
Fundamentals of Art 1103	
General Humanities I - 2113	
General Humanities II - 2223	
Introduction to Literature 2413	
Music in Life 2533	
Music History I - 3153	
Music History II - 3163	
Philosophy in Life 2633	

Foreign Language/Sign Language	
<b>Total Hours.....</b>	<b>55 Hours</b>

**SPECIAL EDUCATION**

**B.S. Ed. Degree**

**Major Certificate**

EDUC	2402	Intro to Exceptionalities.....	2	2
EDUC	2413	Socio Found of Soecial Educ.	3	3
EDUC	4443	Curr Mild/Mod Disabilities....	3	3
EDUC	3633	Assessment in Special Ed .....	3	3
EDUC	3923	Proc Tchg Mild/Mod Disab ...	3	3
EDUC	3932	Proc Tchg Severe/Prf Disab...	2	2
EDUC	4403	Prof & Ethics in Special Ed ...	3	3
EDUC	4773	Pract in Special Educ .....	3	3
EDUC	3043	Found of Math Mthds (K-3)...	3	3
EDUC	4413	Diagnosis of Reading Prob ....	3	3
EDUC	3413	Emergent Literary (K-3) .....	3	3
EDUC	4343	Interm Lang Arts Mthds (4-8)	3	3
EDUC	4313	Interm Math Mthds (4-8) .....	3	3
EDUC	4323	Science Methods (1-8).....	3	3
EDUC	4333	Social Studies Mthds (1-8)....	3	3
EDUC	3313	Children’s Literature (K-8)....	3	3
<b>Total Hours .....</b>			<b>46</b>	<b>46</b>

In addition to the major requirements, the student must complete the required Professional Education courses (9 hours) and the “Block Semester (14 hours) see Section VII.

**EDUCATION COURSES (EDUC)**

**+1401 Reading Improvement I**

A course designed for college students who need to improve their academic skills; also includes instruction and laboratory experiences for the improvement of vocabulary, comprehension and rate of reading.

**+1411 Reading Improvement II**

Continuation of 1401.

**2103 Introduction to Education**

A study of the organization, development and philosophy of American public schools; the role of education as a profession in a democratic society; the broad problems which challenge schools and teachers; traits, qualities and interaction of school and cultural forces in the United States; and analyzing one’s potential for being a teacher. Required before taking any 3000 or 4000 level courses. Includes classroom field experience of thirty (30) hours.

**2402 Introduction to the Exceptionalities**

*This course is a prerequisite to all other special education courses.* It surveys the characteristics of gifted students and the categories of disabilities covered by Individuals with Disabilities Education Act and other legislation related to special education. There will be an emphasis on educational and legal implications, parent’s rights, and the assessment and identification of individuals with disabilities.

- 2413 Sociological Foundations of Special Education**  
This course is designed to provide students an opportunity to explore the basic concepts of individual diversity as well as the historical development of special education. One focus of study will include the theoretical and philosophical basis which provide the underpinnings for current practices in special education. The social systems perspective will include a review of the variations in beliefs, traditions, and values across cultures and emphasize the subtle factors effecting the relationship involving child, family, school, and community. Current trends and hot topics regarding student and parent rights, due process and legal issues, issues in definition and identification procedures will also be investigated.
- 2801 Educational Seminar**  
A one-hour seminar which orients and prepares the student for the teaching profession and the Teacher Education Program at Northwestern. A 30-hour community based field experience is integrated into the class.
- 3012 Early Childhood Family and Community Relations**  
This course prepares early childhood professionals to establish and maintain positive, collaborative relationships with families, demonstrate sensitivity to differences in family structures and social and cultural backgrounds, apply family systems theory, link families with a range of family-oriented services and communicate effectively with other professionals concerned with children and with agencies in the larger community to support children's development, learning, and well being. This course includes 15 hours of observation of young children.
- 3032 Measurement and Evaluation**  
Principles and methods of measurement and evaluation in the schools, including recent developments; various types of standardized tests, teacher-made tests, elementary statistical procedures, grading records, reporting, and conferences. Required as part of the secondary professional semester.
- 3043 Foundations of Math Methods (K-3)**  
Focuses on how grade K-3 students develop and construct mathematical concepts. Emphasis will be placed on the pedagogical skills to develop and implement mathematical concepts and process skills with appropriate manipulatives, assess student learning and be reflective practitioners consistent with NCTM standards.
- 3112 Educational Psychology**  
Coordination of the principles of education and psychology; application of the methods and results of the several branches of psychology to the problems of guiding the child's behavior. This course is required as part of the professional semester. Pre: EDUC 3123.
- +3123 Child and Adolescent Psychology**  
A systematic survey of the growth sequences and behavior patterns normal in our culture at each age level; includes study of the physical, intellectual, emotional, social, and moral aspects of development.
- The influence of maturation as related to one's biological inheritance and social inheritance are observed in order to derive a basis for determining what constitutes a normal, wholesome development. Pre: PSYC 1113.
- +3313 Children's Literature (K-8)**  
This course focuses on the importance of children's literature in the curriculum through an extensive reading and evaluation of literary genres, authors, illustrators, critiques, awards and literary elements appropriate for PK-grade 8 children. Application of literacy instruction and available resources to engage and motivate students.
- 3413 Emergent Literacy (K-3)**  
This course is designed to understand how grade PK-3 students learn and provide child-centered reading and writing instructional approaches to empower students with the skills to become active, literate readers. Examines phonological awareness, phonics instruction, language acquisition, vocabulary development, subject integration, cueing strategies, and the needs of diverse learners.
- 3422 Teaching Reading Skills in the Content Area**  
Designed primarily for content-area teachers in the junior and senior high schools. Identification of reading and study skills needed to achieve a higher level in specific subject areas. Consideration of typical classroom problems, such as: how to help individuals and groups read more successfully in specific content areas; how to cope with a wide range of reading abilities; what to do with the student who cannot "read from the textbook."
- 3633 Assessment in Special Education**  
This course is designed to provide the student with an understanding of the assessment process and the concrete, practical skills necessary to assess persons at all levels (PK-12) with mild/moderate disabilities including mild learning disabilities, mild emotional and behavioral disabilities, and mild mental retardation. Ethical concerns relating to assessment and the legal provisions and regulations of the assessment process will be studied. Students will investigate the strengths, weaknesses, and procedures required to implement both informal assessment instruments. The criteria for the selection of assessment tools including the influence of diversity and appropriateness will be studied. Students will learn to interpret data and understand the relationship between assessment, placement, and instructional decisions regarding the individual needs of special learners.

- 3913 Principles and Methods of Teaching**  
The role of the teacher as a learning facilitator; development of skills in planning and in the use of various styles or methods of educational activity. Also consideration of the problems of communication and the application of communication technology to these problems. Includes instructional media and 30 hours of tutoring experience.
- 3923 Procedures for Teaching Students with Mild/Moderate Disabilities**  
This course is designed to present students with opportunities to develop knowledge and skills in instructional content and the best practice regarding persons with mild/moderate disabilities including mild learning disabilities, mild emotional and behavioral disabilities, and mild mental retardation. Students will study processing skills and cognitive abilities necessary for the acquisition and retention of information. Students will increase knowledge regarding the remediation of perceptual, cognitive, language, and processing skills through the use of divergent instructional strategies. Students will explore an array of instructional materials and appropriate uses for learners at all levels (PK-12). Students will investigate the inter-relatedness of the characteristics of persons with learning disabilities and their academic success or failure. The course creates opportunities for students to explore the relationship between assessment data, IEP objectives, and instructional planning which subsequently formulate an effective individualized program of study for persons at all levels with mild/moderate disabilities.
- 3932 Procedures for Teaching Students with Severe/Profound Disabilities**  
This course will examine age appropriate and functional skills instruction based on the adaptive skills of students with mental retardation/developmental disabilities. Students will utilize research-supported instructional strategies and practices, including the functional embedded skills approach, community-based instruction, task analysis, multisensory, and concrete/manipulative techniques. The course will emphasize culturally responsive functional life skills relevant to independence in the community, personal living, relevant to independence in the community and employment, including assessing public transportation, cooking, shopping, laundry, functional reading and sexuality.
- 4112 Special Students in the Regular Classroom**  
Individualizing curriculum and instruction to meet the needs of all students in the classroom regardless of exceptionality.
- 4122 Behavior Intervention**  
An analysis of behavior management through exploration of the concerns for school discipline, by examining human behavior, needs, motives, and controls. The study of several models of classroom control will demonstrate techniques to forestall, confront, and correct student misbehavior.
- 4131 Aggressive and Disruptive Behavior**  
This course will present methods for working with students who have severe behavioral problems in the classroom.
- 4142 Early Intervention Strategies**  
Strategies for working with the young or severely handicapped. Includes assessment, scales, writing instructional programs, task analysis and the measurement and evaluation of operant behavior.
- 4203 Elementary Creative Activities**  
Music, art, and physical education activities to help elementary teachers better serve the development of a well-rounded child which include the planning and production of materials that enhance creativity.
- 4313 Intermediate Math Methods (4-8)**  
This course is designed to develop an understanding of grade 4-8 mathematical concepts and process skills and the pedagogical skills to facilitate an active, student-centered approach to mathematical understanding. Focuses on problem solving, reasoning, communication, making real-world connections, concrete manipulative use, reflection, student impact and professional growth.
- 4323 Science Methods (1-8)**  
Provides the curricular content, process skills, standards and inquiry-based methodology to develop, facilitate and assess science concepts for grades 1-8. Fundamental concepts will include physical, life, earth and space, technology, science in personal and social perspectives, history and nature of science and unifying concepts of science.
- 4333 Social Studies Methods (1-8)**  
Designed to develop the basic pedagogical knowledge, skills and modes of inquiry required for designing and implementing social studies instruction and assessment in grades 1-8. Examines how social sciences are used to facilitate an understanding of differing attitudes, traditions, values and beliefs in our changing, diverse world.
- 4343 Intermediate Language Arts Methods (4-8)**  
This course is designed to provide an overview of skills and strategies needed for proficient reading, writing, listening and speaking in grades 4-8, with an in-depth examination of current instructional methods and materials in vocabulary development, comprehension, technology, media literacy and strategies for both narrative and expository texts.
- 4353 Integrated Literacy**  
Literacy is a fundamental building block for this educational experience. Explore issues related to planning, organizing, and implementing an integrated literacy curriculum in elementary/middle schools. This course will also afford teacher

candidates an opportunity to work with students in a school under the direction of a mentor teacher in a classroom setting. Clinical experience will include full-day blocks.

- 4403 Professionalism and Ethics in Special Education**  
This course is designed to assist the student in developing and acquiring knowledge and skills in the roles and responsibilities of the learning specialist. Students will explore the relationship of professionals in special education to the persons at all levels (PK-12) with mild/moderate disabilities and their families. The course will emphasize professionalism and ethical considerations regarding responsibilities in the areas of relationships, record keeping, confidentiality, teaming, and advocacy. Areas of study will also include the CEC Code of Ethics and Standards for Professional practice.
- 4413 Diagnosing and Correcting Reading Problems K-3.**  
In-depth study of various reading problems and procedures for diagnosing specific reading disabilities, including: use of informal and formal measures; analysis of results; determination of strengths and weaknesses, determination of functional reading levels. Overview of planning developmentally appropriate instruction based upon data gathered in diagnosis and specific techniques and strategies to address strengths and weaknesses. Pre: EDUC 3413.
- 4443 Curriculum for Students with Mild/Moderate Disabilities**  
This course emphasizes the development of motor, cognitive, academic, social, language, affective, career, and functional life skills for individuals with mild/moderate disabilities, including mild/moderate learning disabilities, mild/moderate emotional behavioral disorders, and mild/moderate mental retardation. There will be an emphasis on instructional and remedial methods, techniques, and curriculum materials. The course will also cover life skills instruction relevant to independent, community, and personal living and employment. Cultural perspectives influencing the relationship instruction for individuals with exceptional learning needs will be emphasized.
- 4504 Early Childhood Curriculum Development and Implementation**  
This course prepares early childhood professional to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual children, the community, and curriculum goals and contexts. The course includes individual and group guidance and problem solving techniques, knowledge and strategies from multiple disciplines for students with special needs, and specific strategies to establish and maintain physically and psychologically safe and healthy learning environments. This course also includes 30 hours of observation and programming with young children.
- 4514 Early Childhood Development and Learning**  
This course prepares early childhood professionals to use knowledge of how children develop and learn to provide opportunities that support the physical,

social, emotional, language, cognitive, and aesthetic development of all young children, from birth through age eight. The course also provides knowledge of how students differ in their development and prepares future teachers to apply knowledge of cultural, linguistic, and disabilities to political, social, and family contexts. This course also includes 5 hours of observation of young children.

- 4532 Early Childhood Assessment**  
This course will cover developmentally appropriate methods of assessment of the young child. It will also offer the future ECE teacher different methods of conducting naturalistic assessment and research.
- 4544 EC Science & Social Studies Methods**  
Provides the curricular content, process skills, standards and inquiry-based methodology to develop, facilitate and assess science concepts for grades PreK-2. Fundamental concepts will include physical, life, earth and space, technology, science in personal and social perspectives. Designed to develop the basic pedagogical knowledge, skills and modes of inquiry required for designing and implementing social studies instruction and assessment in grades PreK-2. Examines how social sciences are used to facilitate an understanding of differing attitudes, traditions, values and beliefs in our changing, diverse world.
- 4773 Practicum in Special Education**  
The practicum in special education will provide a supervised experience in designing and implementing individualized instructional sessions for a small group of learners with mild/moderate disabilities in the areas of learning disabilities, emotional and behavioral disabilities, and mental retardation. Students will use and develop acquired knowledge and skills as they experience opportunities in the remediation of learning problems, teaming and conferencing with parents and professionals, and the preparation of summary reports and confidential folders. Practicum students will observe and experience a variety of settings at different levels (PK-12).
- 4821 Multicultural Education**  
Consideration is given to the principles of multicultural education; strategies for program involvement in the public schools are studied. Included as a part of the professional semester.
- 4960 Student Teaching**  
Observation, participation, and supervised teaching in public schools. There are 135 contact hours required. Pre: Admission to professional semester.

<b>ENGLISH</b>			<b>Major</b>	<b>Minor</b>
<b>B.A. Degree</b>				
ENGL	1113	Composition I .....	3	(3)
ENGL	1213	Composition II .....	3	(3)
HUM	2413	Introduction to Literature .....	(3)	
ENGL	2543	English Lit to 1800 .....	3	
ENGL	2653	English Lit Since 1800 .....	3	
ENGL	2773	Amer Lit to Whitman .....	3	
ENGL	2883	Amer Lit Since Whitman .....	3	

		Elective American Lit.....	2	
ENGL	3103	Shakespeare		
		<b>OR</b>		
ENGL	3113	Shakespeare.....	3	
ENGL	3433	American Novel.....	3	
		Elective English		
		(with approval of dept.)	10	
		Elective Advanced English..	14	10
		<b>Minimum Total.....</b>	<b>40</b>	<b>20</b>

Note: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a major or minor.

**ENGLISH**  
**B.A.Ed. Degree**

			<b>Major</b>	<b>Certificate</b>
ENGL	1113	Composition I.....	3	3
ENGL	1213	Composition II.....	3	3
ENGL	3523	Advanced Composition.....	3	3
ENGL	4113	Creative Writing.....	3	3
ENGL	4173	Usage & Linguistics.....	3	3
ENGL	2773	Amer Lit to Whitman.....	3	3
ENGL	2883	Amer Lit Since Whitman.....	3	3
ENGL	3433	American Novel.....	3	3
ENGL	2543	English Lit to 1800.....	3	3
ENGL	2653	English Lit Since 1800.....	3	3
ENGL	3103	Shakespeare		
		<b>OR</b>		
ENGL	3113	Shakespeare.....	3	3
ENGL	3403	World Literature		
		<b>OR</b>		
ENGL	3413	World Literature.....	3	3
ENGL	4103	English Novel.....	3	3
ENGL	4333	Tchg English in Sec. Sch.....	3	3
Electives selected from these areas: (max. 6 hrs from one area, upper division preferred):				
		English		
		Library Science		
		Mass Communications		
		Speech & Theatre.....	10	10
		<b>Total Hours.....</b>	<b>52</b>	<b>52</b>

In addition to the major requirements, the student must complete the required Professional Education courses (15 hours) and the "Block Semester (14 hours) see Section VII.

**ENGLISH COURSES (ENGL)**

**Note:** Rotation schedules for upper division courses are available in the office of English Department faculty.

**0123 Fundamentals of English**

A course designed to meet the curriculum deficiency for beginning freshman or transfer students. The course includes basic training in writing. Uses interactive computer software. Does not count as degree requirement.

**0133 Developmental Reading**

A computer-assisted course designed for college students who need remedial instruction in reading, with primary emphasis in vocabulary development, comprehension, and adjustment of reading rate. Does

not count as degree requirement.

**+1113 Composition I**

Limited review of principles of grammar and basic language mechanics; training for correct and effective communicative skills--reading, writing, speaking and listening--with emphasis on writing as required for successful college study and adult life, study of specimens from literature. Standard first course for beginning freshmen.

**+1213 Composition II**

This course is a continuation of 1113 Composition I. Emphasis is placed on the research theme and reading selected literature. Pre: ENGL 1113.

**+2112 Intermediate Composition**

Review of the principles of composition with emphasis on writing. Recommended for students who have failed to attain a C in both ENGL 1113 and 1213. A grade of C or higher in this course will fulfill the English Proficiency. Requirement Pre: ENGL 1113 and 1213.

**+2543 English Literature to 1800**

A survey of British literature and British literary movements between 449 and 1800, with emphasis on the Middle English and the Elizabethan periods. Pre: ENGL 1113 and 1213.

**+2653 English Literature Since 1800**

A survey of British literature and British literary movements from 1800 to the present, with evenly distributed emphasis. Pre: ENGL 1113 and 1213.

**+2773 American Literature to Whitman**

Historical survey from colonial time to Walt Whitman; extensive reading. Pre: ENGL 1113 and 1213.

**+2883 American Literature since Whitman**

A continuation of American Literature 2773, from Whitman to the present. Second semester and odd numbered summers. Pre: ENGL 1113 and 1213.

**+3103 Shakespeare I**

Life and times of Shakespeare; the Shakespearean theatre; origin and development of the drama; reading of nine of Shakespeare's plays. First semester and summers of even-numbered years. Pre: HUM 2413, 2113 or 2223.

**+3113 Shakespeare II**

Reading of nine Shakespearean dramas, a different representation from those included in English 3103. Pre: HUM 2413, 2113, or 2223.

**+3123 English Drama**

A survey of English drama, exclusive of Shakespeare, from its earliest forms to the Restoration.

**+3173 Romantic Movement**

History of the romantic movement; prose and poetry of the period, with particular attention to the works of Wordsworth, Coleridge, Scott, Byron, Shelley, and Keats.

**+3283 The Victorians**

Emphasis upon Tennyson, the Brownings, Arnold, Clough, The Rossetts, Morris, and Swinburne.

- +3303 Popular Literature**  
A survey of major contributions to one genre of popular literature--science fiction or mystery or historical fiction--or film. May be repeated for credit when course content changes.
- +3403 World Literature I**  
Readings from literature of China, India, Greece, Rome, Spain, Germany, France, Italy, and England (551 B.C. to 1650).
- +3413 World Literature II**  
Modern (since 1650) literary productions from around the world, including the western hemisphere, eastern cultures, and selections from South American and Native American literatures. Emphasis on dominant literature from the European Renaissance and America.
- +3433 American Novel**  
A study of the novel in the United States. Recommended for prospective English teachers.
- +3463 American Literature**  
Intensive study of works of two selected authors, such as Faulkner and Hemingway, Steinbeck and Wolfe, Poe and Hawthorne, etc. On sufficient demand.
- +3473 Masterpieces of World Novel**  
Study of content and style of novels written by major world novelists, such as Tolstoy, Flaubert, Undset, Cervantes, Balzac, Zola, Hugo, Stendahl, Turgenev, Dostoyevsky, and others.
- +3503 Mythology**  
A comparative study of world mythology with emphasis given to Western cultures and traditions such as Egyptian, Greek, Roman, Norse, and Celtic mythology, the historical development of mythology, and fundamental archetypal themes and motifs.
- +3513 Technical Writing**  
A survey of the writing, research, and documentation techniques commonly used in technical and scientific fields with emphasis on the research report.
- +3523 Advanced Composition**  
Advanced composition for writers. Particularly recommended for prospective English teachers.
- +4093 Young Adult Literature**  
Types of literature used in grade school; evaluation of material according to literary value and age placement. Not for English major or minor.
- +4103 English Novel**  
A study of the development of the English novel including Defoe, Richardson, Fielding, Smollett, Sterne, the Gothic Romance, Goldsmith, Burney, Austen, Scott, Dickens, Thackeray, The Brontes, Eliot, and Hardy.
- +4113 Creative Writing**  
The course offers instruction in the various types of creative writing (including but not limited to the short story, poetry, and drama) and provides opportunity for student writing in these areas.
- +4162 Literary Criticism**  
The standards of evaluating literature.
- +4173 English Usage**  
Advanced grammar and diction.
- +4183 History of the English Language**  
Development of Modern English from Old English showing its change from a highly inflected language to a language of few inflections.
- +4203 Contemporary Poetry (Chiefly American)**  
Poetry of the present day.
- +4213 Contemporary Prose**  
A survey of present day prose production with emphasis on non-fiction works treating current ethnic or socio-political issues.
- +4222 Contemporary Drama (Chiefly American)**  
The drama from 1915 to the present time; the readings of several plays.
- +4263 Recent British Novel**  
The development of the modern British novel, including Conrad, Golding, Lawrence, Orwell, Greene, Waugh, Aldous Huxley, Joyce, Woolf, Forster, and Maugham.
- +4273 Recent American Novel**  
The development of the modern novel in America from 1900 to the present, with emphasis on the major novelists of the period.
- 4323 Elementary Teachers' Course in English**  
Subject matter, methods, and materials for teaching oral and written communication, spelling and writing in the elementary school.
- 4333 Teaching English in the Secondary School**  
Problems and methods of teaching English in the high school.
- 4403 Renaissance Literature**  
Reading and interpreting English poetry and prose of the sixteenth and seventeenth centuries. Selected works include such authors as Spenser, Wyatt, Surrey, Raleigh, Bacon, Bunyan, etc.
- 4413 Restoration and Eighteenth-Century English Literature**  
Selected works of major poetry and prose writers of the period such as Dryden, Pope, Swift, Johnson, etc.
- 4433 Introduction to Structural Linguistics**  
A study of the structure of English through syntax, morphology, phonetics and phonemics with application to structural, phonological, and transformational grammars.

## FOREIGN LANGUAGE

### SPANISH

B.A. Degree		Major	Minor
SPAN	1114	Elementary Spanish .....	4
SPAN	1224	Elementary Spanish II.....	4
SPAN	2151	Spanish Pronunciation .....	1
SPAN	2183	Conversation/Reading I .....	3
SPAN	2193	Span Comp/Grammar I .....	3
SPAN	3103	Intro to Hispanic Literature.....	3
SPAN	3113	Peninsular/Span Am Culture....	3
SPAN	3183	Conversation II .....	3
SPAN	3193	Composition/Grammar II .....	3
SPAN	4103	Survey of Peninsular Lit .....	3
SPAN	4183	Conversation III .....	3
SPAN	4193	Composition/Grammar III.....	3
SPAN	4223	Survey Spanish American Lit ..	3

SPAN	4501	Capstone .....	1
		Upper division Spanish	
		Electives .....	<u>11</u>
		<b>Total Hours .....</b>	<b>20</b>

## FOREIGN LANGUAGE COURSES

### SPANISH (SPAN)

- +1114 Elementary Spanish I**  
This introductory course, which is not intended for students with prior background in the language, offers basic skills in listening comprehension, conversation, pronunciation, reading and writing, along with culture, geography and grammar.
- +1224 Elementary Spanish II**  
Spanish 1224 is a continuation and amplification of Spanish 1114 skills. Pre: SPAN 1114 or equivalent.
- +2151 Spanish Pronunciation**  
This course covers rules and provides opportunities to practice the following skills: correct pronunciation of vowels, diphthongs and consonants; stress, pitch, rhythm and linking patterns. Dialectal differences are noted and studied. **Required of all Spanish majors and minors.** Pre: SPAN 1114 or equivalent.
- +2183 Conversation/Reading I**  
Authentic legends from the Spanish-speaking world, along with topics from daily living, provide the bases for both reading and conversation. Pre: 8 hours Spanish.
- +2193 Composition/Grammar I**  
Students are taught to plan, organize, write, edit, and rewrite compositions on various topics. Targeted skills will include narrating, identifying, restating, describing, and expressing main ideas and using function words properly. Pre: 8 hours Spanish.
- +3103 Introduction to Hispanic Literature**  
This course provides an introduction to Hispanic literature through short readings. Students are expected to discuss and analyze the works in Spanish. Pre: 12 hours Spanish.
- +3113 Peninsular/Spanish American Culture**  
This class offers a survey of the geography, historical development, accomplishments of famous people, important festivals, foods, kind of government and social organization for each Spanish-speaking country. Mutual similarities, differences, and influences are highlighted. Pre: 12 hours Spanish.
- +3183 Conversation II**  
This course is designed to expand and deepen the student's proficiency of narration, description, discussion and reaction to given topics in all time frames. Frequently-used idiomatic expressions and grammatical structures are reviewed and practiced. Pre: 12 hours of Spanish.
- +3193 Composition/Grammar II**  
Problematic areas of grammar and structure in both the indicative and subjective moods (all tenses) are addressed. Pre: 12 hours Spanish.
- +4103 Survey of Peninsular Literature**  
This course encompasses a survey of representative works in Spanish literature from El Cid to current authors. All reading and analysis is done in Spanish.

Pre: 22 hours Spanish.

- +4183 Conversation III**  
This class teaches the student to support opinions, hypothesize, and communicate spontaneously. Pre: 22 hours Spanish.
- +4193 Composition/Grammar III**  
This class seeks to refine and expand skills already studied such as researching, reporting, expressing opinions, evaluating, imagining, and debating. Pre: 22 hours Spanish.
- +4223 Survey of Spanish American Literature**  
This survey of representative works in Spanish American literature begins with indigenous writings and proceeds to current authors. All reading and analysis is done in Spanish. Pre: 22 hours Spanish.
- +4501 Capstone**  
Required for all Spanish majors. This course, team-taught by members of the Spanish Department, is designed to review and refine listening, speaking, reading, writing skills along with knowledge of grammar and culture. Strong emphasis will be placed on assessing the student's preparation to enter the work place. **Required of all Spanish majors.** Pre: 36-39 hours Spanish.

### GEOGRAPHY COURSES (GEOG)

- +1113 Fundamentals of Geography**  
A study leading to the understanding of the world as the home of man; relationship of such factors as the earth as a globe, climate, land forms, water bodies, minerals and cultural patterns of the world.
- +3013 Regional Geography of Anglo-America**  
A study of the topography, climates, economic activities, and culture of the various regions of Anglo-America.
- +3163 Political Geography**  
Fundamentals of political geography. Survey of geo-politics. Study of the world's critical areas.
- +3193 World Regional Geography**  
A regional study of each of the continents, their physical divisions, people, cultures, and political divisions.

### GENERAL STUDIES

#### B.A. Degree

Students will complete a minimum of 12 hours in four of five concentration areas listed below (48 hours). In addition, students must complete a major concentration by earning 22 additional hours in one of the four selected concentration areas, for a total of 34 hours in one concentration.

Note: At least 40 hours of the 70 hours must be of senior college (3000-4000) level.

#### Concentration Areas:

- I. **Arts & Humanities**
  - English
  - History
  - Music
  - Spanish
  - Speech & Theatre
- II. **Natural Sciences**
  - Biology

	Chemistry	
	Computer Science	
	Mathematics	
	Physical Science	
<b>III.</b>	<b>Business</b>	
	Accounting	
	Agriculture	
	Business Administration	
	E-Commerce	
	Economics	
<b>IV.</b>	<b>Behavioral Sciences</b>	
	Political Science	
	Psychology	
	Sociology	
<b>V.</b>	<b>Applied Behavioral Science</b>	
	Criminal Justice	
	Education	
	HPER	
	Mass Communications	
	Social Work	

**Total Hours .....70**

Note: See each discipline for course descriptions.

**HEALTH AND PHYSICAL EDUCATION**

**B.S.Ed. Degree**

			<b>Major</b>	<b>Certificate</b>
H ED	1252	Intro to Health & P.E.....	2	2
PE&R	1462	Concepts of Aerobics .....	2	2
H ED	1820	Nutrition .....	2	2
H ED	2102	School and Comm. Health.....	2	2
H ED	2211	Injuries and First Aid.....	1	1
H ED	2221	Advanced First Aid .....	1	1
H ED	2303	Wellness Concepts .....	3	3
H ED	3103	Athletic Injuries.....	3	3
H ED	3112	Adapted Phys Ed .....	2	2
BIOL	3184	Human Anatomy .....	4	4
PE&R	3632	Sports Officiating .....	2	2
PE&R	3650	Elementary School Program...3	3	3
PE&R	3693	Physiology of Exercise.....	3	3
PE&R	4603	Kinesiology/Motor Learning..3	3	3
H ED	4112	Org. and Adm. of H & P.E....2	2	2
H ED	4223	Teachers' Course .....	3	3
H ED	2601	Tech Tchg Team Sports.....	1	1
H ED	2611	Tch Tchg Ind/Dual Sports .....	1	1
H ED	2621	Tch Tchg Rhythms & Aqua ...1	1	1
		Electives H&PE Theory .....	2	2
		<b>Total Hours .....</b>	<b>43</b>	<b>43</b>

In addition to the major requirements, the student must complete the required Professional Education courses (15 hours) and the "Block Semester (14 hours) see Section VII.

**HEALTH AND PHYSICAL EDUCATION**

**B.S. Degree**

			<b>Major</b>	<b>Minor</b>
PE&R	1462	Concepts of Aerobics .....	2	2
H ED	1820	Nutrition .....	2	2
H ED	2102	School and Comm Health.....	2	2
H ED	2211	Injuries & First Aid .....	1	1

H ED	2221	Advanced First Aid.....	1	1
H ED	2303	Wellness Concepts.....	3	3
H ED	3103	Athletic Injuries .....	3	3
H ED	3112	Adapted Phys Educ.....	2	2
PE&R	3662	Recreational Leadership.....	2	2
H ED	4112	Org & Adm of HPE .....	2	2
PE&R	4502	Legal Lib in Sports & Rec. ....	2	2
PE&R	4603	Kinesiology/Motor Learning...3	3	3
PE&R	4622	Org & Mgt Intra Sports.....	2	2
		Electives H&PE Theory (may include Tech of Tchg courses) .....	13	2
		<b>Total Hours .....</b>	<b>40</b>	<b>22</b>

**Elective Health and Physical Education Theory Classes**

H ED	3202	Therapeutic Recreation		
H ED	3221	Teaching Community Activities I		
H ED	3231	Teaching Community Activities II		
H ED	3212	Fitness Assessment & Exercise Prescription		
H ED	4470	Independent Study in Health Education		
H ED	4480	Seminar in Health Education		
PE&R	3632	Sports Officiating		
PE&R	3650	Elementary School Program (3 hrs)		
PE&R	3662	Recreational Leadership		
PE&R	4502	Legal Liability in Sports and Recreation		
PE&R	4622	Org and Mgt of Intramural Sports & Games		
PE&R	4632	Theory of Coaching Football		
PE&R	4642	Theory of Coaching Basketball		
PE&R	4652	Theory of Coaching Baseball		
PE&R	4662	Theory of Coaching Track		
PE&R	4672	Theory of Coaching		
PE&R	4470	Independent Study in Phys Educ or Recreation		
PE&R	4480	Seminar in Phys Educ or Recreation		
PE&R	4490	Readings in Physical Education		

**HEALTH AND PHYSICAL EDUCATION**

**B.S. Degree**

**Option II**

**Wellness Promotion**

**Major/Minor**

H ED	1252	Intro to Health & P.E. ....	2	
H ED	1820	Nutrition.....	2	
H ED	2211	Injuries & First Aid.....	(1)	
H ED	2221	Advanced First Aid.....	1	
H ED	2303	Wellness Concepts .....	(3)	
H ED	3103	Care & Prevent of Athl Inj.....	3	
H ED	3112	Adapted Physical Education .....	2	
H ED	3202	Therapeutic Recreation .....	2	
H ED	3221	Tching Community Activities I .....	1	
H ED	3231	Tching Community Activities II .....	1	
H ED	3212	Fitness Assess & Exer Prescr.....	2	
H ED	4233	Internship I.....	3	
H ED	4243	Internship II .....	3	
PE&R	1462	Concepts of Aerobics.....	2	
PE&R	3693	Exercise Physiology.....	3	
PE&R	4603	Kinesiology/Motor Learning.....	3	
ACCT	2133	Financial Accounting I.....	3	
BIOL	3184	Human Anat (or Applied Anat).....	4	
CHEM	1105	General Chemistry		
		<b>OR</b>		
CHEM	1115	Chemical Principles I.....	(5)	
MRKT	3043	Principles of Marketing.....	3	
MGMT	3063	Principles of Management .....	3	
MCOM	3463	Intro to Public Relations .....	3	



PSYC 2113 Psych of Adjustment .....	3
*Electives.....	<u>11</u>
<b>Total Hours.....</b>	<b>60</b>

Note: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a major or minor.

\*ELECTIVE COURSES: (select eleven (11) hours from the courses listed below or courses approved by Department)

GBUS 3013	Bus. Comm.
H ED 2102	Sch/Comm Health
H ED 4112	Org. Adm. HPE
H ED 4470	Indep. Study in Health Education (1-3)
MCOM 3521	Pub. Relations
PE&R 3662	Rec. Ldrshp.
PE&R 4502	Legal Liability in Sports
PSYC 3123	Human Life Span
PSYC 4213	Statistics

### HEALTH EDUCATION COURSES (H ED)

- 1252 Introduction to Health & Physical Education**  
Introductory course pertaining to Health and Physical Education. The course is a prerequisite to all 3000 and 4000 courses.
- +1820 Nutrition**  
Fundamental principles and nutritional trends. Planning diets for optimal health. Analyzing individual nutritional problems as well as planning meals and menus according to the Federal Food Program requirements including breakfast, AM/PM snacks, lunch and supper/dinner. Two (2) hours credit for H&PE majors; three (3) hours credit for Nursing majors.
- +2102 School & Community Health**  
A course designed for the prospective teacher concerning the health needs of the individual school child in relation to his school and community.
- 2211 Injuries & First Aid**  
Emergency treatment for accident and injuries.
- 2221 Advanced First Aid**  
Continuation of H.E. 2211.
- +2303 Wellness Concepts**  
A survey of habits and practices which affect personal wellness. The course includes laboratory application through fitness assessment, along with lifetime sports and/or activities which encourage healthy lifestyles.
- 2601 Techniques of Teaching Team Sports**  
A study of basic techniques and practices utilizing various team sports. Emphasis on application and analysis of principles essential for successful participation. Designed primarily for Health and Physical Education majors who will be responsible for presenting the sports to beginning students in an instructional setting. Pre: Forty-five (45) hours of college credit.
- 2611 Techniques of Teaching Individual/Dual Sports**  
A study of basic techniques and practices utilizing various individual and dual sports. Emphasis on application and analysis of principles essential for successful participation. Designed primarily for Health and Physical Education majors who will be

responsible for presenting the sports to beginning students in an instructional setting. Pre: Forty-five (45) hours of college credit.

- 2621 Techniques of Teaching Rhythms and Aquatics**  
A study of the basic techniques and practices of teaching basic rhythms and aquatic activities to beginning students in an instructional setting. Designed primarily for Health and Physical Education majors. Emphasis will be placed on methodology. Pre: Forty-five (45) hours of college credit.
- 3103 Athletic Injuries**  
Care, treatment, and prevention of athletic injuries. A general introduction to different forms of therapy in treating athletic injuries.
- 3112 Adapted Physical Education**  
Principles and practices of physical education for the physically limited.
- 3202 Therapeutic Recreation**  
History and principles of therapeutic recreation in the United States. The organization and management of programs serving the various age groups and exceptionalities.
- 3212 Fitness Assessment and Exercise Prescription**  
The study of techniques to assess various components of fitness and the prescription of remedial exercises.
- 3221 Teaching Community Activities I**  
Outreach of fitness activities to community participants to enhance their wellness dimensions.
- 3231 Teaching Community Activities II**  
Extending Community Activities I to include personal fitness management and the application of the "FITT" Concept (Frequency, Intensity, Time, and Type).
- 4112 Organization & Administration of Health & Physical Education**  
A study of the organization of Health and Physical Education programs for the public schools.
- 4223 Teachers' Course**  
Problems and methods in the teaching of health and physical education. Preparation of teaching units and daily lesson plans.
- 4233 Internship I**  
Pre: Completion of 50 hours in "Wellness Promotion," 2.5 GPA, and permission of instructor. 96 hours of supervised practical experience in wellness center setting.
- 4243 Internship II**  
A continuation of Internship I with an additional 96 hours of supervised practical experience in wellness center setting.

**PHYSICAL EDUCATION & RECREATION COURSES (PE&R)**

- 1462 Concepts of Aerobics**  
The study of and participation in a variety of aerobic exercises to maintain an acceptable level of physical fitness.
- 3632 Sports Officiating**  
A course designed to meet the needs of those who expect to qualify as competitive game officials for football and basketball.
- 3650 Elementary School Program**  
Guidance in the selection and effective teaching of activities for elementary school age children. Three hours credit for H&PE majors; two hours credit for Elementary Education majors.
- 3662 Recreational Leadership**  
Organization and leadership of recreational activities for youth groups.
- 3693 Physiology of Exercise**  
The physiological changes and associated phenomena which occur within the body as a result of exercise.
- 4502 Legal Liability in Sports and Recreation**  
Designed for the potential physical educator to become knowledgeable in legal terminology and the basic principles that govern the legal ramifications of his/her responsibilities.
- +4603 Kinesiology/Motor Learning**  
A scientific study of the mechanical and anatomical fundamentals of human motion. Pre: BIOL 3184.
- 4622 Organization and Management of Intramurals**  
Organization and management of intramural sports and games.
- 4632 Theory of Coaching Football**  
A study of the technique of coaching football.
- 4642 Theory of Coaching Basketball**  
A study of the technique of coaching basketball.
- 4652 Theory of Coaching Baseball**  
A study of techniques of coaching baseball.
- 4662 Theory of Coaching Track**  
A study of the techniques of coaching track and field events.
- 4672 Theory of Coaching**  
A study of philosophy, principles and instructional methods for coaching athletics.

**HISTORY**

<b>B.A. Degree</b>		<b>Major</b>	<b>Minor</b>
HIST	1213	Early World Civilization .....	3
HIST	1223	Modern World Civilization .....	3
HIST	1483	U.S. History to 1897 .....	(3)
HIST	1493	U.S. History since 1897 .....	(3)
		Ancient or Medieval History ...	3
		Modern History .....	6
		Elective Advanced History .....	9
		Advanced electives from History, Political Science, Geography, or Economics .....	14
		<b>Minimum Total Hours .....</b>	<b>44</b>
			<b>20</b>

Note: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a minor.

A suggested minor for this major is Sociology, Economics,

Political Science, or Geography.

Advanced courses designated as Ancient or Medieval History are 3023, 3133, 3143, 3323, seminars, colloquiums, and independent study on ancient or medieval subjects. All other history courses are designated as Modern History.

**HISTORY COURSES (HIST)**

- +1213 Early World Civilization**  
This course examines the evolution of political, cultural, social, and economic institutions as they were developing in global communities and states from the earliest civilization until the year 1500.
- +1223 Modern World Civilization**  
This course examines the evolution of political, cultural, social, and economic institutions in global states as they were being transformed from the year 1500 up to and including the modern era.
- +1483 U.S. History to 1877**  
An American history survey of the period from the European voyages of discovery in the late 15th century through the Reconstruction era, focusing on the major events, ideas and individuals involved.
- +1493 U.S. History Since 1877**  
An American history survey of the period from the end of Reconstruction to the present, focusing on the major events, ideas and individuals involved.
- +3023 The Middle Ages, 500-1500**  
A study of Europe from the fall of Rome to the High Renaissance and the dawn of the Early Modern Era, emphasizing the formation of western society during the Dark Ages and the great achievements of the High Middle Ages.
- +3123 Oklahoma History and Government**  
A survey of the State's history and government from pre-history to the present with emphasis upon developments affecting Native Americans and the evolution of modern Oklahoma.
- +3133 Ancient Greece**  
Detailed study of the social, political and intellectual life of the Greeks; influences of Greek philosophy and culture upon modern civilization. Pre: HIST 1213.
- +3143 Rome**  
Origin and expansion of Rome, its political and cultural life, including rise of Christianity, technical achievements, government and law, and the enduring influence of Rome on the civilization of western Europe. Pre: HIST 1213.
- +3293 Europe, 1815-1945**  
The course provides a comparative analysis of the political, cultural, social, and economic transformations as they developed in Europe starting with an assessment of Napoleon's historical legacy and ending at the conclusion of World War Two.
- +3323 England to 1688**  
Political, economic, constitutional, and cultural development of the British Isles from the earliest times to the Glorious Revolution. Pre: HIST 1213.

- +3333 England Since 1688**  
Political, economic, constitutional, and cultural development of the British Isles from the Glorious Revolution to the present. Pre: HIST 1223.
- +3413 Renaissance and Reformation**  
A survey of economic, political, social, religious and cultural developments in Western Europe from 1270 to 1650.
- +3523 Russian History to 1917**  
An examination of the gradual and often tragic development of the Russian state ending with the 1917 revolution that overthrew the tsarist regime. Pre: HIST 1223.
- +3603 History of Economics in U.S.**  
Historical perspectives on the growth of economic sectors of agriculture, industry, commerce, and finance. Analysis of the interaction of the economic and government sectors in America. May be counted as either history or economics. Pre: HIST 1483 or 1493.
- +3693 Colonial Latin America**  
A study of Central and South America and the Caribbean under European domination from 1492 to 1825. Emphasizes political, economic and social aspects of colonial life and the various movements that led to independence. Pre: HIST 1223.
- +3703 Modern Latin America**  
An examination of the emergence of Mexico and the nations of Central and South America from European domination. Emphasizes their political, economic and social relations with the U.S. and their place in the modern world. Pre: HIST 1223.
- +3713 History of North American Indians**  
An examination of the various American Indian tribes emphasizing their cultural characteristics, resistance to domination, contributions to American society and their place in the contemporary U.S. Pre: HIST 1483 and 1493.
- +3723 African American History**  
An examination of the Black experience in the U.S. since 1619 emphasizing slavery, emancipation, patterns of segregation and discrimination, the civil rights movement, black contributions to American society and current conditions. Pre: HIST 1493.
- +4013 World History Since 1945**  
An examination of world developments from the end of World War II to the present. The course focuses on the establishment and decline of a bi-polar world and the corresponding adaptations of various nations and regions. Pre: HIST 1223 and 1493.
- +4113 U.S. Diplomatic History**  
An examination of the U.S. emergence as a world power emphasizing its empire development, involvement in two world wars, leadership in the cold war and current relations with major countries. Pre: HIST 1493 and 1223.
- +4123 U.S. Military History**  
An examination of the role played by U.S. military forces in the development and growth of the nation from the time of the colonial wars to the present. Pre: HIST 1483 or 1493.
- +4203 The American West**  
An examination of the westward movement in the U.S., the significance of the frontier in the nation's history and the role of the region in building the nation. Pre: HIST 1483 and 1493.
- +4213 American Colonial Period**  
Study of American History from discovery to 1783 with an emphasis on the political, cultural and economic experiences that produced the United States. Pre: HIST 1483.
- +4223 The United States, 1783-1840**  
An historical analysis of the founding of the U.S. and the subsequent development of constitutional government, the contributions of major leaders and the emergence of new political and sectional tensions. Pre: HIST 1483.
- +4233 The U.S. 1841-1877**  
An examination of U.S. History from the end of the Jacksonian era through Reconstruction. The course focuses on reform movements and westward expansion in the 1840s and 1850s, the Civil War and Reconstruction policies. Pre: HIST 1483.
- +4303 The U.S. 1877-1932**  
An examination of U.S. History from the Gilded Age through the Great Depression. Emphasis is on the scope and consequences of economic and population growth, Progressive Era reforms, increasing involvement in world affairs, social upheaval of the 1920s and the economic collapse that ended that decade. Pre: HIST 1493.
- +4313 The U.S. 1933 to Present**  
An examination of U.S. History from the New Deal to the present. The course focuses on the expanding role of government in the economy, domestic life and world affairs, the civil rights movement, Watergate scandal and broad changes in American society. Pre: HIST 1493.
- +4363 History of Modern Russia**  
The course examines the creation of the Soviet state. It also assesses the impact of the various dictators who ruled the nation from 1917 until 1991. Post-communist Russia is also studied by looking at the strategies of the Russian government as it endeavors to establish and maintain political and economic stability.
- +4433 Historiography and Historical Research**  
An examination of historical methods and standards for research and writing culminating in the writing of a historical paper. Recommended for history majors.
- 4443 Teachers' Course in Social Studies**  
Review of the concepts and methodology used in teaching secondary school social studies. The course concentrates on the development of materials, teaching competencies, and the use of resources for secondary instruction in the social studies.

## HUMANITIES COURSES

- +2113 General Humanities I**  
This course analyzes the cultures of both ancient and medieval societies as it examines how the various humanities disciplines defined or criticized the dominant value systems of those cultures.
- +2223 General Humanities II**  
This course analyzes the evolution of cultures as they developed and were expressed in the various humanities disciplines starting with the Renaissance period until concluding with an assessment of the post-modernist aesthetics of today.
- +2403 Theatre Appreciation**  
An introductory study of theatre as an art form. Introduction to play analysis, character analysis, interpretation, the artists and their contributions to the creation of theatre. (Lab hours required.)
- +2413 Introduction to Literature**  
Study in the appreciation and understanding of significant selections from the field of the story, drama, novel, and poetry. Pre: Two semesters of freshman English, or approval of English department. Both semesters.
- +2423 Introduction to Film**  
An introductory course in the fundamentals of film language, film history, and film genre as well as an introduction to film as an aesthetic, cultural and historical art form.
- +2432 Art in Life**  
An area course identical in objectives respecting art with General Humanities 2113 and 2223. Both semesters.
- +2533 Music in Life**  
An area course identical in objectives respecting music with General Humanities 2113 and 2223. Both semesters and summers.
- +2633 Philosophy in Life**  
An introductory survey of the major philosophy problems and systems of Western thought from Thales to the present.

## LIBRARY AND INFORMATION SCIENCE COURSES (LSCI)

- 1011 Use of Library Materials**  
A course designed to develop skills in the use of library materials, to acquaint students with research procedures, and to prepare students for finding necessary library materials pertaining to classroom and seminar assignments. Open to all students who wish to improve library skills.

## MASS COMMUNICATIONS

B.S. Degree	Major/Minor
MCOM 2013	Web Programming I ..... 3
MCOM 2113	News Reporting ..... 3
MCOM 2123	Mass Communications ..... 3
MCOM 2341	Print Media Practicum ..... 1
MCOM 2653	Intro to Broadcasting ..... 3
MCOM 3043	Prin of Marketing ..... 3
MCOM 3033	Prin of Advertising ..... 3
MCOM 3103	News Editing ..... 3

MCOM 3213	Oral Comm for Bus Prof ..... 3
MCOM 3222	Feature Writing ..... 2
MCOM 3402	Intro to Radio Production ..... 2
MCOM 3463	Intro to Public Relations ..... 3
MCOM 3502	Intro to TV Production ..... 2
MCOM 3623	Basic Photography ..... 3
MCOM 3801	Radio Practicum ..... 1
MCOM 3823	Broadcast Writing ..... 3
MCOM 3901	Television Practicum ..... 1
MCOM 4102	Desktop Publishing ..... 2
MCOM 4202	Broadcast Announcing ..... 2
MCOM 4212	Mass Comm Law/Ethics ..... 2
MCOM 4302	Broadcast Promotions/Sales ..... 2
MCOM 4442	Mass Media Internship ..... 2
MCOM 4461	Mass Comm Senior Seminar ..... 1
	Electives (listed below) ..... 19
	<b>Minimum Total Hours ..... 72</b>

### Prescribed Electives:

MCOM 2222, 2341 (may be taken 4 times), 3242, 3302, 3521 (may be taken 2 times), 3801 (may be taken 4 times), 3812, 3901 (may be taken 4 times), 4123, 4113, 4133, 4143, 4312, 4402, 4422, 4502, 4623; SCOM 1753, 2113, 2312, 3612; GBUS 3013; MGMT 3063; MRKT 3413, 4043; MIS 4413; ENGL 3513, 4113; PSYC 3163

## MASS COMMUNICATIONS

B.S. Degree	Major
MCOM 2013	Web Programming I ..... 3
MCOM 2113	News Reporting ..... 3
MCOM 2123	Mass Communications ..... 3
MCOM 2341	Print Media Practicum ..... 1
MCOM 2653	Intro to Broadcasting ..... 3
MCOM 3043	Prin of Marketing ..... 3
MCOM 3033	Prin of Advertising ..... 3
MCOM 3103	News Editing ..... 3
MCOM 3213	Oral Comm for Bus Prof ..... 3
MCOM 3222	Feature Writing ..... 2
MCOM 3402	Intro to Radio Production ..... 2
MCOM 3463	Intro to Public Relations ..... 3
MCOM 3502	Intro to TV Production ..... 2
MCOM 3623	Basic Photography ..... 3
MCOM 3801	Radio Practicum ..... 1
MCOM 3823	Broadcast Writing ..... 3
MCOM 3901	Television Practicum ..... 1
MCOM 4102	Desktop Publishing ..... 2
MCOM 4202	Broadcast Announcing ..... 2
MCOM 4212	Mass Comm Law/Ethics ..... 2
MCOM 4302	Broadcast Promotions/Sales ..... 2
MCOM 4442	Mass Media Internship ..... 2
MCOM 4461	Mass Comm Senior Seminar ..... 1
	<b>Minimum Total Hours ..... 53</b>

## MASS COMMUNICATIONS

			<b>Minor</b>
MCOM 2113	News Reporting.....	3	
MCOM 2123	Mass Communications .....	3	
MCOM 2341	Print Media Practicum.....	1	
MCOM 2653	Intro to Broadcasting.....	3	
MCOM 3801	Radio Practicum .....	1	
MCOM 3901	Television Practicum.....	1	
	Prescribed Electives.....	8	
	<b>Minimum Total Hours .....</b>	<b>20</b>	

Prescribed Electives:

MCOM 3033, 3103, 3213, 3222, 3242, 3302, 3402, 3463, 3502, 3623, 3823, 4102, 4113, 4123, 4133, 4143, 4202, 4212, 4302, 4312, 4402, 4422, 4442, GBUS 3013; MGMT 3063; MRKT 3413, 4043

## MASS COMMUNICATIONS COURSES (MCOM)

### +2013 Web Programming I

This course is designed to provide an introduction to HTML and programming concepts. Topics: introduction, syntax and coding of HTML, CSS and basic programming skills. (Cross Listed-ECOM 2013).

### +2113 News Reporting

Gathering the news; writing and evaluating the news.

### +2123 Mass Communications

An introduction to the communications process; a brief survey of the uses of the primary means of mass communications; consideration of the roles of the newspaper, television, radio, magazines, books, movies, recordings and the Internet in social, technological, political, and economic developments.

### +2222 Publication Design and Production

Organizing, planning, designing, and laying out publications for mass media and public relations.

### +2341 Print Media Practicum

Participating in the production of a journalistic publication. Individual work fitted to needs and interest of the student. *Course may be repeated for maximum of four credit hours.* Pre: MCOM 2113 or permission of the instructor.

### +2653 Introduction to Broadcasting

Survey of the field of broadcasting. Content will focus on broadcasting's history, technology, regulations, business and creative practice and career opportunities. (Cross Listed-SCOM 2653).

### 3033 Principles of Advertising

A study of the various media of advertising in connection with the distribution of goods and services. Pre: MRKT 3043 (Cross Listed-MRKT 3033).

### 3043 Principles of Marketing

A survey of the nature, scope, and economic importance of marketing. Analysis of marketing functions, institutions, pricing, demand creation, and marketing legislation. (Cross Listed-MRKT 3043).

### 3103 News Editing

Theory and practice of editing copy, writing headlines and making up the pages of the newspaper. Pre: MCOM 2113 and six hours of English.

### +3213 Oral Communication for Business Professionals

A study of specific communication principles and methods for application in business and professional settings. Emphasis will be placed on management styles, communication techniques and organizational communication. (Cross Listed-SCOM 3213 and GBUS 3213).

### +3222 Feature Writing

Planning, researching, and writing articles in feature story formats. Pre: MCOM 2113 and six hours of English.

### +3242 Editorial Writing

The reading of contemporary essays, books, etc., and the writing of editorial and critical articles. Pre: MCOM 2113 and six hours of English.

### 3302 Sports Reporting

Examines and applies journalistic and performance techniques to reporting sports in print and broadcast outlets. Pre: MCOM 2113 and six hours of English.

### 3402 Introduction to Radio Production

Techniques of analog radio production. Operation of all studio and field equipment as well as serving in all capacities involved in the production of programs for training and for airing over the university's radio broadcast facilities.

### +3463 Introduction to Public Relations

A study of the roles of public relations practitioners; principles of public relations; approaches and devices used by public relations personnel; relations with mass media.

### 3502 Introduction to Television Production

Techniques of television production. Operation of all studio and field equipment and serving in all capacities involved in the production of programs for training and for airing over the university's cable television facilities. Pre: MCOM 2113 &/or 2123.

### 3521 Public Relations Practicum

Involvement in public relations projects with actual organizations, businesses, institutions or agencies. (Pre: MCOM 3463. *Student may enroll twice in this course.*)

### +3623 Basic Photography

A technical course including the basic care of the 35-millimeter, single-lens, reflex camera and lenses, films, and filters; also includes fundamentals of black and white darkroom procedure and film processing.

### 3801 Radio Practicum

Participation in operating the university's radio station. Regular air shifts required. *May be taken four times for credit.* Pre: MCOM 3402 or permission of instructor.

### 3812 Photo Journalism

Study of the photography techniques used by journalists to create pictures that tell stories for use in the mass media. Pre: MCOM 3623 or permission of instructor.

- 3823 Broadcast Writing**  
Writing of continuity for radio and television, including news, sports, documentaries, interview, commercial copy, and other types of scripts. Students will write for both the university's radio station and the local cable television. Pre: MCOM 2113 and six hours of English.
- 3901 Television Practicum**  
Participation in operating the university's television station. *May be taken four times for credit.* Pre: MCOM 3502 or permission of instructor.
- +4102 Desktop Publishing**  
Practical study of computer software used in the production of print publications. Emphasis is also placed on the legal and ethical considerations of desktop publication.
- +4113 Graphics Development Tools (Photoshop)**  
This course provides a hands-on introduction to graphics development tools to create and edit both graphic and photographic images. It also includes detailed information on: Incorporating Color Techniques, Placing Type in an Image, Working with Layers, Working with Masks, Adjustment Layers, and Clipping Groups, Creating Special Effects with Filters, Enhancing Specific Selections, Creating Web Documents, Adjusting Colors, Using Painting Tools, Making Selections, Understanding Clipping Groups, Paths, and Shapes, Transforming Type, Liquefying and Image, Performing Document Surgery, and Annotating and Automating a Document. Pre: ECOM 2013 (Cross Listed-ECOM 4113).
- 4123 Advanced Public Relations**  
A continuation of the study of specific public relations problems and opportunities; creation of instruments for public relations purposes; and research for public relations.
- +4133 Digital Photography**  
This course provides an introduction to digital photographic techniques and digital camera equipment (both hardware and software). It also includes detailed information on storage options, lenses, optics, and compression of files. In addition, the latest techniques for digitally restoring and retouching photographic images will be covered. Pre: A Computer Science course, ECOM 2013 or MIS 4413. (Cross Listed-ECOM 4133).
- +4143 Website Code Development Tools (Dreamweaver)**  
This course provides a hands-on introduction to website code development tools to speed up production of great websites. It also includes detailed information on site control, image maps, linking, tables, layout, frames, rollovers, CSS, forms, DHTML, automation, templates, plug-ins, and FTP. Pre: ECOM 2013 (Cross Listed-ECOM 4123).
- 4202 Broadcast Announcing**  
A practical course designed to provide experience in all types of radio and television announcing. Preparation, performance and evaluation of announcing tasks will be emphasized.

- 4212 Mass Communication Law/Ethics**  
A study of legal principles that affect the mass media and the ethical considerations of media practitioners.
- 4302 Broadcast Promotions/Sales**  
Survey of sales and promotion functions within the broadcast industries. Promotion and sales management, techniques, planning, and ethical standards will be emphasized.
- 4312 Media Buying and Selling**  
A study of basic audience research, ratings and programming strategies used in mass media.
- 4402 Advanced Radio Production**  
Continuation of MCOM 3402. Emphasis on techniques of digital radio production. Operation of all studio and field equipment and serving in all capacities involved in the production of programs for training and for airing over the university's radio broadcast facilities. Pre: MCOM 3502 or permission of instructor.
- 4422 Advanced Television Production**  
Continuation of MCOM 3502. Techniques of television production. Operation of all studio and field equipment as well as serving in all capacities involved in the production of programs for training and for airing over the university's cable television facilities. Pre: MCOM 3502 or permission of instructor.
- 4442 Mass Media Internship**  
Participate in work activities at a newspaper, television station, radio station, ad agency, public relations firm or organization approved by instructor.
- 4461 Mass Communications Senior Seminar**  
Seminar to be completed during final year of course work. Students will prepare media portfolio, acquire job seeking skills, and complete assessment activities.
- 4623 Intermediate Photography**  
A course designed to extend the student's technical competence and visual literacy through the medium of color photography. Pre: MCOM 3623 or permission of the instructor.

## MATHEMATICS

B.S. Degree			Major	Minor
MATH	1513	College Algebra.....	3	(3)
MATH	1613	College Trigonometry.....	3	3
MATH	2215	Analy Geometry & Calc I.....	5	5
MATH	2315	Analy Geometry & Calc II.....	5	5
MATH	3323	Multivariable Calculus.....	3	
		*Elective Advanced Math.....	22	9
<b>Minimum Total Hours.....</b>			<b>41</b>	<b>22</b>

\*Majors must include a minimum of 6 hours of 4000 level courses.

Majors must have a total of 6 hours of Computer Science. Majors must have CMSC 1003 or CMSC 1103 or departmental approval for substitution, **AND** additionally one of the following: CMSC 2103, 2033, or 3003.

Advanced standing tests are available in Mathematics 1513 and 1613.

Note: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a minor.

## MATHEMATICS

### B.S.Ed. Degree

		Major Certificate	
MATH	1513	College Algebra.....	3 3
MATH	1613	College Trigonometry .....	3 3
MATH	2215	Analy Geometry & Calc I.....	5 5
MATH	2315	Analy Geometry & Calc II .....	5 5
MATH	3513	College Geometry.....	3 3
MATH	3033	Probability and Statistics I.....	3 3
MATH	3013	Linear Algebra.....	<b>OR</b>
MATH	3023	Theory of Numbers .....	<b>OR</b>
MATH	3353	Modern Algebra .....	3 3
MATH	4023	Probability & Statistics II .....	<b>OR</b>
MATH	4203	Differential Equations .....	<b>OR</b>
MATH	4333	History of Mathematics .....	<b>OR</b>
MATH	4533	Math Models & Appl .....	3 3
MATH	4442	Tchnlg of Sec. Mathematics .....	2 2
		*Elective Advanced Math .....	13 13
		<b>Minimum Total Hours .....</b>	<b>43 43</b>

In addition to the major requirements, the student must complete the required Professional Education courses (15 hours) and the “Block Semester (14 hours) see Section VII.

\*Majors must elect a minimum of 3 hours of 4000 level courses **excluding 4442**.

Majors must have a total of 6 hours of Computer Science. Majors must have CMSC 1003 or CMSC 1103 or departmental approval for substitution, **AND** additionally one of the following: CMSC 2103, 2033, or 3003.

Advanced standing tests are available in Mathematics 1513 and 1613.

### MATHEMATICS COURSES (MATH)

#### 0013 Pre-Intermediate Algebra

A course to teach the basic ideas in theory and application of several areas of mathematics. The student will be prepared to complete Intermediate Algebra. Course covers real numbers, simple algebraic expressions, linear equations in one variable and consumer multiplication. *This course does not fulfill degree requirements.*

#### 0123 Intermediate Algebra

A course designed to meet the curriculum deficiency for beginning freshman or transfer students. The course includes elementary algebra to give the student an adequate mathematical background. *Does not count as degree requirement.*

#### +1313 Statistics

Introductory course in statistics designed to introduce the non-mathematics student to techniques of experimental statistics and develop general knowledge of statistics. Topics covered include: data analysis and collection, statistical summary measures, correlation, introductory probability concepts, sampling distributions and sampling variability, point and interval estimation, and hypothesis testing. Pre: High School Algebra.

#### +1403 Contemporary Mathematics

Algebra topics such as linear and quadratic functions will be covered as well as some mathematical modeling of real world applications. This course will fulfill the general education requirement but will not count as a prerequisite for: MATH 2533, MATH

1613, or MATH 2215.

#### +1513 College Algebra

Designed to provide techniques and concepts necessary to study mathematical applications in various fields. Topics include: factoring, solving and graphing equations and inequalities, and an introduction to linear, quadratic, polynomial, exponential, logarithmic and rational functions and their associated applications. Course fulfills general education requirement. Pre: Curricular requirement from high school.

#### +1613 College Trigonometry

Trigonometric functions, identities, equations, radian measure and applications, solution of triangles. Pre: MATH 1513.

#### +2215 Analytic Geometry and Calculus I

Introduction to theory and applications of elementary analytical geometry and calculus. Topics include: limits and continuity, differentiation and integration techniques and applications. Pre: MATH 1613 or permission of the department.

#### +2315 Analytic Geometry and Calculus II

A continuation of Calculus I including coverage of advanced integration techniques, improper integrals, infinite series, power series, Taylor polynomials, conics, parametric equations, and polar coordinates. Pre: MATH 2215.

#### +2533 Calculus for Business

A basic approach to calculus with a strong emphasis on business applications. Topics in differentiation and integration of polynomial functions. Introduction to exponential and logarithmic functions. Pre: MATH 1513. Offered Fall only.

#### +3013 Linear Algebra

Fundamental concepts of the algebra of matrices, including the study of matrices, determinants, linear transformations, and vector spaces. Pre: MATH 2215 and 3513 or permission of the department.

#### +3023 Theory of Numbers

Study of integers including divisibility, primes, congruences, and number-theoretic functions. Pre: MATH 2215 and 3513 or permission of the department.

#### +3033 Theory of Probability and Statistics I

Introduction to the theory and applications of Probability and Statistics. Course covers descriptive statistics, probability, random variables, probability distributions, expected value, and statistical inference using confidence intervals and hypothesis testing. Pre: MATH 2215 Calculus I and MATH 2315 Calculus II or permission of the mathematics department.

#### +3041 Mathematics Technology

This course will introduce students to several types of mathematics technology. In particular, students will be introduced to the TI-92™ Graphing calculator and computer software such as *Mathematica*, *Derive*, and *Equation Editor*. The course is designed to help students learn and understand mathematics with the aid of technology. The technology will be used to help illustrate various applications of mathematics,

including solving equations, graphing equations, trigonometry, elementary statistics, and calculus. Pre: MATH 2215 or permission of the department.

- +3053 Discrete Mathematics**  
Theory and applications of discrete mathematical models fundamental to analysis of problems in computer science. Set theory, formal logic and proof techniques, relations and functions, combinatorics and probability, Boolean algebra, systems of equations and linear programming. Pre: MATH 2215 and CMSC 2103.
- +3323 Multivariable Calculus**  
A continuation and extension of Calculus I and II to Euclidean 3-space. Pre: MATH 2315 or permission of the department.
- +3353 Introduction to Modern Algebra**  
Fundamental concepts of the structure of mathematical systems. Group, ring, and field theory. Pre: MATH 2215 and 3513 or permission of the department.
- +3513 College Geometry**  
Advanced plane geometry with an introduction to non-Euclidean geometrical concepts. Pre: MATH 2215 or permission of the department.
- +4033 Theory of Probability and Statistics II**  
A continuation of Probability and Statistics I including coverage of Joint Probability Distributions, Analysis of Variance, Multifactor ANOVA, Regression and Correlation, and an introduction to Categorical Data Analysis. Pre: MATH 3033 Probability and Statistics I.
- +4113 Advanced Calculus**  
The theory of functions of a real variable. Infinite sequences, series, limits, derivatives, and, Riemann integrals. Pre: MATH 2315 and 3513.
- +4203 Differential Equations**  
Introduction to the theory and applications of ordinary differential equations. Pre: MATH 2315 or permission of department.
- +4333 History of Mathematics**  
Historical development of mathematics and the study of ancient methods in solving problems. Pre: MATH 2215 or permission of the department
- 4442 Teaching Secondary Mathematics**  
Problems and methods of teaching mathematics. Pre: permission of the department required.
- +4533 Mathematics Models and Applications**  
A study of the foundations of model building. Applications of advanced mathematics. Computer algorithms and practical evaluation of models. Pre: MATH 2315 or permission of the department.

**MATHEMATICS AREA OF CONCENTRATION FOR ELEMENTARY TEACHERS**

- 2233 Structural Concepts in Arithmetic**  
A modern introduction to the real number system and its subsystems. *Will not count as Math elective for Math major.*
- 3203 Structural Concepts in Mathematics**  
A modern introduction to probability, statistics, geometry and other related topics. Pre: MATH 2233

or permission of department. *Will not count as Math elective for Math major.*

- 3223 Geometry for Elementary Teachers**  
Introduction to geometric concepts to provide a superior mathematical background for elementary teachers. A generalization and extension of intuitive geometry studied in 2233 and 3203. Pre: MATH 3203 or permission of the department. *Will not count as Math elective for Math major.*

**MUSIC**

**Bachelor of Music (B.M.) Degree**

<b>Required Courses:</b>		<b>Major-Minor</b>	<b>Minor</b>
MUSI	1123 Music Theory I .....	3	3
MUSI	1132 Aural Skills I .....	2	2
MUSI	1143 Music Theory II .....	3	3
MUSI	1152 Aural Skills II .....	2	2
MUSI	2213 Music Theory III .....	3	
MUSI	2222 Aural Skills III .....	2	
MUSI	3101 Prin. of Conducting .....	1	1
MUSI	3153 Music History I .....	3	
MUSI	3163 Music History II .....	3	3
MUSI	4013 Music Form and Analysis .....	3	
MUSI	4302 Music Composition I .....	2	
	Class or Applied Piano**** .....	4***	2
	Piano Proficiency Examination .....	0	
MUSI	1110 Recital Attendance .....	0**	0
MUSI	3110 Junior Recital .....	0	
MUSI	4110 Senior Recital .....	0	

**Select either Option I or Option II:**

**Vocal track – Option I**

MUSI	2111 University Chorale .....	8**	4
MUSI	2201 Language Diction I .....	1	1
MUSI	2211 Language Diction II .....	1	
MUSI	3202 Choral Conducting .....	2	2
MUSI	4251 Vocal Music Literature .....	1	1
MUSI	4402 Vocal Music Pedagogy .....	2	
	Voice .....	17	4

**Instrumental track – Option II**

MUSI	2121 University Band .....	8**	4
MUSI	3112 Instrumental Conducting .....	2	2
MUSI	4112 Instrumentation .....	2	2
MUSI	4261 Instrumental Music Lit .....	1	
	Major Instrument .....	19	4
	<b>Total Hours .....</b>	<b>63</b>	<b>28</b>

\*\*Continuous enrollment required.  
 \*\*\*Continuous enrollment required until completion of the piano proficiency exam.  
 \*\*\*\*Voice required for keyboard majors.

**Bachelor of Music Education (B.M.E.) Degree**

**INSTRUMENTAL**

		<b>Major</b>
MUSI	1022 Introduction to Music Education .....	2
MUSI	1123 Music Theory I .....	3
MUSI	1132 Aural Skills I .....	2
MUSI	1143 Music Theory II .....	3
MUSI	1152 Aural Skills II .....	2
MUSI	2213 Music Theory III .....	3
MUSI	2222 Aural Skills III .....	2
MUSI	3101 Principles of Conducting .....	1
MUSI	3112 Instrumental Conducting .....	2
MUSI	3153 Music History I .....	3
MUSI	3163 Music History II .....	3
MUSI	4013 Music Form and Analysis .....	3
MUSI	4112 Instrumentation .....	2



MUSI	4302	Music Composition I.....	2
MUSI	4261	Instrumental Music Literature .....	1
MUSI	4442	Music Meth. & Materials-Elem Sch.....	2
MUSI	4452	Instrumentl Meth. & Materials-Sec Sch ..	2
MUSI	2121	University Band**.....	7
		Primary Instrument* .....	8
		Secondary Instruments.....	6
		Piano*** .....	4
		<b>Total Hours .....</b>	<b>63</b>

\*Continuous enrollment in recital attendance plus successful completion of a senior recital required.

\*\*Continuous enrollment required except during professional education semester.

\*\*\*Continuous enrollment required until completion of the piano proficiency exam.

In addition to the major requirements, the student must complete the required Professional Education courses (15 hours) and the “Block Semester (14 hours) see Section VII.

**Bachelor of Music Education (B.M.E.) Degree**

<b>VOCAL</b>		<b>Major</b>	
MUSI	1022	Introduction to Music Education .....	2
MUSI	1123	Music Theory I.....	3
MUSI	1132	Aural Skills I .....	2
MUSI	1143	Music Theory II.....	3
MUSI	1152	Aural Skills II.....	2
MUSI	2201	Language Diction I.....	1
MUSI	2211	Language Diction II.....	1
MUSI	2213	Music Theory III .....	3
MUSI	2222	Aural Skills III.....	2
MUSI	3101	Principals of Conducting.....	1
MUSI	3153	Music History I.....	3
MUSI	3163	Music History II .....	3
MUSI	3202	Choral Conducting .....	2
MUSI	4013	Music Form and Analysis.....	3
MUSI	4251	Vocal Music Literature.....	1
MUSI	4302	Music Composition I.....	2
MUSI	4402	Vocal Music Pedagogy.....	2
MUSI	4442	Music Meth. & Materials-Elem Sch.....	2
MUSI	4462	Choral Meth. & Materials-Sec Sch.....	2
MUSI	2111	University Chorale** .....	7
		Applied Voice*.....	12
		Piano*** .....	4
		<b>Total Hours .....</b>	<b>63</b>

\*Continuous enrollment in recital attendance plus successful completion of a senior recital required.

\*\*Continuous enrollment required except during professional education semester.

\*\*\*Continuous enrollment required until completion of the piano proficiency exam.

In addition to the major requirements, the student must complete the required Professional Education courses (15 hours) and the “Block Semester (14 hours) see Section VII.

**Departmental Guidelines**

1. Secondary instruments must include one each from the four choirs: string, woodwind, brass, percussion.
2. Participation in appropriate large music ensembles is required each term after the major or minor is selected. Music education majors must complete a minimum of 7

ensemble hours. Minors must complete a minimum of 4 ensemble hours. Music performance majors must complete a minimum of 8 ensemble hours. In addition, those students who seek certification in both instrumental and vocal music are encouraged to participate in both instrumental and choral ensembles for the minimum number of hours.

3. Music minors should complete voice and piano requirements in consecutive semesters..
4. Completing the requirements of MUSI 1110 (Recital Attendance) by attending approved recitals is required for *all* music majors and minors.
5. See jury requirements at the end of the music section.

**MUSIC COURSES (MUSI)**

**+1002 Fundamentals of Music**

An introduction to the elements of music including study of the staff, clefs, key and meter signatures, scales, intervals, triads and notation. This course also includes an introduction to beginning rhythmic, melodic, and harmonic dictation. This course is designed for students with little or no music background.

**+1012 Introduction to Music Literature**

This course is designed for the beginning music major or minor. It is a study of the parameters of music as they relate to the literature, performance, and form in the music of the various periods of music history. Emphasis is placed on active listening. This course may be substituted for Humanities 2533 in General Education requirements.

**1022 Introduction to Music Education**

A survey of the music education profession including philosophy, curriculum, resources, and technology for music educators.

**1110 Recital Attendance**

This course is required of all music majors and minors each semester until completion of degree requirements. No credit.

**+1123 Music Theory I**

A study of the fundamentals of music including major and minor scales, key signatures, simple intervals, and diatonic triads. Restricted to music majors and minors. Concurrent enrollment in MUSI 1132 (Aural Skills I) is required.

**+1132 Aural Skills I**

A study of basic musicianship skills with an emphasis in ear training and sight reading. Restricted to music majors and minors. Concurrent enrollment in MUSI 1123 (Music Theory I) is required.

**+1143 Music Theory II**

A study of diatonic harmony including compound intervals, triads and seventh chords, chord progressions, and principles of voice leading. Concurrent enrollment in MUSI 1152 (Aural Skills II) is required. Pre: MUSI 1123 and 1132.

- +1152 Aural Skills II**  
A continuation of MUSI 1132 with an emphasis on diatonic harmonic principles. Concurrent enrollment in MUSI 1143 (Music Theory II) is required. Pre: MUSI 1123 and 1132.
- 1211. Beginning Guitar**  
Class instruction in fundamental chords, simple melodic playing and functional accompanying.
- 1313 Computer Applications in Music**  
A study of essential computer literacy skill for successful integration and application in the music classroom. This course includes basic word processing, database, and spreadsheet skills, as well as music notation, inventory, marching band, ear training and aural skills, and other software dedicated to music.
- 1431 Class Voice**  
Class instruction in vocal techniques specifically designed for those students with little previous singing experience.
- 1501 Class Piano**  
Class instruction in piano specifically designed for those students with little previous background. There is limited enrollment with preference given to music majors completing piano requirements. This course may be taken two semesters.
- 1531 Class Instruction in Brass Instruments**  
Class instruction in one or more brass instruments combined with a survey of entire brass choir.
- 1541 Class Instruction in Percussion Instruments**  
Class instruction in snare drum with a survey of entire field of percussion instruments.
- 1551 Class Instruction in String Instruments**  
Class instruction in one or more string instruments with a survey of entire string choir.
- 1561 Class Instruction in Woodwind Instruments**  
Class instruction in one or more woodwind instruments with a survey of entire woodwind choir.
- 2010 University Band**  
Band participation. **NO CREDIT.**
- 2020 Jazz Ensemble**  
Jazz ensemble participation. **NO CREDIT.**
- 2101 Concert Choir**  
Membership is open to all students with approval of the instructor. The Choir rehearses two hours per week and performs a diverse repertoire of choral music for the large ensemble. Maximum credit is eight hours applied as electives.
- 2111 University Chorale**  
This is the primary choral ensemble of the university. Membership is open to all students by audition. Participation is required each semester for the vocal major and minor. The Chorale rehearses five hours per week and performs concerts both on and off campus. Maximum credit is eight hours applied as electives.
- 2121 University Band**  
Membership is open to all students with approval of instructor. Participation is required each semester for the instrumental music major and minor. The Band rehearses five hours per week and serves the university as marching, pep, and concert instrumental ensembles. Maximum credit, eight hours, applied as electives.
- 2141 Class Instruction in Small Ensembles**  
Class instruction in small vocal and instrumental ensembles taught by the music faculty. Permission to enroll must be secured from the faculty member who directs the ensemble. The class meets a minimum of two hours per week. Co-requisite: membership in the appropriate large ensemble (Choir/Chorale/Band).
- 2151 Jazz Ensemble**  
The performance and study of the various types and styles of jazz music. Membership is with approval of the instructor. The ensemble meets for three hours per week and participates in concerts and other practical experience performances. Co-requisite: participation in the University Band.
- 2161 University Singers**  
A select group of vocalists who rehearse and perform literature for the small choral ensemble. Membership is by audition. The singers are typically comprised of five men and five women who rehearse two hours per week and prepare a diverse repertoire from madrigals to vocal jazz. Co-requisite: participation in the University Chorale.
- 2201 Language Diction I**  
A study of English, Italian, and German diction as applied to singing through the use of the IPA (International Phonetic Alphabet). Restricted to students enrolled in applied vocal instruction.
- 2211 Language Diction II**  
A study of Latin, Spanish, and French diction as applied to singing through the use of the IPA (International Phonetic Alphabet). Restricted to students enrolled in applied vocal instruction.
- +2213 Music Theory III**  
A study of chromatic harmony including 9<sup>th</sup>, 11<sup>th</sup>, and 13<sup>th</sup> chords, altered chords, and principles of modulation, with an introduction to contemporary composition techniques. Concurrent enrollment in MUSI 2222 (Aural Skills III) is required. Pre: MUSI 1143 and 1152.
- +2222 Aural Skills III**  
A continuation of MUSI 1152 with an emphasis on chromatic harmonic principles. Concurrent enrollment in MUSI 2213 (Music Theory III) is required. Pre: MUSI 1143 and 1152.
- 2441 Class Voice**  
A continuation of MUSI 1431
- 2501 Class Piano**  
A continuation of MUSI 1501. May be taken two semesters.
- 3101 Principles of Conducting**  
Instruction includes baton technique and basic beat patterns, coordination of baton and left hand, conducting of small and large ensembles, gestures and mannerisms, and choral and instrumental forms. Pre: MUSI 1123 and 1132.

- 3110 Junior Recital**  
Satisfactory completion of a public recital in major performing discipline. Required of all music performance majors (B.M.). Pre: Junior standing, successful pre-recital hearing, and permission of applied instructor.
- 3112 Instrumental Conducting**  
A continuation of course MUSI 3101 for instrumental music majors.
- +3153 Music History I**  
A survey of music from ancient times to the nineteenth century including the historical background, influence, composers, and artists in music and related fields. Active listening and discussion. Listening assignments are required.
- +3163 Music History II**  
A survey of music from the nineteenth century to the present including musical styles and literature. Listening assignments are required.
- 3202 Choral Conducting**  
A continuation of course MUSI 3101 for vocal music majors.
- +3322 Counterpoint I**  
A study of the contrapuntal technique of the 18th and 19th century based on the harmonic, rhythmic, and instrumental style of Bach. Pre: MUSI 2213 and 2222.
- +3332 Counterpoint II**  
A continuation of MUSI 3322 including the study of three-part counterpoint, invertible counterpoint, and other types of imitation.
- 3451 Class Voice**  
A continuation of MUSI 2441.
- 3501 Class Piano**  
A continuation of MUSI 2501. May be taken for two semesters.
- 3531 Advanced Class Instruction in Brass Instruments**  
A continuation of MUSI 1531.
- 3541 Advanced Class Instruction in Percussion Instruments**  
A continuation of MUSI 1541.
- 3551 Advanced Class Instruction in String Instruments**  
A continuation of MUSI 1551.
- 3561 Advanced Class Instruction in Woodwind Instruments**  
A continuation of MUSI 1561.
- +4013 Music Form and Analysis**  
A study of formal designs in music with detailed analysis of selected works by a variety of composers. Pre: MUSI 2213 and 2222.
- 4110 Senior Recital**  
Satisfactory completion of a public recital in major performing discipline. Required of all music majors. Pre: Senior standing, successful pre-recital hearing, and permission of applied instructor.
- 4112 Instrumentation**  
A survey of the four choirs of instruments and beginning orchestration. Arrangements will be made for various combinations of instruments. Pre: MUSI 2213 and 2222.
- 4122 Advanced Instrumentation**  
A continuation of MUSI 4112.
- +4251 Vocal Music Literature**  
A survey of vocal music literature including solo, choral, operatic, and musical theater.
- +4261 Instrumental Music Literature**  
A survey of instrumental music literature including band, orchestral, small ensemble, and solo literature.
- +4302 Music Composition I**  
The fundamentals of music composition including solo, duet, trio, quartet, and small ensemble composition. Pre: MUSI 2213 and 2222.
- +4312 Music Composition II**  
A continuation of MUSI 4302. One major composition, vocal or instrumental is required.
- 4402 Vocal Pedagogy**  
Methods and materials for teaching voice in the class and the private studio.
- 4411 Keyboard Pedagogy & Repertoire**  
Methods and materials for teaching piano and organ in the class and the private studio.
- 4422 Marching Band Technique**  
A study of various styles of marching and the techniques of parades and football shows. The course includes an examination and comparison of the various methods of charting.
- 4442 Music Methods and Material for Elementary School**  
A study of the methods and materials for teaching music in grades K-6. Restricted to music education majors. A laboratory class with students from the Alva public schools may be required. Pre: MUSI 1022.
- 4452 Instrumental Methods and Materials for Secondary School**  
A study of the methods and materials for teaching instrumental music in the middle school as well as junior and senior high school. Restricted to music education majors. Pre: MUSI 1022..
- 4462 Choral Methods and Material for the Secondary School**  
A study of the methods and materials for teaching vocal/choral music in the middle school as well as the junior and senior high school. Restricted to music education majors.
- 4611 Accompanying**  
The development of piano skills in accompanying solos and ensembles. Emphasis is placed on sight-reading, technical skills, and the ability to follow a conductor or soloist. A laboratory session will include accompanying vocal and/or instrumental solos and ensembles within the department. Permission of the instructor required. The course may be repeated for elective credit.

**Private Instruction:**

**Individual instruction at the college level. Thirty minute lessons for one hour credit. Enrollment with permission of the instructor.**

Instrument/ Voice	First Year	Second Year	Third Year	Fourth Year
Voice	1600	2600	3600	4600
Piano	1610	2610	3610	4610
Organ	1620	2620	3620	4620
Oboe	1630	2630	3630	4630
Cello	1640	2640	3640	4640
Trumpet	1650	2650	3650	4650
Saxophone	1710	2710	3710	4710
Clarinet	1720	2720	3720	4720
Bassoon	1730	2730	3730	4730
Percussion	1740	2740	3740	4740
Viola	1750	2750	3750	4750
Bass Violin	1760	2760	3760	4760
Baritone	1810	2810	3810	4810
Flute	1830	2830	3830	4830
Trombone	1840	2840	3840	4840
Violin	1850	2850	3850	4850
French Horn	1860	2860	3860	4860
Tuba	1890	2890	3890	4890

Credit in voice, keyboard, band and orchestral instruments is granted according to the following requirements:

- (a) One thirty-minute private lesson per week and corresponding required practice time earns one credit hour.
- (b) Two thirty-minute or one fifty-minute lesson per week and corresponding required practice time earns two credit hours.
- (c) Three thirty-minute or one eighty-minute lesson per week and corresponding required practice time earns three credit hours.

A semester examination (jury) for each student enrolled for applied music credit will be required. The student will be expected to show reasonable improvement and accomplishment as a player or singer to gain the credit as set forth above. The required practice times are designed to accomplish that goal. These juries will be given during the week of final examinations.

Any student wishing to enroll in private lessons for college credit must receive permission from the instructor. All undergraduate students majoring in music will be required to give a public recital on their primary instrument or in voice.

**Piano proficiency examination**

All music majors must satisfy the requirements of a piano proficiency examination which may be taken at the end of the sophomore year or anytime thereafter. The piano proficiency exam must be taken before the student enters the professional semester. At this examination before the music faculty, the student will be required to perform from memory in a satisfactory manner the following:

- (a) Major and minor scales through four flats and four sharps with correct fingering, two octaves, hands together, at a minimum speed of MM=100, one note per beat.
- (b) An approved selection from the Romantic or Contemporary period.
- (c) An approved selection from the pre-Romantic period.

**NATURAL SCIENCE**

**B.S.Ed. Degree**

			<b>Major</b>	<b>Certificate</b>
BIOL	1125	General Botany .....	5	5
BIOL	1225	General Zoology .....	5	5
CHEM	1115	Chemical Prin. I .....	5	5
CHEM	1215	Chemical Prin. II .....	5	5
BIOL	3184	Human Anatomy .....	4	4
BIOL	3194	Human Physiology .....	4	4
PHYS	1114	General Physics I .....	4	4
PHYS	1214	General Physics II .....	4	4
BIOL	4162	Teachers' Course .....	2	2
PHSC	3114	Earth & Space Science .....	4	4
			Electives (upper division) .....	3
			<b>Minimum Total Hours .....</b>	<b>45</b>
			<b>45</b>	<b>45</b>

In addition to the major requirements, the student must complete the required Professional Education courses (15 hours) and the "Block Semester (14 hours) see Section VII.

Note: A minimum of 15 hours of senior college level courses is required for this Natural Science major.

**NURSING**

**B.S.N. Degree**

The goals of the B.S. Nursing Program are:

- 1. To provide an environment which facilitates the growth of the student as a person, a contributing member of society, and of the nursing profession.
- 2. To prepare professional nurses whose background in the liberal arts, the natural and behavioral sciences, and nursing science creates the capacity for initiative and self-direction suited to providing knowledgeable and skilled nursing care to individuals, families and communities.
- 3. To provide a foundation of study that can serve as a basis for pursuing advanced education in nursing.

The nursing curriculum consists of General Education, Prerequisite, and Nursing courses. The courses are arranged in a planned semester by semester sequence. Adjustments are made for part-time students, transfer students, and others with prior Division of Nursing approval. Refer to a current brochure.

Classes will be held at NWOSU Alva Campus, Carter Hall and/or NWOSU Enid Campus. Some classes are available at NWOSU Woodward site. The NWOSU Division of Nursing assigns/arranges clinical rotations at a variety of clinical sites.

**GENERAL EDUCATION, SUPPORT AND NURSING COURSES**

**FOR BACHELOR OF SCIENCE DEGREE IN NURSING (B.S.N.)**

ORIENTATION .....	1
1. UNIV 1011 Ranger Connection (All beginning freshman are required to enroll in freshman orientation; waived for students with 24 or more transfer hours.)	
ENGLISH .....	6
1. English 1113	
2. English 1213	
SCIENCE .....	22-23
1. Chemistry 1105/1115	
2. Microbiology 3115	
3. Anatomy 3184 & Physiology 3194	
2. Pathophysiology 4503	
3. Medical Terminology 3502	
SOCIAL SCIENCE .....	6
1. American History 1483 or 1493	
2. Political Science 1113	
HUMANITIES .....	9
1. General Psychology 1113	
2. Intro. Sociology 1113	
3. Human Life-Span Development 3123	
ADDITIONAL PREREQUISITE COURSES .....	12
1. Nutrition 1820 (3 hrs)	
2. Statistics 1313 or 4213	
3. Computer Science Course (3 hrs)	
4. College Algebra 1513 or Contemporary Math 1403	
ELECTIVES .....	9
<b>Total General Education .....</b>	<b>65</b>

**NURSING**

<b>B.S.N. Degree</b>	<b>Major</b>
NURS 3007 Introduction to Nursing Concepts.....	7
NURS 3023 PN/RN Progression .....	3
NURS 3038 Nursing Concepts of Adult Health.....	8
NURS 3222 Nursing Concepts of Mental Health I....	2
NURS 3225 Nursing Concepts of Mental Health II...	5
NURS 3103 Pharmacology & Nursing Practice .....	3
NURS 3144 Nurs Concepts of Family Care (Peds) ...	4
NURS 3154 Nurs Concepts of Family Care (OB) .....	4
NURS 3334 Nursing Practicum .....	4
NURS 4003 Nursing Research .....	3
NURS 4204 Community Centered Nursing .....	4
NURS 4216 Nursing Synthesis.....	6
NURS 4317 Complex Care Across the Life Span.....	7
NURS 4333 Professional Issues in Nursing .....	3
<b>Minimum Total.....</b>	<b>63</b>

**Note:** PN/RN Progression required for LPN & RN students only. Total nursing hours for traditional students = 60. Nursing Practicum course not required for LPN & RN students.

**NURSING COURSES (NURS)**

**3007 Introduction to Nursing Concepts**

A focus on the concepts of the health continuum and the role of the nurse. Emphasis will be placed on an introduction to the nursing process and developing basic nursing skills. Particular emphasis will be placed on performing physical, psychological, developmental, nutritional, social, spiritual, and

family assessments on adult/geriatric clients. The integration of the nursing process in the care of geriatric clients will take place in primary or secondary health care settings. Pre: Admission into the Nursing Program.

**3023 PN/RN Progression**

This course is designed to integrate the theoretical concepts basic to professional nursing. This course bridges prior learning and experiences in nursing with baccalaureate education. The physical assessment or clinical portion of this course (for LPN students) will focus on the presentation of principles and techniques used in obtaining a comprehensive health assessment and physical examination in the context of physiological, psychological, sociological and developmental parameters. Emphasis will be placed on differentiating between normal and abnormal findings in adults, the elderly and children. This course is open only to LPN/RN-BSN Progression Track students and recommended for Paramedic students. Nursing Advisor approval required.

**3038 Nursing Concepts of Adult Health**

Adult Health Nursing emphasizes alterations and an optimal level of wellness in the health status of the adult client in both acute and chronic illnesses. This course addresses collaborative, interdisciplinary care of the Medical-Surgical client, in a variety of settings, within the rapidly changing health care system. Students will be expected to demonstrate increasing ability to implement the nursing process in caring for adult clients. Pre: NURS 3007, 3103, and 3222.

**3103 Pharmacology and Nursing Practice**

This course is designed to provide a theoretical foundation utilizing principles of Pharmacodynamics, Pharmacotherapeutics, and Pharmacokinetics. The emphasis is safe administration of drug therapy in various clinical settings utilizing the nursing process. Pre: All science courses. Concurrent with NURS 3007.

**3144 Nursing Concepts of Family Care (Peds)**

The nursing process is applied to the care of families in childbearing and childrearing stages in community and institutional settings. Emphasis is placed on the nursing functions of teaching and counseling to support and promote optimal health. Pre: NURS 3007, 3103, and 3222.

**3154 Nursing Concepts of Family Care (OB)**

Focus of the course is on clients in family centered care. It encompasses the biopsychosocial development of the female from puberty to menopause including all phases of gynecological and obstetrical care. The course will emphasize nursing concepts related to the care of the family centered client. Course content will include critical thinking, prioritizing of appropriate interventions and continuous evaluation of care throughout developmental levels of family centered care. Students will perform independent, interdependent, and collaborative nursing functions to promote restoration, maintenance, and maximal functioning of the family centered care client. Pre: NURS 3007,

3103, and 3222.

**3222 Nursing Concepts of Mental Health I**  
This course is a prerequisite for Nursing Concepts of Mental Health II. It provides an introduction to the values clarification process and stresses the development of increased self awareness. The conceptual framework regarding normal growth, development and adaptation is presented and stressed as a foundation for concepts with maladaptive human responses. This course emphasizes effective communication techniques that facilitate nurse client interactions and nursing interventions and provides an overview of various types of maladaptive psychological responses. Pre: Admission into the Nursing Program.

**3225 Nursing Concepts of Mental Health II**  
The nursing process is utilized in relation to internal and external stressors. Delivery of nursing is examined in relation to the roles of others who contribute to client care. Emphasis is on use of self as a therapeutic tool in initiating effective nurse-client relationships. Experiences are provided to identify responses to existing and potential stressors for psychiatric/mental health clients and their families in selected health care settings. Pre: NURS 3007, 3103, and 3222.

**3334 Nursing Practicum**  
A clinical course designed for generic baccalaureate students to promote independence in the synthesis and practice of biophysical and psychosocial nursing to specific client groups across the life span. Students will have the opportunity to increase the amount and quality of clinical experiences and decision-making skills through working with clinical preceptors in local NW Oklahoma health care agencies. Preceptor arrangements will be facilitated by a faculty coordinator and follow Oklahoma Board of Nursing guidelines. LPN students and traditional students working in a Nurse Tech position that fulfills course objectives and required clinical hours may satisfy course requirements with documentation of clinical experience. Pre: Completion of all junior level nursing classes.

**+4003 Nursing Research**  
This course is designed to provide the student with an opportunity to study the research process in nursing. Critical questions about nursing practice are formulated and researchable problems are identified. Students will critically examine research studies and consider the applicability of findings to clinical practice. Students will also examine nursing research designs and begin to design group nursing research proposals. Pre: Completion of all junior level nursing courses. Prerequisite or concurrent: Statistics 1113 or 4213, or take concurrently with course.

**4204 Community Centered Nursing**  
The focus of this course is on the health needs of the individual, family and/or community client in the community setting. The student will apply the nursing process to individual, family, and community health problems; to assess, plan, implement, and evaluate the

delivery of preventative, curative, educational and rehabilitative services independently or with members of health disciplines. Biological, social, and political influences that may affect the individual, family, or community are explored. Pre: Completion of all junior level nursing courses.

**4216 Nursing Synthesis**  
This course involves the application of leadership and management theories in the delivery of nursing care. It is designed to help the student learn the reasoning behind nursing leadership in health care organizations. Emphasis is placed on concepts of leadership, change, political processes and their influence on health care policies, quality management, legal issues and health care delivery systems. Student-designed/instructor-approved clinical experiences in selected settings will provide the opportunity for the refinement of nursing leadership and management skills. Pre: Completion of all junior level nursing courses.

**4317 Complex Care Across the Life Span**  
Focus of the course is on clients experiencing high risk, complex multi-system health care problems across the life span, and emphasizes nursing concepts related to care of the critically ill client. Course content will encompass critical thinking, prioritizing of appropriate interventions and continuous evaluation of care throughout critical episodes. Students will perform independent, interdependent and collaborative nursing functions to promote restoration, maintenance, maximal functioning, support end-of-life care. Pre: Completion of all junior level nursing courses.

**4333 Professional Issues in Nursing**  
Discussion of contemporary professional nursing issues and trends. Students will examine legal, economic, political, cultural, and ethical issues that act as stressors on the professional nurse, nursing practice, and the delivery of nursing care within the current health care delivery system. This course is offered so the student may consolidate learning experiences regarding professional practice that he/she has acquired in the nursing program. Pre: Admission into the Nursing Program and LPN/RN students enrolled in PN/RN-BSN Progression Track.

## PHYSICAL SCIENCE COURSES (PHSC)

**+1044 Physical Science for Elementary Education Majors**  
Unlike Physical Science 1114, this is a lecture-laboratory course in which the students perform many simple experiments and study the laws governing the experiments. The emphasis is not on the broad spectrum of science, but on simple experiments and scientific observations.

**+1114 General Physical Science**  
A lecture-demonstration course designed to help the student interpret his physical environment. A study of the major discoveries in astronomy, chemistry, physics, geology and meteorology with emphasis on understanding and interpreting the science and

technology of the twentieth century. This course does not count toward a major or minor in chemistry.

- +1314 Elementary Astronomy**  
Methods of observation and analysis. Current interpretations of observational data and theories related to the solar system, galaxies, extragalactic objects, and the universe. Laboratory work included.
- +3114 Earth and Space Science**  
Basic concepts of geology. A study of the composition and structure of the earth; physical laws that describe the state of the atmosphere (meteorology) and the earth's environment (astronomy).

**PHYSICS COURSES (PHYS)**

- +1114 General Physics I**  
A beginning algebra-based course that covers areas of mechanics, thermodynamics, and sound; with laboratory. Pre: MATH 1613.
- +1214 General Physics II**  
An algebra-based course that is a continuation of PHYS 1114. This course covers magnetism, electricity, light and a brief outline of modern physics; with laboratory. Pre: PHYS 1114 and MATH 1613.
- +2114 Physics I**  
A calculus-based course for science majors and pre-engineering students. This course includes study of mechanics, heat, and thermodynamics; with laboratory. Pre: MATH 2215.
- +2214 Physics II**  
A calculus-based course that includes the study of electricity, magnetism, geometrical and physical optics; with laboratory. Pre: PHYS 2114 and MATH 2215.
- 2413 Electronics for Scientists**  
Characteristics of solid state devices and integrated circuits applied to analog and digital circuits. Pre: PHYS 2114 and 2214.
- +3014 Mechanics**  
Statics and dynamics of a particle and of rigid bodies; advanced mechanical measurement. Pre: PHYS 2114, 2214, and MATH 2315.
- 3022 Intermediate Physics Laboratory**  
Selected experiments from a cross section of the various branches of physics. Pre: PHYS 2114 and 2214.
- +3114 Heat**  
Theory of heat and thermodynamics; heat measurement. Pre: PHYS 2114, 2214, and MATH 2315.
- +3214 Light**  
Geometrical and physical optics; spectroscopy and photometry; light measurements. Pre: PHYS 2114, 2214, and MATH 2315.
- 3413 Advanced Electronics**  
Application of elementary electronic circuits to form complete electronic devices. Special emphasis is on the external circuits to interface data gathering and process control to microprocessors. Pre: PHYS 2413.
- 4114 Magnetism and Electricity**

Potential theory, electro-statics, currents and electromagnetism; electric and magnetic measurements. Pre: PHYS 2114, 2214, MATH 4203 and permission of department.

- 4413 Modern Physics**  
Special relativity, atomic theory and quantum theory. Pre: PHYS 2114, 2214, and MATH 2315.
- 4423 Nuclear Physics**  
Nuclear theory and nuclear phenomena. Pre: PHYS 2114, 2214, and MATH 2315.

**POLITICAL SCIENCE**

<b>B.A. Degree</b>			<b>Major</b>	<b>Minor</b>
POLS	1113	Amer Fed, Govt & Politics .....	3	(3)
POLS	3013	Political Theory .....	3	3
POLS	3103	Amer Constitutional Law .....	3	3
POLS	4113	Comparative Government (U.S. & Great Britain) .....	3	3
POLS	4123	Comparative Government .....	3	3
		(Major European Govts.)		
POLS	4223	International Relations .....	3	3
POLS	4253	Fed, State & Municip Admin...	3	
SOC	4723	Prin of Soc Research .....	3	
		Advanced Political Science, History, Econ., Sociology .....	16	5
		<b>Total Hours.....</b>	<b>40</b>	<b>20</b>

Note: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a minor.

**POLITICAL SCIENCE COURSES (POLS)**

- +1113 American Federal Government and Politics**  
A study of the developing principles, structure, and functions of the United States federal government.
- +3013 Political Theory**  
An overview of political thought beginning with Plato up to the 20<sup>th</sup> century. Includes ideas about types of governments, the role of citizens in government, types of law, religion and government, the development of the modern state, and the right of citizens to revolution. Pre: POLS 1113.
- +3103 American Constitutional Law**  
A study of leading American constitutional principles. Emphasis placed upon important decisions of the United States Supreme Court. Especially recommended for pre-law students and those going to graduate school. Pre: POLS 1113.
- +4113 Comparative Government**  
A study of the government of the United States as compared with that of Great Britain. Pre: POLS 1113.
- +4123 Comparative Government**  
Major European governments, Russia and France. Pre: POLS 1113.
- +4223 International Relations**  
International relations, political and economical nationalism, minorities, imperialism, international organization, settlement of international disputes, promotion and preservation of peace. Pre: 5 hours of Political Science.
- +4253 Federal, State & Municipal Administration**  
The study of government in the states and its

subdivisions; includes municipal governments and municipal problems, administration and problems of organization, control, personnel, and finance in these areas. Will be taught from the reference point of the Federal Government and its policies and control.

**+4313 U.S. Foreign Policy**

Examines the perspective and practices of the US government in regards to actions taken, rationales for those actions, and consequences ensuing from the actions, when dealing with foreign governments.

**PSYCHOLOGY**

**B.A. or B.S. Degree**

	<b>Major</b>	<b>Minor</b>
PSYC 1113 General Psychology.....	3	3
PSYC 3103 History of Psychology.....	3	
PSYC 3123 Human Life-Span Develop.....	3	3
PSYC 4213 Statistics.....	3	
PSYC 4222 Research Methodology.....	2	
PSYC 4232 Experimental Psychology.....	2	
Choice of one course from Group I, II, III and IV.....	9-12	
Elective Advanced Psy.....	12-15	14
<b>Minimum Total.....</b>	<b>40</b>	<b>20</b>

**Group I**

- 2113 Psychology of Adjustment
- 4413 Advanced General Psychology
- 4460 Psychology Laboratory
- 4470 Independent Study
- 4480 Seminar in Psychology
- 4490 Readings

**Group II**

- 3153 Theories of Psychological Testing
- 3163 Motivation
- 3243 Biopsychology
- 4163 Personality

**Group III**

- 1213 Marriage and the Family
- 3143 Social Psychology
- 4153 Psychology of Learning
- 4253 Cognitive Psychology

**Group IV**

- 3213 Industrial Psychology
- 3313 Consumer Behavior
- 3412 Child Guidance
- 3512 Adolescent Guidance
- 4103 Psychology of Exceptionalities
- 4113 Abnormal Psychology
- 4123 Therapy

**SUBSTANCE ABUSE**

**MINOR**

**Required Courses:**

Select from the following ..... 6

- PSYC 1113 General Psychology
- SOC 1113 Introductory Sociology
- SOCW 3113 Social Work: A Helping Profession

Select from the following..... 6

- PSYC 4013 Substance Abuse Counseling
- SOC 4603 Substance Abuse & Addiction
- SOCW 4022 Group Therapy as a Social Work Model  
AND 1 add'l hr. of Rdgs., Group Therapy

Select from the following..... 3

- PSYC 3153 Theories of Psychological Testing
- PSYC 4222 Research Methodology AND 1 add'l hr. of Independent Study in Research
- SOC 4723 Principles of Social Research

*Electives:*

Select from the following..... 9

- CJUS 4403 Prob, Parole & Comm Treatment
- H ED 3202 Therapeutic Recreation AND 1 add'l hr. in Rdgs. in Therapeutic Recreation
- PSYC 4113 Abnormal Psychology
- PSYC 4123 Therapy
- SOC 4233 Criminology
- SOCW 4134 Social Work & Mental Health

**Total Hours..... 24**

Note 1: The substance abuse minor is available to psychology, sociology, social work, and criminal justice majors.

**PSYCHOLOGY COURSES (PSYC)**

**+1113 General Psychology**

An introduction to the science of psychology. A survey of the underlying theories, concepts, and principles which explain human behavior is offered in order to enhance an understanding of one's own self as well as others. Because this course also serves as an orientation to the field of psychology, it or PSYC 2113 is a prerequisite to all other psychology courses.

**+1213 Marriage and the Family**

A study of the contemporary American family and family interactions during the life cycle of the individual.

**+2113 Psychology of Adjustment**

A non-theoretical approach to problems in living, especially those typically encountered by the college student. Emphasizes decision making, problem solving and values clarification.

**+3103 History of Psychology**

General survey of psychological development from the Greeks onward. Topics emphasized: Change from Aristotle's biological psychology to Hellenistic subjectivism; Renaissance evolution of psychophysiology; and influence of experimental science of the development of laboratory investigations in psychology from Fechner to modern research. Pre: PSYC 1113 or 2113.

**+3123 Human Life-Span Development**

An examination of human development from pre-natal to old age, especially the application of various theories of human development to the developmental process. An integration of life development. Pre: PSYC 1113 or 2113.



- +3143 Social Psychology**  
A study of the interaction between individual and society. Pre: 9 hours of Psychology.
- 3153 Theories of Psychological Testing**  
An analysis of the purposes, uses, and abuses of psychological testing. Emphasis will be placed on test construction, standardization, reliability and validation procedures and criteria and limited test interpretation. Pre: 9 hours of Psychology.
- +3163 Motivation**  
Principles of motivation, the underlying causes of behavior are investigated through theory and research in human and animal motivation.
- 3213 Industrial Psychology**  
Interaction of employees and their organizations. Individuals and their motivation to work; groups; communication in industrial organizations; human factors research; psychological principles applied to personnel problems; psychology of work.
- +3243 Biopsychology**  
The relationship between the behavior of organisms and physiological processes mediating the behavior. Basic neurophysiology and the physio-psychological bases of sensation, arousal motivation, memory, and learning. Pre: 12 hours of Psychology.
- 3313 Consumer Behavior**  
Course in the characteristics of consumers, their buying patterns, and the demographic, social and psychological influences on the consumer buying process. Issues of ethics and global marketing are considered. Cross Listed-MRKT 3413.
- 3412 Child Guidance**  
The goal of this course is to enhance the communication skills and change strategies to help children with their unique problems. A theoretical understanding of children's behavior is included. The influence of parents and the art of parenting is examined.
- 3512 Adolescent Guidance**  
The goal of this course is to enhance the communication skills and change strategies to help the adolescents with their unique problems. A theoretical understanding of adolescents' behavior is included. The influence of parents and the art of parenting is examined.
- 4103 Psychology of Exceptionalities**  
Major handicapping conditions are discussed, also the psychological and sociological implications of physical disability and illness; dynamics involved in adjusting to disabling conditions.
- 4113 Abnormal Psychology**  
A study of mental disorders and deviations from the normal; psychoses, neuroses, and mental deficiency; the major types of malfunction; extent, causes, symptoms, treatment, and prevention. Pre: 6 hours of Psychology.
- +4123 Therapy**  
The methods and techniques of the major forms of psycho-therapy are studied and demonstrated. Prerequisite or concurrent: Pre: 12 hours of Psychology.
- +4153 Psychology of Learning**  
Principles of learning are examined with primary emphasis on operant and classical conditioning.
- +4163 Personality**  
An intensive introduction to the study of current personality theories; analysis of the organized dynamic behavior of the individual. Pre: 12 hours of Psychology.
- 4213 Statistics**  
An introduction to hypothesis testing in preparation for experimental research. Parametric and non-parametric procedures are learned. Prerequisite or concurrently: PSYC 3153 or EDUC 3032.
- +4222 Research Methodology**  
The study of the experimental approach, its problems, its consequences, and the ethics involved. Pre: PSYC 4213 or concurrent enrollment.
- 4232 Experimental Psychology**  
An applied study of the procedures and applications of the experimental method of research in psychology. Prerequisite or concurrent: 12 hours of Psychology and a course(s) of study consisting of descriptive statistics, parametric procedures, and non-parametric procedures. Prerequisite: PSYC 4213 and 4222.
- 4253 Cognitive Psychology**  
An examination concentrating on human learning and problem solving with an emphasis on memory and current models of information processing. Pre: 6 hours of Psychology.
- 4413 Advanced General Psychology**  
A survey course reviewing all principles and elements of psychology. This course is one that is especially designed for students preparing to complete the Graduate Record Examination. Pre: 12 hours of Psychology.
- 4460 Psychology Laboratory**  
Directed applied studies on directed problems. Pre: permission of department. 1-4 hours credit.
- 4852 Psychology of Exceptional Children**  
All phases of the referral system including assessment, identification, and staffing procedures are examined and practiced. An emphasis is given to techniques in counseling and conferencing with parents of exceptional children. Multicultural problems are also explored.

## RELIGION COURSES (REL)

### Religion Courses May Be Taken For Elective Credit

- +2012 Introduction to Old Testament Literature**  
A survey of the Old Testament, with emphasis on the history and religion of Israel from its beginnings to the Exile, based on the books of Genesis through Esther. Attention is also given to developing interpretive skills.

- +2022. Poetic and Wisdom Literature of the Old Testament**  
A study of the nature and purpose of Hebrew poetry and wisdom literature, based on an examination and interpretation of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon.
- +2032 Life and Letters of Paul**  
A study of the place of the apostle Paul in early Christian life; the book of Acts and his New Testament letters are examined.
- +2322 Jesus and New Testament**  
An historical and critical study of the life and teachings of Jesus, with an attempt to understand him in terms of his environment and to discover the relevance of his teachings for today. Based on the gospels in the New Testament.
- +2412 Comparative Religions (World)**  
A comparative study of the religions of the world, including Christianity, Judaism, Hinduism, Buddhism, Islam, Confucianism, and others.
- +2422 History of Religion in America**  
A survey of American religious groups and movements with an emphasis on the interplay between political, cultural, and religious development.
- +2441 History English Bible**  
A study of the development and preservation of the English Bible, with emphasis on its origins and history of transmission. Includes examination and comparison of contemporary translations and versions.
- +3102 Old Testament Prophecy**  
A study of the nature and role of prophecy in ancient Israel, with reference to specific prophetic books of the Old Testament. Includes a survey of the background and the life of the Old Testament prophets.
- +3212 Christian Ethics**  
A survey of moral norms and principles by which people make practical decisions with reference to contemporary social issues and problems.
- +3222 General Epistles and Revelations**  
An examination of the content and theology of the general writings of the New Testament. (Based on the books of James, 1-2 Peter, 1-3 John, Jude, and Revelation.)

**SOCIAL SCIENCE**  
**B.A. Ed. Degree**

			<b>Major</b>	<b>Certificate</b>
HIST	1213	Early World Civilization .....	3	3
HIST	1223	Modern World Civilization ....	3	3
HIST	1483	U.S. History to 1897.....	3	
HIST	1493	U.S. History Since 1897.....	3	3
HIST	3123	Oklahoma History .....	3	3
		Ancient or Medieval History ..	3	3
HIST	4443	Tchr's Course in Soc. Stds. ....	3	3
ECON	2113	Prin of Macroeconomics.....	3	3
ECON	2123	Prin of Microeconomics .....	3	3
GEOG	1113	Fundamentals of Geography....	3	3
GEOG	3193	World Regional Geography....	3	3
POLS	1113	American Government .....	3	3

POLS	4253	Fed State & Municip Adm. ....	3	3
SOC	1113	Introductory Sociology .....	3	3
SOC	2123	Sociological Problems .....	3	3
		Elective Advanced American History .....	6	6
		Elective Advanced Social Science.....	6	6
<b>Minimum Total .....</b>			<b>57</b>	<b>48</b>

Note 1: 27 hours advanced credit required for this major.

In addition to the major requirements, the student must complete the required Professional Education courses (15 hours) and the "Block Semester (14 hours) see Section VII.

Note 2: The following are recommended for the candidates applying to take the state competency examinations in the Social Sciences:

- (1) Have completed all or be currently enrolled in General Education requirements;
- (2) Have met the English Proficiency requirement;
- (3) Have completed ninety (90) semester hours;
- (4) Have a 3.0 GPA in the major;
- (5) Be recommended by the Social Science Division.

The primary state competency exams in Social Science are the following: World History, World Geography, American History, American Government, Oklahoma History, and Economics.

The courses that NWOSU offers that support those exams are as follows:

**World History and World Geography**

- Fundamentals of Geography 1113
- World Regional Geography 3193
- Early World Civilization 1213
- Modern World Civilization 1223
- Ancient or Medieval History
- General Humanities I 2113
- General Humanities II 2223

**American History, American Government, Oklahoma History, and Economics**

- U.S. History to 1877 1483
- U.S. History Since 1877 1493
- American Federal Government and Politics 1113
- Federal, State & Municipal Administration 4253
- Oklahoma History and Government 3123
- Principles of Macroeconomics 2113
- Principles of Microeconomics 2123

**SOCIOLOGY**

<b>B.A. Degree</b>			<b>Major</b>	<b>Minor</b>
SOC	1113	Introductory Sociology .....	3	3
SOC	2123	Sociological Problems .....	3	3
SOC	3203	Social Theory.....	3	3
SOC	4203	Advanced Social Theory		
<b>OR</b>				
SOC	4303	Social Psychology.....	3	

SOC	4723	Principles of Research .....	3	3
		Statistics elective .....	3	
		Elective Upper Div.		
		Sociology .....	22	8
		<b>Minimum Total.....</b>	<b>40</b>	<b>20</b>

\*Students minoring in Sociology must take Psychology 1113 to satisfy general education requirements.

\*\*Statistics may be fulfilled by selecting one of the following: Economics 2163, Mathematics 1313, or Psychology 4213.

## SOCIOLOGY

### B.A. Ed. Degree

For a B.A.Ed. Degree in Sociology see the Social Science Certification requirements.

### SOCIOLOGY COURSES (SOC)

- +1113 Introductory Sociology**  
A general survey of the field of sociology.
- +2123 Sociological Problems and Issues**  
The origin and development of social institutions, processes, and problems; consideration of agencies for solution. The sociological approach applied to various social issues, problems with a focus on social change.
- +3113 Seminar on Death and Dying**  
An overview of sociological theories and research related to death and dying process, especially as these relate to the comparative study of death and dying as well as social construction of the meaning of death and dying. Students will have an opportunity to speak with individuals and visit situations associated with death and dying in American society.
- +3203 Social Theory**  
Social theories of representative social thinkers and systems as they are related to the development of formalized social thought and sociology. Pre: SOC 1113, 2123.
- +3323 Anthropology: Cultural**  
Exploration of the concept of culture; development of culture; ethnographical and ethnological bases for cross-cultural comparisons; culture change.
- +3353 The Family**  
A history of the family as a social and educational institution; problems confronting the modern family.
- +3422 Urban and Rural Sociology**  
A survey of the development of the modern city; present conditions; methods of control. A view of rural communities, their structure, history, and current experiences. Pre: SOC 1113, 2123.
- +3503 Sociology of Education**  
An examination of the social factors in educational systems. The social organization of the school and community and school relations are emphasized.
- +3523 Race and Ethnicity**  
Focus is upon the interrelationship between ethnic, racial, religious and other minority groups and the larger society in the United States. Causes and consequences of prejudice, discrimination and assimilation.
- +3603 Social Gerontology**

An overview of the societal forces that shape the lives of older citizens of America. Included will be an examination of some of the more popular theories of aging, health, finances and retirement planning for older citizens.

- +3703 Deviant Behavior**  
A study of theoretical perspectives on deviance and deviant behavior emphasizing phenomena which are objective and amenable to scrutiny by methods of social science.
- +4203 Advanced Social Theory**  
Advanced critical study of the nature and types of sociological theory with an emphasis on issues and problems. Pre: SOC 3203 or permission of the instructor.
- +4233 Criminology**  
The causes, prevention, and treatment of crime. Pre: SOC 1113, 2123.
- +4243 Sociology of Religion**  
The analysis of religion and religious phenomena in terms of their relevancy to the social situation. An attempt to understand the social causes and consequences of religion and the manner in which they relate to the institutional fabric of society.
- +4303 Social Psychology**  
Study of human behavior as social interaction and the relationship between the individual and society. Pre: SOC 3203 or permission of the instructor.
- +4523 Sociology of Juvenile Delinquency**  
Analysis of social processes which influence the juvenile; individual and group reactions of juveniles to those processes; treatment of delinquency. Pre: SOC 1113.
- +4603 Substance Abuse and Addiction**  
A study of addictive behavior through an analysis of behavioral patterns, causation and treatment of alcoholism and other forms of substance abuse.
- 4723 Principles of Social Research**  
Study and experience in current methods of social research with emphasis on sociological measurement and design. Pre: 12 hours undergraduate sociology.

### SOCIAL WORK

B.S. Degree		Major	Minor
SOCW	3113	Soc Work: A Helping Prof.....	3
SOCW	3214	Human Bhvr/Soc Environ.....	4
SOCW	3293	Soc Work: Case Management..	3
SOCW	4003	Communication Techniques for Social Workers .....	3
SOCW	4113	Problem Solving Process in Soc Work .....	3
SOCW	4134	Soc Work & Mental Health .....	4
SOCW	4205	Junior Field Experience .....	5
SOCW	4215	Senior Field Experience .....	5
SOC	3523	Race and Ethnicity .....	3
SOC	4723	Principles of Social Research... Upper Division Electives	3
		Social Work or Sociology .....	9
		<b>Minimum total .....</b>	<b>45</b>
			<b>21</b>

Note: The courses are sequenced according to the program's requirements. Students will be strongly encouraged to enroll according to the sequence. Senior Field Experience cannot be

taken unless the Junior Field Experience course has been completed. Students are also strongly encouraged to have completed the General Education requirements prior to their Junior year in so far as possible.

**SOCIAL WORK COURSES (SOCW)**

**3113 Social Work: A Helping Profession In Social Welfare**

Social agencies as responses to human needs. Review of the present service delivery systems and consideration of alternate approaches to service delivery. Social work as a socially sanctioned profession skilled in assisting individuals, groups, and communities in finding solutions to their problems. This is the prerequisite to all Social Work classes.

**3143 Political Theory, Social Action and Social Change**

Consideration of political theory and its relationship to social change. The three forms of community organization and their use in acquiring constructive social change. Offered during the spring semester and summers. Pre: SOCW 3113.

**3214 Human Behavior and the Social Environment**

An integrated approach to the study of personality development including the emotional, intellectual, and behavioral aspects. Consideration of various forms of emotional disturbance and how they relate to personality development and need satisfaction. The effect of small group and cultural membership on behavior. Pre: Junior standing and/or consent of instructor, SOCW 3113.

**3293 Case Management**

A study of principles and related procedures involved in the management of case loads assigned to social services and law enforcement personnel. Pre: Junior standing or consent of the instructor, SOCW 3113.

**4003 Communication Techniques for Social Work Methods**

Report writing and interviewing skills for prospective social workers. Pre: SOCW 3113.

**4022 Group Therapy as a Social Work Method**

An introduction to group therapy as a technique in social work practice. Emphasis on encounter group techniques with facilitator training for students. Course will include practical experience in group participation. Pre: SOCW 3113.

**4114 The Problem Solving Process in Social Work**

A generic approach to the means used by social workers in helping individuals, groups, and communities solve their problems. Fall semesters. Pre: SOCW 3113, and/or consent of the instructor.

**4121 Field Observation in Social Work**

Visits to social agencies, institutions, and other places of interest. Participation in groups, research studies, and other selected educational experiences. Pre: SOCW 3113, a major in Social Work, and consent of the instructor.

**4134 Social Work and Mental Health**

An introduction to the study of deviant behavior with practical application to agencies with social work as a primary service. Pre: SOCW 4114 or permission of instructor.

**4205 Field Experience in Social Work**

Supervised involvement in the activities of a selected social agency or institution. Pre: SOCW 4114, a major in Social Work, and/or consent of the instructor.

**4215 Field Experience in Social Work**

Continuation of Social Work 4205. Pre: consent of the instructor.

**SPEECH AND THEATRE**

<b>B.A. Degree</b>		<b>Major</b>
SCOM	1113	Intro to Speech Communication.....(3)
SCOM	1321	Forensics Competition ..... 1
SCOM	2763	Voice & Phonetics ..... 3
SCOM	3113	Advanced Speech Communication ..... 3
SCOM	3123	Argumentation & Advocacy ..... 3
SCOM	3613	Small Group Communication ..... 3
SCOM	4013	Oral Interpretation..... 3
TCOM	1413	Makeup & Costume Design..... 3
TCOM	1441	Theatre Practicum ..... 1
TCOM	2413	*Theatre Appreciation .....(3)
TCOM	2423	History of Theatre ..... 3
TCOM	3423	Principles of Directing ..... 3
TCOM	3453	Scene & Lighting Design..... 3
TCOM	3713	Principles of Acting ..... 3
TCOM	4433	Dramatic World Literature..... 3
TCOM	4443	Senior Performance <b>OR</b> ..... 3
SCOM	4443	Senior Performance..... 3
		Prescribed Electives Below..... 6
<b>Minimum Total.....</b>		<b>44</b>

- Choose electives from the following:
- SCOM 3913 Language & Speech Development
  - SCOM 4733 Communication Disorders
  - SCOM 3213 Oral Comm. for Bus. Prof.
  - SCOM 2653 Intro. to Broadcasting
  - SCOM 1014 American Sign Language
  - SCOM 1321 \*\*Forensics Competition
  - TCOM 1441 \*\*Theatre Practicum
  - TCOM 3862 Children’s Theatre (Lab Exp.)
  - ENGL 3103 Shakespeare I

Note: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a major or minor.

\*Theatre Appreciation must be taken as a directed elective under “Communication & Humanities” of the general education requirements.

\*\*SCOM 1321 and TCOM 1441 can be taken three (3) more times in addition to required course.

<b>SPEECH COMMUNICATION</b>			<b>Minor</b>
SCOM	1113	Intro to Speech Communication.....	(3)
SCOM	1321	Forensics Competition.....	1
SCOM	2313	Argumentation & Advocacy.....	3
SCOM	2753	Voice & Phonetics.....	3
SCOM	3113	Advanced Speech Communication.....	3
SCOM	3613	Small Group Communication.....	3
SCOM	4013	Oral Interpretation.....	3
		Prescribed Electives Below.....	6
		<b>Total Hours.....</b>	<b>22</b>

Choose electives from the following:

SCOM	3913	Language & Speech Develop.
SCOM	4733	Communication Disorders
SCOM	3213	Oral Comm. for the Bus. Prof.
SCOM	2653	Introduction to Broadcasting

Note: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a major or minor.

<b>SPEECH PATHOLOGY</b>			<b>Minor</b>
EDUC	2103	Introduction to Education.....	3
EDUC	2402	Introduction to Exceptionalities.....	2
SCOM	1014	American Sign Language.....	4
SCOM	1113	Intro to Speech Communication.....	(3)
SCOM	2763	Voice & Phonetics.....	3
SCOM	3613	Small Group Communication.....	3
SCOM	3913	Language & Speech Development.....	3
SCOM	4733	Communication Disorders.....	3
		<b>Minimum Total.....</b>	<b>21</b>

Note: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a minor.

Note: National certification to work as a speech pathologist requires a Master's Degree.

<b>THEATRE</b>			<b>Minor</b>
SCOM	2763	Voice & Phonetics.....	3
SCOM	4013	Oral Interpretation.....	3
TCOM	1413	Makeup & Costume Design.....	3
TCOM	1441	Theatre Practicum.....	1
TCOM	2413	*Theatre Appreciation.....	(3)
TCOM	2423	History of Theatre.....	3
TCOM	3423	Principles of Directing.....	3
TCOM	3453	Scene & Lighting Design.....	3
TCOM	3713	Principles of Acting.....	3
		<b>Minimum Total.....</b>	<b>22</b>

Note: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a minor.

\*Theatre Appreciation must be taken as a directed elective under "Communication & Humanities" of the general education requirements.

**SPEECH AND THEATRE**

**B.A.Ed. Degree**

			<b>Major</b>	<b>Certificate</b>
SCOM	1113	Intro to Speech Comm.....	(3)	(3)
SCOM	1321	Forensics Competition.....	1	1
SCOM	2653	Intro to Broadcasting.....	3	3
SCOM	2763	Voice & Phonetics.....	3	3
SCOM	3113	Adv Speech Communication..	3	3

SCOM	3123	Argumentation & Advocacy..	3	3
SCOM	3613	Small Group Comm.....	3	3
SCOM	4013	Oral Interpretation.....	3	3
SCOM	4843	Speech & Theatre Methods....	3	3
TCOM	1413	Makeup & Costume Design...	3	3
TCOM	1441	Theatre Practicum.....	1	1
TCOM	2413	*Theatre Appreciation.....	(3)	(3)
TCOM	2423	History of Theatre.....	3	3
TCOM	3423	Principles of Directing.....	3	3
TCOM	3453	Scene & Lighting Design.....	3	3
TCOM	3713	Principles of Acting.....	3	3
TCOM	4433	Dramatic World Literature....	3	3
TCOM	4443	Senior Performance <b>OR</b> .....	3	3
SCOM	4443	Senior Performance.....	3	3
		<b>Total Hours.....</b>	<b>44</b>	<b>44</b>

In addition to the major requirements, the student must complete the required Professional Education courses (15 hours) and the "Block Semester (14 hours) see Section VII.

Note: Parentheses around a number mean that, although the course is required, it may not be counted in the minimum total for a major.

**SPEECH COURSES (SCOM)**

- +1014 American Sign Language (ASL)**  
An introduction to American Sign Language including the building of receptive and expressive skills in authentic situations; an introduction to the culture of the Deaf.
- +1113 Introduction to Speech Communication**  
An introduction to communication elements applied to practical communication situations providing experience in preparation, delivery, and evaluation of oral presentation.
- 1321 Forensics Competition**  
Training for and participation in competitive intercollegiate speech activities such as debate, platform speeches, and oral interpretation. Includes three classroom hours a week plus laboratory hours including competition and tournament organization. May be repeated for credit.
- +2313 Argumentation and Advocacy**  
A study of the nature of argumentative controversy; variables of form, method, and ethics; analysis of argumentative rhetorical works. Pre: SCOM 1113.
- +2653 Introduction to Broadcasting**  
Survey of the field of broadcasting. Content will focus on broadcasting history, technology, regulation, business and creative practice, and career opportunities. (Cross Listed-MCOM 2653).
- +2763 Voice and Phonetics**  
A study of the voice mechanism, the International Phonetic Alphabet and its application in the correction of individual speech sounds; an introduction to breath and volume support and practical vocal exercises.

- +3113 Advanced Speech Communication**  
A continuation of SCOM 1113; a study of communication elements with practical application in oral presentations. Emphasis will be placed on audience analysis, extemporaneous speaking, and persuasive speaking.
- +3213 Oral Communications for Business Professionals**  
A study of specific communication principles and methods for application in business and professional settings. Emphasis will be placed on management styles, communication techniques and organizational communication. (Cross Listed-MCOM 3213 and GBUS 3213).
- +3613 Small Group Communication**  
A study of small group dynamics designed to develop leadership techniques and to facilitate decision making in various group settings.
- +3753 Anatomy & Physiology of the Speech Mechanism**  
A study of the anatomy and physiology of the vocal mechanism. Emphasis is placed on the function of muscles in breathing and in the production of speech. Offered on an as needed basis.
- +3903 Introduction to Audiology**  
A study of the anatomy of the ear, the physics of sound, hearing, testing in the public schools, and pure tone audiometry. Contains discussions of teaching the acoustically impaired child, the pathologies of hearing, and the nature and function of hearing aids. Offered on an as needed basis.
- +3913 Language and Speech Development**  
A study of the developmental processes in the acquisition of speech and language, factors which influence this development, and methods of measuring speech and language skills.
- +4013 Oral Interpretation**  
A study of the principles and techniques involved in the oral interpretation of prose, poetry, and dramatic literature.
- 4443 Senior Performance**  
The individual planning, preparing, and presenting of at least a 30 minute program demonstrating the student's proficiency in speech communication. The program must demonstrate knowledge of and performance skills for various components of speech communication including public speaking, oral interpretation, and persuasive speaking. Topics must be approved by all Speech and Theatre Program Faculty. Lecture will include preparation of portfolio and resume, job and graduate placement.
- +4733 Communication Disorders**  
A survey of speech, language, and hearing disorders; their identification and treatment; and the roles of various professionals in the total habilitation/rehabilitation process.
- 4843 Speech and Theatre Methods**  
Creation and analysis of learning experiences and environments to support individual differences in students by enhancing self-motivation and positive interaction within the classroom. Creation, presentation, and analysis of curriculum.

## THEATRE COURSES (TCOM)

- 1413 Makeup and Costume Design**  
A study of the theory of costume design and construction in relation to the unified stage production; theory and practice in makeup design including basic makeup, use of crepe hair and simple prosthetics. Pre: Permission of instructor.
- 1441 Theatre Practicum**  
Areas covered are use of stage tools, basic stagecraft, elementary painting techniques and beginning elements of lighting. Credit earned in a technical project under faculty/staff supervision in support of university productions and/or participation as a performer in a university production. A minimum of 75 supervised production hours must be obtained. (May be repeated for credit.)
- +2413 Theatre Appreciation**  
An introductory study of theatre as an art form. Introduction to play analysis, character analysis, interpretation, the artists and their contributions to the creation of theatre. (Lab hours required.)
- +2423 History of Theatre**  
A study of the development of the theatre and drama from the beginning of civilization to the 16<sup>th</sup> century. Particular attention is given to selected dramatic texts and their social and cultural contexts, and to the dynamic interaction and changing relationship between performance, audience and society as this is influenced by the advent of actors, playwrights, designers, and directors, and by the changes in theatre architecture.
- 3423 Principles of Directing**  
Study of script analysis and the principles, methods, and techniques of directing. Student directs class assignments.
- 3453 Scene and Lighting Design**  
Theory and history as well as practical experience in the techniques of lighting, and scene design. (Lab hours required.)
- +3713 Principles of Acting**  
Study of characters and dialogue from selected plays, with practice reading. Fundamental techniques of the acting process. Exploration of the actor's imagination and the nature of acting, embracing training concepts of ease, honesty, sense memory and concentration. Participation in annual children's theatre show production required.
- 3862 Children's Theatre**  
Laboratory experience in children's theatre. Directing and assisting in production of children's plays.
- 4433 Dramatic World Literature**  
This course is designed to establish a firm foundation in dramatic literature. Reading and analyzing plays from many different periods.
- 4443 Senior Performance**  
A student will plan, prepare, organize and present a one act play. The program must demonstrate knowledge and performance skills in makeup-costume design, acting, directing, and scene and lighting design. Play choice and production style must be approved by all Speech and Theatre Program

Faculty. Lecture will include advanced directing/performance concepts, preparation of portfolio and resume, job and graduate placement techniques.

## TECHNICAL MANAGEMENT

### B.A.A.S. Degree

The BAAS degree program with the Technical Management major consists of four areas of study. The four key areas are general education, career specialty, technical management core, and electives.

The four components are discussed below:

1. The number of credit hours required to complete the **General Education** component will consist of 40-42 credit hours and is determined by which avenue students enter Northwestern's program. Students arriving at Northwestern after completing only an approved national or vendor specific certification examination will have to earn 41-42 credit hours in order to complete the requirement. Students with an approved Associate of Applied Science degree from a community college will matriculate to Northwestern with General Education hours ranging from 15-20 depending on the articulation agreement with the community college (in-state or out-of-state).
2. The requirements of the **Career Specialty** component are satisfied by the Associate of Applied Sciences Degree conferred by a community college. The requirements may also be satisfied or partially satisfied by successful completion of a national or vendor specific certification examination. Note: Credit through a national examination will be reviewed by an *Oversight Committee* and a recommendation for credit hours will be made to the chief academic officer.
3. The **Technical Management** component delivered by Northwestern is vital to the total educational program. Courses provide an educational background that will complement a student's specialty area and enhance a student's employment opportunities. Although a recommended curriculum is attached, a student and the advisor will have the flexibility to determine courses that are specially designed to fit the educational needs of that particular student.
4. The **Electives** component will consist of the number of credit hours remaining to complete the 124 hour degree requirement and is calculated by subtracting the total hours of the other three components to determine the hours remaining to complete the degree. The electives to be taken will be determined by a student in conference with his/her academic advisor.

## GENERAL EDUCATION

### FOR BACHELOR OF APPLIED ARTS AND SCIENCES DEGREE, TECHNICAL MANAGEMENT (B.A.A.S)

#### I. ORIENTATION ..... 1 hour

UNIV 1011 Ranger Connection

(All beginning freshman are required to enroll in freshman orientation; waived for students with 24 or more transfer hours.)

#### II. COMMUNICATION AND HUMANITIES

##### A. Communication ..... 9 hours

1. English 1113 **and** English 1213 or 3513
2. Speech 1113

##### B. Humanities..... 5-6 hours

Selected from the following courses:

- General Humanities 2113, 2223
- Introduction to Literature 2413
- Introduction to Film 2423
- Art in Life 2432
- Music in Life 2533
- Philosophy in Life 2633
- World Religions 2412
- Literature 2543, 2653, 2773, 2883, 3403, 3413
- Theatre Appreciation HUM 2403 or TCOM 2413

#### III. SOCIAL AND BEHAVIORAL SCIENCE... 12 hours

- A. American History Survey 1483 **or** 1493
- B. Political Science 1113
- C. Psychology 1113 **or** Sociology 1113 **or** Economics 2113 **or** 2123
- D. Directed Electives (3 hours)

Selected from the following:

- Early World Civilization 1213
- Modern World Civilization 1223
- History (Upper Level) 3000/4000

#### IV. MATH and NATURAL SCIENCE ..... 14 hours

Choose **ONE** course from **EACH** of the following areas:

1. Mathematics, but not Math 1313 or 2233
2. \*Biological Science- any class in biology
4. \*Physical Science – any class in chemistry, physics, or physical science  
\*At least one of the biological or physical science classes must include a lab.
4. Web Programming I 2013

#### TOTAL HOURS..... 40-42 hours

The general education curriculum consists of 40-41 credit hours for students seeking a Bachelor of Applied Arts and Sciences.

Three (3) hours of the general education curriculum must be 3000/4000 level.

Some general education course requirements may be met via CLEP, APP, and other advanced standing tests.

Any substitution of alternative general education courses must be approved by: the appropriate school dean and the Vice President for Academic Affairs. Note: Any course substitution in a major course area must be approved by the major area department chair, the school dean and the Vice President for Academic Affairs.

**TECHNICAL MANAGEMENT**

**Major**

**B.A.A.S. Degree**

**OPTION 1:** Designed for students coming to Northwestern with successful completion of a national or vendor recognized certification or pursuing a national or vendor recognized certification.

I. General Education ..... 41-42

II. Electives

At least 5 hours must be selected from 3000/4000 courses and determined by student and advisor.

Note: With this option, the upper level requirement may also be met with electives in the career specialty area if a student has less than 30 hours of certified credit.

III. Career Specialty ..... 10-30

Credit hours determined by the type of certification completed and the recommendations of the Oversight Committee with approval from the chief academic officer.

Note: It is important that the student and advisor work closely together to gear the program toward the specific needs of the student. Any additional hours that are required to successfully complete the degree will be determined by the student and the advisor.

Certifications not listed below must be approved and have credit recommended to the chief academic officer by the Oversight Committee.

- Cisco
- Comp TIA
- Microsoft
- Adobe
- Certified Internet Webmaster (CIW)
- Macromedia

IV. Technical Management Core

ACCT	2123	Financial Accounting .....	3
ACCT	2133	Managerial Accounting .....	3
GBUS	3903	Business Law I .....	3
MGMT	4433	Business Policy .....	3
MGMT	3063	Principles of Management .....	3
MGMT	3433	Organizational Behavior .....	3
MRKT	3043	Principles of Marketing .....	3
MIS	4413	Management Information Systems .....	3
MIS	3003	Data Management Systems .....	3
		Directed Upper Level Classes	
		See Note 4 .....	14
		<b>Total Hours .....</b>	<b>41</b>

**TECHNICAL MANAGEMENT**

**Major**

**B.A.A.S. Degree**

**OPTION 2:** Designed for students transferring from a community college with an *Applied Associate Degree*.

I. \*General Education ..... 21-22  
 \*4-5 hours of upper 3000/4000 level courses

Students should work closely with their advisor in fulfilling the general education requirements for this degree.

Note: The general education hour requirement may vary with Community College students.

II. Career Specialty: Requirement fulfilled with *approved AAS degree*.

Applied Associate of Science Degrees not listed below must be reviewed and approved by the Oversight Committee.

- Accounting
- Applied Technology
- Engineering Technology
- Electronics Technology
- Multimedia and Digital Communication
- Industry Technology
- Information Technology
- Office Management
- Printing Technology

III. Technical Management Core

ACCT	2123	Financial Accounting .....	3
ACCT	2133	Managerial Accounting .....	3
GBUS	3903	Business Law I .....	3
MGMT	4433	Business Policy .....	3
MGMT	3063	Principles of Management .....	3
MGMT	3433	Organizational Behavior .....	3
MRKT	3043	Principles of Marketing .....	3
MIS	4413	Management Information Systems .....	3
MIS	3003	Data Management Systems .....	3
		Directed Upper Level Classes	
		See Note 4 .....	14
		<b>Total Hours .....</b>	<b>41</b>

The notes below apply to both Option 1 and Option 2.

Note 1: The student is required to take Microcomputer Applications or higher E-Commerce computer classes as part of the general education hours.

Note 2: In the General Education program the student is advised to take Economics 2113 or Economics 2123.

Note 3: Technical Specialty Specialized Area: A cohesive program of study in a technical field, which is fulfilled by an Associate of Applied Science (A.A.S.), Associate of Science (A.S.), Technical Certification or the approved equivalent.

Note 4: Upper Level Electives are directed and consist of appropriate hours from any of the following areas: Business, E-Commerce, Computer Science, Accounting, or Economics.

Note 5: At least 60 hours must be earned from a 4-year institution. At least 30 hours must be taken from NWOSU to meet residency requirements.

Note 6: At least 40 semester credit hours in courses numbered 3000/4000 are required.

Note 7: Liberal Arts Requirement: a minimum of 40 semester hours.

**TECHNICAL MANAGEMENT CORE COURSES**

**ACCT**

**2123 Financial Accounting**

An introductory course in gathering, recording, and using financial data of a profit organization.



- 2133 Managerial Accounting**  
Emphasis on the use of accounting data by managers. This course includes: basic cost accounting concepts, income determination, balance sheet evaluation analysis, interpretation of financial statements, budgeting, concepts of cost analysis, internal control, and capital investment including the time value of money. Pre: ACCT 2123 or equivalent.
- GBUS**  
**3903 Business Law I**  
Business crimes, law of torts, contracts, agency, and sales. Offered Fall only.
- MGMT**  
**3063 Principles of Management**  
A systems approach to the study of business management with special emphasis on planning, organizing, directing, and controlling.
- 3433 Organizational Behavior**  
A study of the behavioral science that pertains to the study of an organization's behavior. This course includes: organizational structure, management practices, communication problems, job design, motivation, groups, and organizational change. It also has a strong emphasis on management applications. Pre: MGMT 3063.
- 4433 Business Policy**  
A capstone course in which the student will have an opportunity to integrate concepts learned and philosophies developed in other business courses with real world experiences. Emphasis will be on Small Business Practicum, Business Internship, or Entrepreneurship to allow students practical application of their field. Pre: To be taken in the Spring before graduation.
- MRKT**  
**3043 Principles of Marketing**  
A survey of the nature, scope and economic importance of marketing. This course includes: analysis of marketing functions, institutions, pricing, demand creation, costs and marketing legislation (Cross Listed-MCOM 3043).
- MIS**  
**+3003 Data Management Systems**  
An application oriented course on the management of data in a variety of situations using both data manager and spreadsheet software. System analysis, file specification and maintenance, data entry and manipulation, report generation. Pre: CMSC 1003, 1103; ECOM 2013, or permission of the department. (Cross listed-CMSC 3003).
- +4413 Management Information Systems**  
A study of decision support systems available to managers. Includes the study of design and operation of a computer information system, data bases, interactive languages, software, and management information theory. Strong emphasis is placed on the computer as a tool for MIS. Pre: CMSC 1103, MGMT 3063.

## TECHNOLOGY COURSES

### Communication Technology (TDR)

#### +1003 General Drafting

The fundamentals of industrial drawing; interpretation and use of the types of drawing used in making technical sketches and finished drawings of simple projects.

#### 3003 Computer Aided Drafting and Design

Introduction to computer aided drafting and design which utilizes the computer and other software and hardware for the study, construction, and design of industrial drawings.

### Construction Technology (TWD)

#### 3133 Wood Turning

A course dealing with the skill and various methods of spindle and face plate turning, the equipment used, design, safety, and methods of finishing.

### Industrial Crafts Technology (TCR)

#### +3623 Basic Photography

A technical course including the basic care of the 35-millimeter, single-lens, reflex camera and lenses, films, and filters; also includes fundamentals of black and white darkroom procedure and film processing.

#### 4313 Silversmithing and Lapidary

A course designed to cover the basic fabrication fundamentals of silversmithing and the design and creation of jewelry. Course also covers a study of lapidary, faceting of gem stones, stone setting, casting processes. Fall and spring semesters.

### Electricity-Electronics Technology (TEE)

#### 1403 Electricity I

A study of the nature, sources, basic quantities, components and circuits of electricity and magnetism, including use of instruments, electrical safety and applications.

#### 2303 Residential Wiring

The National Electrical Code will be presented as it relates to residential wiring as well as basic wiring procedures.

### TECHNOLOGY EDUCATION (TED)

#### 4663 Crafts for Elementary Teachers

A course in technology for those preparing to teach in the elementary grades. A study of projects, tools, materials, and processes suitable for these grades. Practice in making of projects suitable for elementary pupils. Offered each semester and summer.

## UNIVERSITY COURSES

#### 1011 Ranger Connection

Introduces the student to the college experience and focuses on assisting the student in developing practical techniques to enhance academic success in college. Topics include college resources, support systems, student services, time management, test taking, communication skills, study techniques, career exploration, learning styles, and personal issues that face many college students.

**1021 Peak Performance**

Designed to assist those students who are at risk based on previous academic performance at the college level. The course focuses on developing practical techniques designed to enhance academic success. Topics include available resources, support systems, student services, time management, study skills, and techniques designed to help deal with issues that might create barriers to learning.

**ADDITIONAL OFFERINGS (Available in most departments)****INDEPENDENT STUDY****4470 Independent Study (1-4 hrs.)**

Directed intensive study of selected problem or special topic. Pre: Permission of chosen department. Offered by all departments.

**READINGS****4490 Readings (1-3 hours)**

Directed reading and discussion of selected current topics in appropriate academic area. Pre: Permission of chosen department. Offered by all departments.

**SEMINAR****4480 Seminar (1-4 hours)**

Directed study and group participation in discussion of topics in the field. Pre: Permission of department. Offered by all departments.

**SHORT COURSE****4300 (Name of Short Course) 1-3 hours**

A course which is continuous in study for a limited duration. The intensive study presents special subjects and/or topics. Offered by all departments.

**SPECIAL TOPIC****1900 (Name of Special Topic) 1-3 hours**

A course concentrating on a special topic or subject offered for a limited length of time within a semester. Offered by all departments.

**4900 (Name of Special Topic) 1-3 hours**

A course concentrating on a special topic. Offered by all departments.

**WORKSHOP****3001 (Name of Workshop) 1 hour**

A campus-directed study activity conducted by consultants and/or specialist in a field. Usually held during the summer session. Offered by all departments.

## INDEX

Academic Assistance Center.....	17	Requirements for Licensure	
Academic Forgiveness.....	28	as a Registered Nurse.....	31
Repeated Courses.....	28	Retention in Nursing Program.....	31
Academic Reprieve.....	29	RN Track.....	30
Academic Renewal.....	29	Suspension of Students Classified as Seniors.....	32
Ret/Graduation GPA.....	29	Transfer Students.....	31
Academic Progress Standards and Eligibility.....	15	Admission to Freshman Standing.....	23
Appeals.....	15	Admission to Teacher Education Program.....	29
Minimum Scholastic Achievement Standards.....	15	Advanced Standing Credit.....	29,34
Satisfactory Progress Standards.....	15	Agri-Business.....	44
Accounting.....	48	Agricultural Ecology Major.....	44
Accounting Courses.....	50	Agriculture.....	44
Accreditation.....	9	Agriculture Minor.....	45
Administration.....	4	Agriculture Economics Minor.....	45
Administrative Staff.....	7	Animal Science Minor.....	45
Admission Procedures Undergraduate		Field Crop Consulting Minor.....	45
International Students.....	24	Agriculture Courses.....	45
Admission Procedures in Teacher Education.....	39	Applied Music-individual Instruction.....	81
Certification.....	40	Art Courses.....	46
Classes of Certificate.....	40	Articulation Policy.....	27
College Credit.....	40	Bachelor of Applied Arts and Sciences.....	42
Community College Credit.....	40	Bachelor of Arts or Science in Education.....	42
General Certificate Requirements.....	41	Bachelor of Arts or Science.....	42
Professional Education Sequence for		Bachelor of Science in Nursing.....	42
Elementary and Early Childhood.....	39	Biology.....	46
Professional Education Sequence for		Biology Courses.....	47
Elementary-Secondary Candidate.....	39	Board of Regents of Oklahoma Colleges.....	4
Professional Education Sequence for		Business Accounting.....	48
Secondary Candidates (6-12).....	40	Business Administration.....	49
Professional Education Sequence for		Business Education.....	49
Special Education Candidate.....	40	Business Information System Option.....	56
Standards for Admission to		Business Minors.....	49
Teacher Education.....	39	Economics Minor.....	49
Standards Required for Admission into the		Entrepreneurship Minor.....	49
Professional Semester.....	39	Human Resources Minor.....	50
Standards to Be Met During the		Management Minor.....	50
Professional Semester.....	39	Marketing Minor.....	50
Admission to Bachelor of Science		Management Information Systems Minor.....	50
in Nursing Program:.....	30	Campus Media.....	17
Academic Suspension Appeals.....	32	Career Counseling.....	17
Accreditation.....	31	Career Services Center Planning and Placement.....	17
Generic Track.....	30	Carter Hall.....	10
Policy on Retention and Academic Probation.....	31	Change of Schedule.....	27
Readmission to Nursing Program.....	31	Chemistry.....	55
		Chemistry Courses.....	55
		Class Periods.....	28

Class Attendance.....	27	Psychology Club.....	21
Class Standing .....	27	Residence Hall Organizations.....	21
College Level Examination Program (CLEP).....	34	Rodeo Club.....	21
Community College Work.....	27	Sigma Kappa .....	21
Complete Withdrawal from NWOSU.....	29	Society of Physics Students.....	21
Computer Science.....	55	Society of Professional Journalists .....	21
Computer Science Courses .....	56	Student Government Association .....	21
Conservation Law Enforcement.....	57	Student Nurses Association .....	21
Contests .....	11	Student Oklahoma Education Association.....	21
Agriculture Judging Contest. ....	11	University Democrats .....	22
Curricular Contests .....	11	Writer's Roundtable.....	22
Heartland Best.....	11	E-Commerce.....	58
History Day.....	11	E-Commerce Courses.....	59
Music Contest.....	11	Early Childhood Education .....	61
Northwest District FFA Speech Contest. ....	11	Early Intervention/Special Education.....	62
Science Fair.....	11	Economics Courses .....	52
Speech Contests .....	11	Education Courses.....	62
Core Values and Functions .....	8	Elementary Education .....	61
Counseling Center.....	17	English .....	66
Course Numbering.....	28	English Courses.....	66
Credit.....	28	English Proficiency Requirement.....	29
Criminal Justice .....	57	Expenses –General .....	13
Criminal Justice Courses.....	58	Facilities .....	9
Department of Public Safety.....	18	Family Educational Rights & Privacy Act .....	15
Departmental and Professional Organizations .....	20	Disclosure of Educational Records.....	15
Acacia Fraternity.....	20	Public Directory Information.....	15
Aggie Club.....	20	Fees and Tuition.....	12
Band and Instrumental Ensembles .....	20	Charges for Special Services .....	12
Biology Club.....	20	Graduate Students.....	12
Castle Players.....	20	Undergraduate Students.....	12
Chem Club .....	20	Finance Courses .....	53
Choir and Vocal Ensembles .....	20	Financial Aid Programs.....	14
CKI .....	20	Federal And/or State Supported Application.....	14
Class Organizations.....	20	Financial Assistance .....	18
College Republicans .....	20	Fine Arts Building.....	9
Computer Science Club.....	20	Food Service.....	13
Cops Club .....	20	Foreign Language Courses Spanish .....	68
Delta Zeta.....	20	Foreign Language Spanish .....	67
Fellowship of Christian Athletes.....	20	Four-Year Graduation Plan .....	32
Intramural Council .....	21	Full Time Student Status .....	27
International Students Organization.....	21	General Business Courses .....	51
Mathematics Club .....	21	General Education .....	42
Oklahoma Broadcast Education Association .....	21	(Requirements for Arts and Sciences Degrees).....	43
Panhellenic Council .....	21	General Education for Applied Arts & Sciences.....	92
Phi Beta Lambda.....	21	General Education for	
Phi Delta Music Society.....	21	Early Childhood Education.....	61
Phi Lambda Chi .....	21	General Education for Elementary Education.....	60
		General Education for Nursing.....	82

General Education for Special Education .....	62	Management Courses .....	53
General Regulations Pertaining to Graduation.....	32	Marketing Courses .....	54
General Requirements for		Mass Communications .....	73
Degree in Arts and Sciences .....	43	Mass Communications Courses.....	74
General Requirements for Degree in Education.....	43	Mass Communications Minor .....	74
General Studies B.A. Degree .....	68	Mathematics .....	75
Geography Courses.....	68	Mathematics Area of Concentration for	
Goals/Strategic Directions .....	9	Elementary Teachers.....	77
Governor of Oklahoma .....	3	Mathematics Courses .....	76
Grades and Grade Points.....	28	Mission Statement .....	8
Graduation Requirements .....	33	Museum.....	10
Grants .....	14	Music.....	77
Federal Pell Grant .....	14	Music Courses.....	78
Federal Supplemental Educational		Natural Science .....	81
Opportunity Grant .....	14	Non-Discrimination Policy.....	2
Oklahoma Tuition Aid Grant (OTAG).....	14	Nursing.....	81
Health and Physical Education .....	69	Nursing Courses .....	82
Health Education Courses.....	70	Off Campus Study.....	34
Herod Hall (Administration Building).....	9	Percefull Fieldhouse .....	10
History of Northwestern .....	3	Physical Education and Recreation Courses.....	71
History .....	71	Physical Education Center.....	11
History Courses .....	71	Physical Science.....	83
Honorary Organizations.....	19	Physics Courses.....	84
Alpha Psi Omega .....	19	Policy on Retention and Academic Probation .....	31
Cardinal Key .....	19	Academic Suspension Appeals.....	32
Delta Tau Alpha .....	19	Suspension of Students Classified as Seniors.....	32
Lambda Iota Tau.....	19	Political Science .....	84
Phi Alpha Theta .....	19	Political Science Courses .....	84
Psi Chi.....	19	Pre-Professional Training.....	35
Red and Black Scroll.....	20	Bachelor of Science in Nursing (BSN) Program .....	36
Housing.....	18	Pre-Dentistry .....	35
Humanities Courses .....	73	Pre-Engineering.....	35
Independent Study .....	95	Pre-Law .....	35
Instructional Staff .....	4	Pre-Medicine (Allopathic).....	35
Instructions to Entering Students.....	23	Pre-Occupational Therapy.....	36
Instrumental .....	77	Pre-Optometry .....	37
International Business Courses .....	53	Pre-Osteopathic Medicine .....	37
Jesse Dunn Hall .....	10	Pre-Pharmacy .....	37
Joe J. Struckle Education Center.....	10	Pre-Physical Therapy .....	36
J.R. Holder Wellness Center.....	34	Pre-Physician Associate .....	36
Liability .....	18	Pre-Professional Training Speech Pathology.....	37
Libraries.....	18	Pre-Radiologic Technology .....	38
Library and Information Science Courses.....	73	Pre-Veterinary Medicine .....	38
Loans* .....	14	Wildlife Ecology .....	35
Federal Family Education Loan Program.....	14	Presidents of Northwestern .....	3
Federal Perkins Loan Program.....	14	Private Instruction .....	81
Management Information Systems Courses.....	54	Psychology .....	85

Psychology Courses.....	85	The J. W. Martin Library .....	10
Ranger Field .....	11	The Major Fields .....	44
Readings .....	95	The School Year.....	27
Refunds.....	12	Theatre Courses.....	91
Registration and Student Load.....	27	Transfer of Credit from Other	
Religion Courses.....	86	Colleges and Universities.....	26
Religious Organizations.....	22	Universities and Presidents.....	3
Baptist Student Union .....	22	University Courses .....	94
Bible Chair .....	22	University Farm.....	11
Chi Alpha.....	22	Veterans .....	19
The Extreme.....	22	Vinson Hall .....	11
Wesley Foundation .....	22	Vocal .....	77
Requesting an Official Transcript.....	33	Work .....	15
Residence Halls .....	13	Federal Work-study (FWS) Program.....	15
Scholarships.....	14, 18	Institutional Hire Program.....	15
Science Building.....	10	Workshop.....	95
Science Fair .....	11		
Seminar .....	95		
Senior College Work .....	27		
Shockley Hall .....	11		
Social Science.....	87		
Social Work.....	88		
Social Work Courses .....	89		
Sociology.....	87		
Sociology B.A. Ed. Degree.....	88		
Sociology Courses .....	88		
Special Education .....	62		
Special Topic .....	95		
Speech and Theatre.....	89		
Speech Courses.....	90		
Speech Contests.....	11		
Speech Pathology Minor.....	90		
Staff .....	8		
State Board of Education .....	4		
State Regents for Higher Education.....	3		
Student Center .....	9, 19		
Student Conduct and Discipline.....	32		
Student Health Services .....	19		
Student Load.....	27		
Students with Disabilities Services.....	19		
Substance Abuse Minor .....	85		
Symbols Used to Indicate Course Status .....	28		
Technical Management B.A.A.S. Degree .....	92		
Technology Building .....	10		
Technology Courses .....	94		
The Amphitheater .....	10		