

**ARKANSAS NORTHEASTERN COLLEGE
2022-2023 CATALOG
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WELCOME

We are very proud of Arkansas Northeastern College's reputation for both personal attention and excellence in teaching; however, we are especially proud of the individual achievements and successes of the thousands of students who comprise our history. We look forward to greeting you and visiting with you about Arkansas Northeastern College (ANC) and how the College can help you to accomplish your goals.

Students at ANC are as diversified as its locations. Some enroll for a single course, others complete a certificate or degree, and still others enter in just knowing that they are ready for growth. Many students extend their learning beyond the classroom through internships and service learning, as well as involvement in one of the many student organizations on campus.

As a comprehensive, two-year institution of higher education, ANC offers a flexible schedule and courses at each of its locations in Blytheville, Leachville, and Osceola. ANC is a non-residential college, with a primary focus on learning. Classes are small and highly interactive. Classrooms are wired with the latest multimedia internet technology.

At ANC, people can join others like themselves in creating the futures they want. ANC offers access to higher education and the opportunity to prepare for a variety of career fields. ANC graduates go on to become doctors and lawyers, business owners and industry managers.

Technical certificates and job training programs provide relevant skills for entering the workplace with better earning potential—in one year or less, in many cases. ANC students learn skills such as welding, air conditioning and refrigeration, and aviation maintenance. Some students train to become nurses while others pursue careers in the steel industry, law enforcement or dental assisting technology. The list of opportunities is endless. ANC can provide training for career advancement or skills for a whole new career. ANC is a great place to start!

PUBLICATION STATEMENT

The provisions of this publication are not to be regarded as a contract between the student and ANC. ANC reserves the right to change any provisions or requirements when such actions will serve the interest of the College or its students. The College further reserves the right at any time to ask a student to withdraw when it considers such action to be in the best interest of the College. Policies and procedures set forth by this catalog pertain to all ANC students.



Arkansas Northeastern
COLLEGE

Academic Calendar &
Helpful Telephone Numbers

ACADEMIC CALENDAR 2022-2023

FALL 2022

Monday, August 15	Reconvening
Wednesday, August 17	Registration Closes
Monday, August 22	Classes Begin
Friday, August 26	No Show Rosters Payment Deadline Last Day to Declare Audit Status
Monday, August 29	Classes Begin for Early College Specific Courses
Wednesday, August 31	No Show Rosters for Early College
Friday, September 2	Last Day for 100% Refund Last day to charge books on deferment
Monday, September 5	Labor Day – COLLEGE CLOSED
Monday, September 6	Census day (11 th Day)
Thursday, October 13	Mid-Term Grades Due at 3 PM
Monday, October 17	2 nd 8 Weeks begins
Friday, October 21	2 nd 8 Weeks No Shows
Monday, October 24	Spring Registration Opens
Monday, November 21 – Friday, November 25	Fall Break (Students/Faculty)
Thursday, November 24 – Friday, November 25	Thanksgiving Holiday - COLLEGE CLOSED
Friday, December 2	Last Day to Withdraw
Thursday, December 8	Last day for TH classes
Monday, December 12	Last day for MW classes
Tuesday, December 13 – Friday, December 16	Finals
Friday, December 16	Grades Due at Noon

SPRING 2023

Monday, October 24	Spring Registration Opens
Monday, January 2	Reconvening
Wednesday, January 4	Registration Closes
Monday, January 9	Classes Begin
Friday, January 13	No Show Rosters Payment Deadline Last Day to Declare Audit Status
Monday, January 16	MLK, Jr. Day – College Closed
Monday, January 23	Last Day for 100% Refund Last day to charge books on deferment
Tuesday, January 24	Census Day (11 th Day)
Tuesday, February 14	Graduation Applications Due for those who intend to participate in ceremony
Monday, February 20	Presidents Day – College Closed
Thursday, March 2	Mid-Term Grades Due at 3 PM
Monday, March 6	2 nd 8 Weeks begins
Friday, March 10	2 nd 8 Weeks No Shows/Purge
Monday, March 20 – Friday, March 24	Spring Break (Students, Faculty)
Friday, March 24	Spring Break – College Closed
Friday, April 17	Good Friday – College Closed
Monday, April 17	Registration Begins – Summer & Fall
Friday, April 21	Last day to withdraw
Wednesday, April 26 – Thursday, April 27	Early College Finals
Friday, April 28	Early College Grades Due at Noon
Tuesday, May 2	Last day for TH classes
Wednesday, May 3	Last Day for MW classes
Thursday, May 4, Monday, May 8 – Wednesday, May 10	Finals
Thursday, May 11	Grades Due at Noon
Friday, May 12	Commencement

Summer 2023

Monday, April 17	Registration Opens: Summer and Fall
Wednesday, May 24	Registration Closes: Summer – Day, Evening, INET, Sciences
Monday, May 29	College Closed – Memorial Day
Tuesday, May 30	Classes Begin: Summer – Day, Evening, INET, Sciences
Thursday, June 1	No Show Rosters Payment Deadline Last Day to Declare Audit Status
Monday, June 5	Last Day for 100% Refund Last Day to charge books on deferment
Tuesday, June 6	Census Day (5 th Day)
Friday, June 16	Last Day to Withdraw from Summer I Day with a W
Thursday, June 22	Last day for Summer I Day classes
Thursday, June 22	Finals: Summer I Day classes Grades due at 4 PM
Tuesday, July 4	College Closed – Independence Day
Friday, July 14	Last Day to Withdraw from Summer I Evening, INET & Science Classes with a W
Wednesday, July 19	Last Day: Summer I MW Evening & Science
Thursday, July 20	Last Day: Summer I TH Evening, INET & Science classes
Monday, July 24	Finals: Summer I MW Evening, INET & Science classes
Tuesday, July 25	Finals: Summer I TH Evening, INET & Science classes
Wednesday, July 26	Grades Due: Summer I Evening, INET & Science

***PLEASE NOTE:** If the Board of Trustees approves changes to tuition and fee rates for the upcoming 2022-2023 academic year, those changes go into effect Summer II 2022 (July 1, 2022).

CAMPUS PHONE & FAX NUMBERS

		Area Code for all numbers is 870	
Main Campus Departments	Extension	Direct Line	Fax
Advising Center Receptionist	1521	838-2913	780-1233
Adult Education	1939 or 1704	762-1020	838-2980
Allied Health & Nursing	1830	780-1228	762-3376
Arts & Sciences	1175	762-3148	763-6923
Business Office	1135	762-3120	838-2929
Career Pathways	1610	824-6253	763-6449
Community Education	1229	762-3168	762-5534
Community Relations	1205	762-1020	-
Computer Lab	1164	762-1020	-
Childhood Education Program Coordinator	1220	762-3166	838-2918
Financial Aid:	1160	762-3103	763-1654
*Deferments/Scholarships	1050	780-1284	
*V.A. Rep (Veteran Affairs)	1062	780-1217	
Human Resources	1136	762-3121	838-2929
Library (Audio/Visual/Production Center)	1230	762-3189	762-5534
Marketing & Media	1147	780-1208	780-1268
MIT'S Secretary	1165	762-3139	762-3175
Music Department	1144	780-1263	763-6923
Receptionist	1000	762-1020	763-3704
Registrar	1105	762-3182	763-1654
Security	1190	762-3158	838-2952
Student Services – Admissions & Transcripts	1103	838-2955	763-1654
Testing Center	1161	762-3104	780-1233
TRIO-Educational Opportunity Center	1103	838-2955	763-1654
TRIO-Educational Talent Search / B-Wing	1428	838-2961	838-2931
TRIO-Student Support Services / Wellness Center	1148	762-3186	780-6115
University Center	1173	762-3146	763-6923
Wellness Center	1527	838-2999	838-2931
Off Campus Departments	Extension	Direct Line	
Leachville	1703	539-2393	539-1424
Osceola Center	1300	563-3236	563-8109
Miscellaneous Extensions	Extension	Direct Line	
Bookstore	-	824-6102	824-6103
NIBCO Kids Kollege	1015	776-1543	-
Sunshine Grille	1214	780-1259	-

[Faculty/Staff Online Directory](#)



Arkansas Northeastern
COLLEGE

General Information

GENERAL INFORMATION

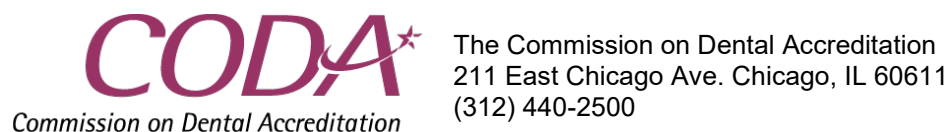
ABOUT US

Accreditation

ANC is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

Accredited by The Higher Learning Commission
230 N. LaSalle St. Suite 7-500
Chicago, IL 60604-1411
(800) 621-7440
FAX (312) 263-0456

ANC Dental Assisting Program is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United State Department of Education. The Commission on Dental Accreditation can be contacted at:



The Program is also recognized by the Arkansas State Board of Dental Examiners.

ANC Associate Degree Nursing

Effective October 12, 2020, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on October 12, 2022.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
<https://www.acenursing.org/candidacy/>

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation

The ANC Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).



**Commission on
Accreditation
of Allied Health
Education Programs**

CAAHEP
Commission on Accreditation of
Allied Health Education Programs
9355 – 113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org



CoAEMSP
8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org

Approvals

ANC is officially approved by the U.S. Dept. of Education, the Arkansas Division of Higher Education, and the Veterans Administration. ANC is approved by the State Approving Agency for Veterans as a college whereby veterans and dependents or spouses of deceased or 100% disabled veterans may obtain subsistence while working toward a degree.



Arkansas Northeastern College has been approved to participate in the National Council for State Authorization Reciprocity Agreements.

The ANC Nursing Programs (RN & LPN) at the College are approved by the Arkansas State Board of Nursing.



Arkansas State Board of Nursing
University Tower Building
1123 S. University, Suite 800
Little Rock, AR 72204
(501) 686-2700

The Certified Nursing Assistant program is approved by the Arkansas Department of Human Services, Division of Provider Services and Quality Assurance, Office of Long-Term Care, Nursing Assistant Training Program.



Arkansas Department of Human Services
Division of Medical Services
Office of Long Term Care
Nursing Assistant Training Program
P.O. Box 8059, Slot S405
Little Rock, AR 72203-8059
(501) 320-6276

The Medication Assistant program is approved by the Arkansas State Board of Nursing.



Arkansas State Board of Nursing
University Tower Building
1123 S. University, Suite 800
Little Rock, AR 72204
(501) 686-2700

The ANC Aviation Maintenance Program is approved by the Federal Aviation Administration (FAA) to offer FAA Part 147 training courses, Air Agency Certificate 6ANT594K.

Federal Aviation Administration
Memphis Flight Standards (FSDO)
2847 Business Park Drive, Bldg., J
Memphis, Tn. 38118

Memberships

In addition, the College holds memberships in various professional organizations and is listed among the Service Members Opportunity Colleges.

Memberships include (but not limited to):

- American Association of Community Colleges (AACC)
- Arkansas Alliance of Concurrent Enrollment Partnerships (ACEP)
- Arkansas Association for the Assessment of Collegiate Learning (AAACL)
- Arkansas Community Colleges (ACC)
- Arkansas General Aviation Association (ARGAA)
- Arkansas Institutional Research Organization (AIRO)
- Association of Community College Trustees (ACCT)
- Council for Higher Education Accreditation (CHEA)
- Council on Accreditation for Two-Year Colleges (CATYC)
- League for Innovation in the Community College
- National Association of College and University Business Officers (NACUBO)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Institute for Staff and Organizational Development (NISOD)
- Southern Association of College and University Business Officers (SACUBO)

Students may request, from each respective division Dean, copies of all documents describing the institution's accreditation, approval, or licensing.

Affirmative Action Policy

ANC is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to sex, handicap, race, or other legally protected classification. Under Executive Order 11246 as amended, all education institutions with federal contracts totaling \$50,000 or more and having fifty or more employees must have a written Affirmative Action Plan, documenting "good faith" efforts to end discriminatory practices in employment. The College's Affirmative Action Plan is recorded in the Board Policy Manual, and copies are available.

ANC also recognizes Title VI of the Civil Rights Act of 1964, which prohibits discrimination against students or others on the grounds of race, color, or national origin in all institutions receiving federal monies by way of a grant, loan, or contract; Title VII of the Civil Rights Act of 1964 as amended, which prohibits discrimination in employment (including hiring, upgrading salaries, fringe benefits, and other conditions of employment) on the basis of race, color, religion, national origin, or sex, in all institutions with fifteen or more employees; the Equal Pay Act of 1963 as amended, which prohibits discrimination in salaries (including almost all fringe benefits) on the basis of sex for employees in all institutions; Title IX of the Education Amendments of 1972 (Higher Education Act) which affects many issues dealing directly with students, i.e., admissions, financial aid, housing, etc., and which provides that no person shall be discriminated against because of sex in any education program or activity that receives financial assistance; and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against qualified handicapped individuals. The College does not condone racial discrimination in any activities conducted upon College premises. Members of the faculty are requested to be sensitive to this issue when, for example, presenting lecture material, assigning seating within the classroom, selecting groups for laboratory experiments, and assigning student work. The College's faculty, administration, and staff are committed to providing an equal educational opportunity for all students. It is the policy of ANC that no student or staff member may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Situations may arise in which students believe they have not received fair treatment by a College employee, or have a concern about the performance, action, or inaction of a member of the staff or faculty which affects the student. Wherever possible, the student should first approach the faculty or staff member in an attempt to resolve the matter. For example, in academic matters such as a grade complaint, a student should first speak with the instructor. If the matter is unresolved, the student should consult with the chairperson of the division or department and then with the vice president. Unresolved concerns about non-faculty staff should be taken to the staff member's supervisor and then to the next higher supervisor.

Equal Opportunity/Affirmative Action Statement

ANC does not discriminate against any individual on the basis of race, color, sex, religion, ethnic origin, or disability in any of its programs or activities. ANC does not discriminate on the basis of handicap in admission, access to treatment or employment in its programs and activities.

Facilities

Main Campus, 2501 S Division St, Blytheville 72315 (870) 762-1020 ([Campus map](#))

Leachville Center, North Main Street, Leachville 72438 - This fully equipped center houses a computer laboratory, and offers college credit classes and adult education classes as well as housing the city library. (870) 539-2393

Osceola Center- Located on the campus of the Osceola High School 72370 - The Osceola Center provides a broad range of both credit and non-credit offerings. Because of a unique partnership, the College shares space with the Osceola High School in offering a wide array of courses. (870) 563-3236

Other Sites- The College offers courses at other locations throughout the service area. Extended campus offerings usually reflect the regular academic calendar of the College. Students may take courses at any combination of sites during a semester.

Extended campus policies and procedures regarding academic matters, tuition, refunds, textbooks, grade reporting, financial aid, and other areas are the same as those stated in the catalog for on campus offerings.

Governance

ANC is governed by a nine member Board of Trustees appointed by the Governor.

ANC Board of Trustees

Curtis Walker, Jr., Chairman	Dr. Anes Wiley Abraham	John Newcomb
Randy Scott, Vice Chairman	Clifton Chitwood	Dan Ritchey
Thomas E. Westbrook, Secretary	Gordon Miller	Lowry Robinson

History

On December 17, 1974, the voters of Mississippi County approved the establishment of a community college district and the levying of a three-mill tax to finance construction of the new campus. The State Board of Higher Education and the State Legislature had previously approved establishment of the institution. Governor Dale Bumpers appointed a nine-member Board of Trustees who began a search for a President for the institution. Dr. Harry V. Smith, selected as the first President of the College, began service in February 1975. An administrative team and faculty were assembled, and on August 25, 1975, classes began for the first time in renovated, temporary facilities located in the former Sudbury Elementary School at 200 South Lake Street in Blytheville. Approximately 800 students enrolled for credit the first term. Non-credit community service courses began with an additional 500 students in the spring term. In February 1976, the Board of Trustees purchased 80 acres of land for construction of the campus on S. Highway 61.

On April 29, 1977, United States Vice President Walter F. Mondale announced that the College had been awarded a \$6.3 million federal grant to build the nation's first solar photovoltaic prototype facility. An additional \$500,000 was received and combined with the \$6.3 million grant and a \$2.5 million county bond issue. The campus on South Highway 61 was occupied in August of 1980. In May 1980, the College was notified that it had been accredited and had attained membership in the North Central Association of Colleges and Schools.

Cotton Boll Technical Institute first opened its doors on November 14, 1966. At that time, approximately fifty students enrolled. The school was housed in a single 26,462 square foot building surrounded by cotton fields off Interstate 55 in Burdette. With more than 60 years of history between them, Cotton Boll Technical Institute merged with Mississippi County Community College on July 1, 2003, to become ANC. This merger expanded the technical opportunities offered by the College as well as created the expansion of physical facilities. Today, ANC enrolls students at the main campus in Blytheville, as well as the Leachville center and the Osceola center. Additionally, hundreds of students are served each semester through the College's non-credit and adult education programs.

Following the construction of the initial Main Campus building in 1980, the College later added the B and C Wings, the D Building which houses the Sunshine Grille and Sun Room, the Adam/Vines Library Building, StateHouse Hall, and the NIBCO Children's Care Center, the Briggs/Sebaugh Wellness Center, the Angela Wren Allied Health Center, and the College's newest facility, the ANC Center for Allied Technologies which moved the operations of the Harry L. Crisp Center, the Burdette Center, and the ACME Center to the Main Campus.

Since its inception, five individuals have led the institution. Dr. Smith, the first president, left the College in 1983, and was succeeded by Dr. John P. Sullins who served in that capacity for 22 years. Dr. Robert Myers became the College's third president on January 1, 2005, and served until July 2012, at which time June Walters was named the Interim President. On January 1, 2013, Dr. James Shemwell assumed the position of President of Arkansas Northeastern College.

Philosophy

Because Arkansas Northeastern College is committed to the ideal of the worth and dignity of individuals, its philosophy is to provide opportunities to the youth and adults for development of purposeful, gratifying, and useful lives in a democratic society. These opportunities are provided through programs of study designed to fit the needs of students of varying educational and career goals and those which provide co-curricular activities and community services consistent with the concept of the community college.

Operating in the larger context of local, state, regional, and national higher educational patterns, the College seeks to respond to the needs of individuals and their levels of ability and development.

Arkansas Northeastern College is committed to these purposes:

- To provide an access to quality higher education opportunity for all individuals regardless of age, sex, race, or ancestry; economic, cultural or physical condition or previous educational attainment, within the provisions of law and resources available.
- To provide programs of study for students who wish to transfer to other institutions to pursue a baccalaureate degree.
- To provide career and technical programs and curricula leading to immediate employment and to offer programs for students who wish to upgrade their skills for current or future employment.
- To offer programs in general education and facilitate access to baccalaureate and master's programs.
- To offer credit/noncredit courses which meet community needs.
- To offer developmental programs to improve basic skills.
- To offer academic and career counseling and support services.
- To promote civic and cultural activities and provide for the avocational needs of students and the service community.
- To provide a positive and constructive experience for new students enhancing their educational growth, aspirations, and abilities to continue their education at this institution and beyond.

Mission Statement

Arkansas Northeastern College is committed to providing accessible, quality educational programs, services, and lifelong learning opportunities.

Vision Statement

A leader in transforming learning, lives, and community through bold innovation.

Goal Statements

- The College shall offer relevant curricula and quality educational programs that utilize flexible delivery methods while ensuring academic excellence and integrity.
- The College shall facilitate the transition of students into higher education by strengthening partnerships and improving communication with secondary schools, governmental agencies, business/industry and senior- level colleges and universities.
- The College shall provide equitable systems and processes to expand student access, to support student success, and to facilitate transition into careers or further learning opportunities.
- The College shall enhance instruction, student learning, and the delivery of administrative and educational services to students, faculty, and staff by implementing and supporting technological systems and services.
- The College shall participate in regional economic development as a partner and innovative leader in training, retraining, and educational services provided to business and industries in the region.
- The College shall ensure the efficient and effective use of all available resources by maintaining a high level of stewardship and accountability.
- The College shall cultivate a learning environment that promotes cultural enrichment, communication, diversity, equity, and lifelong learning opportunities for its constituencies.

Core Values

The College embraces the following core values which guide its efforts to accomplish its mission and achieve its goals. These values direct the operational strategies and procedures of the institution.

Inclusiveness and Diversity

ANC values inclusiveness and diversity and views the uniqueness of students, faculty, and staff as a resource, strength, and benefit to the College.

- Provides an inclusive and welcoming work and learning environment where individual and cultural differences are recognized and celebrated.
- Incorporates diversity and equity into the employee recruitment and hiring practices, student recruitment, and all outreach activities of the College.
- Ensures that individuals from all backgrounds and perspectives are served equitably through its employment practices, educational programs, services, and workforce development.

Innovation

ANC values innovation and the ability to anticipate, respond, and adapt to change through a culture which promotes, supports, and rewards new ideas or ways of thinking to solve problems, seize new opportunities, or meet unstated needs.

- Fosters an environment that encourages creativity, inquiry, risk-taking, the open exchange of ideas, and recognizes and rewards exploration.
- Seeks to identify new, creative, or improved programs and services for students and the community which lead to positive effective change.
- Incorporates the most recent technologies and methods to be responsive to the needs of students, the community, and its business and industry partners.

Collaboration

ANC values collaboration through institutional, business, industry, and community partnerships, which serve as critical links to achieving economic vitality and quality of life in our region.

- Strives to build relationships that foster communication, teamwork, shared decision-making, and the innovation necessary to achieve common goals.
- Seeks to create partnerships inside and outside the College that contribute to continuous growth and enrichment of students, employees, and the community.
- Develops connections with business, industry and other agencies to more effectively serve the changing needs of students, the College, and the community.

Integrity

ANC values integrity and is committed to acting in an honest, fair, consistent, and respectful manner, creating a culture of trust that is evident in all decisions and interactions.

- Acts responsibly in utilizing resources to meet student and community needs.
- Adheres to high ethical standards of conduct, practices, and procedures that promote accountability and transparency.
- Maintains and uses data and information ethically and responsibly.
- Provides an ethical and respectful environment in which students, faculty, and staff are treated in a fair and consistent manner.

Academic Excellence

ANC values academic excellence and provides students with high quality learning experiences and support services that foster personal and intellectual growth for productive careers and meaningful lives.

- Provides a high quality and rigorous teaching and learning process that delivers current and relevant curricula.
- Provides qualified and skilled instructional faculty and staff.

- Promotes and supports professional development for faculty and staff.
- Promotes the use of new technologies, teaching methods, and instructional materials.
- Implements strategies and support services to improve student success.
- Promotes a climate of continuous improvement with high expectations of student and employee success.

Profile of ANC

ANC is a leader in access to higher education by: offering the traditional first two years of college for students transferring to senior colleges and universities; providing the opportunity through its technical and professional programs to supply qualified graduates for the job market; establishing liaisons with local businesses and industry through the Solutions Group; implementing a nationally recognized adult education program; providing opportunities for personal growth and development; and providing noncredit offerings in Community Education.

A student profile reveals that female students outnumber male students and account for over 62% of the enrollment. Minority enrollment is approximately 33%. Over 400 high school students each semester are taking classes on the ANC campus or online. The average age of an ANC student is 24. Approximately 41% of the College's enrollment is full-time. Students living in the Missouri Bootheel account for approximately 22% of the College's enrollment.

Curricula

ANC offers a large array of educational options to meet the needs of students. These include both credit and non-credit offerings in the form of traditional courses, online courses, ZOOM courses, workshops, and seminars. [See Programs of Study.](#)

Credit Courses

Delivery Type	Delivery Description
Traditional, face-to-face classroom (F2F)	Course offered entirely in a live face-to-face classroom setting
Internet – Online (INET)	Course offered online only
ZOOM INET (ZOOM I)	Zoom teleconferencing course with no live class. All participants (including the instructor) Zoom remotely on specified days and times.
ZOOM Optional (ZOOM O)	Students have the option to attend class live or to Zoom in from a remote location. The instructor will be in the live classroom.
Multi-Modal (MM)	The student chooses which format he/she wishes to attend the class as it will be offered face-to-face in a classroom, through ZOOM real-time, and as an INET course. Students may choose any combination of these platforms throughout the semester. Additionally, the MM courses are recorded so that students may view the class at different times.

Note: Allied Health and Allied Technologies courses have labs that may require face-to-face attendance regardless of mode offered.

Workshops & Seminars

These events are offered using the appropriate method of delivery for the activity. This and other relevant information is distributed in the event's announcements.

ANC Connections

The College's bi-annually magazine is published and direct mailed throughout the service district. Copies

are also made available at each campus location for students, faculty, and staff. To place announcements in this publication, students and organizations must provide information to the Associate Vice President for Development and College Relations or the publication editor.

ANC NewsLink

The [ANC NewsLink](#) is a monthly, internal newsletter for faculty and staff of ANC which provides them with current information regarding upcoming student events. Faculty and staff use this document to stay abreast of student activities for announcement in their classes.

SERVICES

Adult Education

ANC Adult Education is committed to empowering adult learners by improving their educational skills to achieve skills and credentials to enter or advance in the workforce. Adult education provides instruction in basic skills, preparation for the G.E.D., high school credit recovery, English as a second language, Accuplacer test preparation, computer literacy, and digital literacy. Adult Education instruction is provided at Blytheville, Leachville, and Osceola in Mississippi County with Blytheville and Leachville as official G.E.D. testing sites. For more information visit <https://www.anc.edu/adulted/index.htm>

Bookstore

The ANC Bookstore, operated by BBA Solutions, is located in the Student Center on the main campus. The Bookstore provides students with required textbooks and supplies, as well as supplementary materials. In the Bookstore you will also find imprinted clothing, gifts, and novelty items. Eligible students may defer the cost of books through the Office of Financial Aid if applicable through the deferment period. Online book ordering, purchasing, and text book rental are also available through <https://anc.textbooktech.com/>.

Community Education

The Community Education Department at the College is a non-credit, lifelong learning program that meets the changing needs of the community. Educational opportunities are continually developed and offered for citizens of all ages for a reasonable cost. These courses include dance, cooking, computer classes, and a wide variety of other offerings. The department also offers tours through many one day and overnight trips for those in the community.

Adult classes are taught in a relaxed, friendly atmosphere where teachers take great satisfaction in passing on knowledge of their subject or skill to their students. In these non-credit courses you take no tests, receive no grades, no degrees – only the satisfaction of pursuing a hobby, developing a skill or becoming more knowledgeable of a subject. The department offers a variety of quality classes for children that are designed to provide fun and discovery. The children enjoy learning new things and meeting other students from all over the area.

Schedules of Community Education classes are published three times a year - January, May, and August. The schedule is available on the ANC website at www.anc.edu/communityed. They are also readily available in area newspapers, libraries and through the Community Education office which is located in the Adams/Vines Building on the main campus in Blytheville. For more information, contact the Office of Community Education at 870-762-3168.

Fine Arts

ANC provides diverse offerings for students and the community in both visual and performing arts. The visual arts include Watercolor, Painting, Drawing, and Printmaking. The musical performing arts include, but are not limited to, Community Choir, Community Band, Chamber Choir, Class Piano, voice lessons, and piano lessons. Semester activities in fine arts include a student art exhibit, choral concert, and a theatrical production which are generally free to the public.

Student, faculty, and community participation is encouraged in all activities, with college enrollment required for most activities. For more information about fine arts offerings, contact ANC's Division of Arts and Sciences.

Library Services

The Adams-Vines Library was opened in 1993 and supports the instructional programs of the College. It provides learning resources for students, faculty and staff. The library is open Monday through Friday and is staffed with personnel trained to help students access materials housed in the library. The collection includes books, journals and periodicals, electronic resources, and audiovisual materials. Computers located in the library provide internet access and word processing capabilities. Private study rooms are equipped to view videos and DVDs. A copy machine is provided for student use.

The Adams/Vines Library card catalog is fully automated and may be viewed online at <https://anc.booksys.net/opac/anc/>

- **Electronic Resources:** The library currently subscribes to a number of online resources. The four periodical databases give students access to full text magazine and newspaper articles in over 20,000 journals. The students also have access to over 645 online reference books and 155,000 e-books which can be used for research.
- **Internet Access:** The computers located in the library provide internet access for students as well as word processing capabilities.
- **Interlibrary Loan:** As a member of Online Computer Library Center (OCLC), the library has access to over 1.5 billion electronic, digital and physical resources.
- **Study Rooms:** Private study rooms are provided within the library for students.
- **Copy Machine:** A copy machine is located in the library and copies are provided at 10 cents each.

TRiO - Educational Opportunity Center

The Educational Opportunity Center is designed specifically for adults who plan to enroll in postsecondary education. Services include assistance with admissions applications, financial aid applications, and entrance test preparation. The EOC Advisors also sponsor informative workshops, cultural events, and field trips to various college campuses in the surrounding area. Each year, EOC provides services to 1,000 or more adults. All services of the EOC Program are free.

TRiO - Educational Talent Search

The Educational Talent Search Program targets youths between the ages of 11 and 19 who have the desire and potential to succeed in postsecondary education. Each year, the ETS Program encourages at least 1,000 public school students to continue their education through graduation with the eventual goal of entering a postsecondary institution. The ETS Education Advisors provide a variety of services to area public school students: financial aid awareness, career counseling, college application procedures, cultural awareness, college trips, ACT Testing, and life skills; all are designed to assist students with enrollment procedures at the college of their choice. All services of the ETS Program are free.

TRiO - Student Support Services

Student Support Services (SSS) provides services and activities designed to facilitate the academic growth and strengthen the personal and social development of eligible students. In addition to free tutoring, the program offers academic advising, career counseling, personal counseling, study skills workshops, and assistance in applying for financial aid. The program staff also assists students in the transfer process from ANC to four-year institutions.

University Center

ANC seeks to extend opportunities for students by developing partnerships with accredited institutions of higher education that offer bachelor and master degrees. For information about current programs, click the University Center link on the College's website at <http://www.anc.edu/universitycenter/index.htm> or contact the Dean for Arts and Sciences at 870-762-3146.



Arkansas Northeastern
COLLEGE

Admissions & Records

ADMISSIONS AND RECORDS

Admission Categories

ANC accepts students in the following categories:

1. Regular Admission

a. Unconditional First Admission

A student admitted unconditionally is a student admitted to the institution without requirements, conditions, or restrictions placed on initial enrollment status. Unconditional first admission includes any applicant who has no previous college enrollment and:

- Who prior to May 1, 2002, graduated from an accredited high school or earned a GED equivalency certification.
- Who has graduated from Arkansas public high school or out-of-state high school after May 1, 2002, and has completed the core curriculum for unconditional admission to public colleges and universities (Act 520 of 1999).
- Who received a GED or graduated from a private high school or home school after May 1, 2002, and has a composite score of 19 on the American College Test (ACT) or the equivalent score on an approved placement test
- Who has earned an ACT of 19 or above or equivalent placement score in Reading and English and an ACT of 21 or above or equivalent in Math.

b. Conditional First Admission

Any applicant who has no previous college enrollment and does not meet the requirements for unconditional admission will be classified as conditional first admission. A student admitted conditionally is a student who has earned an ACT of 15 or above or the equivalent placement test score in Reading, English, Writing and Math and is admitted with certain requirements, conditions, or restrictions placed on initial and/or future enrollment status (Act 520 of 1997).

c. Conditional Prep Admission

Any applicant who has no previous college enrollment and scores an ACT of 11-14 or equivalent placement test score in reading, writing, and math will be classified as conditional prep status. A student admitted with Conditional Prep Status will be admitted with certain requirements, restrictions and conditions placed on their initial and future enrollment status. A conditional prep student may not declare an associate degree program. The student will be allowed to enroll only in designated certificate programs for which the required placement scores are met.

d. Readmission

Students previously enrolled at ANC who have been out of school for one or more semesters should file an application for readmission. Official transcripts must be provided from all institutions attended since the previous ANC enrollment. Students who return after an absence of ONE semester are readmitted under the same catalog which was in effect at the time of their last enrollment. Students readmitted after an absence of TWO OR MORE semesters (or one calendar year) are admitted under the catalog in effect at the time of their readmission. Students who change their degree programs are governed by the catalog that is in effect at the time of their admission to the program.

e. Ability to Benefit

Persons at least 18 years of age who have not graduated from an accredited high school and who have not completed the GED examination will be admitted as a regular student after scoring an ACT of 11 or above (or the equivalent placement test score) in Reading, Writing, and Math. * Not Financial Aid eligible.

f. Transfer Students

Students previously enrolled in other post-secondary institutions must provide evidence of good standing at those institutions. An official college transcript must be sent from each institution previously attended to the Registrar's Office at ANC. Students who are not eligible for readmission to their previous institution will not be considered for admission to ANC until they have been out of school for at least one regular term (spring or fall), or are eligible to return to the institution previously attended. **All transcripts must be received by the Registrar's Office prior to enrollment.**

2. High School Students

- a. Currently enrolled high school students in grades 9 through 12 may enroll for college credit, with a signed High School Authorization Form, approval from their high school principal or counselor, and appropriate placement test scores.
- b. The student's combined course load for both high school and college cannot exceed a normal full-time load for either institution.
- c. High school students must provide ACT or equivalent placement scores for placement purposes.

3. Special

- a. Students who are non-degree seeking or who have previously completed a college degree and do not wish to pursue a degree at the college may be admitted as special students.
- b. Persons who wish to enroll for self-enrichment or skill improvement may do so as special students. Upon completion of **12 or more semester hours**, special students may be reclassified as regularly admitted students and will be encouraged to pursue the completion of a degree.
- c. Temporary students maintaining primary enrollment at another college or university may enroll for one semester or summer session per academic year for courses to be transferred back to the parent institution. Evidence of good standing at the primary institution must be provided prior to enrolling at ANC. For courses requiring pre-requisites, official college transcript(s) must be received showing the required course.

Advisement and Placement

Students entering ANC for the purpose of obtaining a certificate or degree are required to submit placement test scores before registering. The Arkansas State Legislature established in Section 19 of Act 1052 of 1987 a testing and evaluation program for all degree or technical certificate students in the state. The Arkansas Division of Higher Education followed the established guidelines and issued cut-off scores for student placement in college level or preparatory level courses in math, English composition, and reading skills. Students may submit scores from the American College Test (ACT) or from an approved placement test. Students transferring to ANC are not required to submit test scores for placement if they have successfully completed a college level course in English composition, a college level math course, and/or made satisfactory progress in other college level courses. ANC requires placement test scores prior to enrollment in college level math, composition, reading, and selected occupational courses.

Students without one of these test scores at the time of registration will be required to take the Accuplacer test at ANC. Students should arrange to take the placement test before registration. Students may schedule the testing at their convenience through the *Testing Center*. This placement service is free to the student. For more information, contact the Testing Center at 870-762-3104.

In order to be admitted, prospective students must score an ACT of 11 or above (or the equivalent placement test score) in all three areas: Reading, Writing, and Math. Students scoring an ACT of 15 or above (Reading, Writing, and Math) or the equivalent may declare any degree or certificate program. Students scoring between 11 and 14 on the ACT (Reading, Writing, and Math) will have a limited menu of program options. Students who do not achieve the required score will be given the opportunity to improve their basic skills and retest through the Adult Education Center.

Classification of Students

Freshman - A student who has earned less than 30 semester hours of college credit.

Sophomore - A student who has earned 30 or more semester hours of college credit.

Concurrent Credit Opportunities - Secondary Technical Center

ANC's Secondary Technical Center provides career and technical courses for high school students in Aviation Technologies, Construction, Criminal Justice, Industrial Technologies, Medical Professions, and Welding. Soft skills including work ethics, employability, leadership, and teamwork skills are embedded in the curriculum.

Students can earn concurrent credit for classes that are aligned with college course curriculum. Credit attempted and earned through this program will be posted to a college transcript and becomes a part of the student's permanent academic and financial aid record. The grades earned as well as credit attempted and earned will be included in all grade point averages and completion rates to determine satisfactory progress for both academic and financial aid calculations.

Concurrent Credit Opportunities - Early College Program

The ANC [Early College Program](#) (ECP) offers eligible high school students the opportunity to earn college credit while still attending high school. The program is a partnership between ANC and participating school districts. High school students can earn concurrent credit for classes that are aligned with college course curriculum. Credit attempted and earned through this program will be posted to a college transcript and will become part of the student's permanent academic and financial aid record. The grades earned as well as credit attempted and earned will be included in all college grade point averages and completion rates to determine satisfactory progress for both academic and financial aid calculations.

High school students must obtain approval from their principal or counselor and meet certain eligibility requirements. Students availing themselves of this legislative approved option can accrue a significant number of college credits prior to their graduation from high school. The ANC Early College Program Student Guide is designed to provide students information on applying, registering, and paying for courses and is available on the College website.

Educational Records - FERPA

The Registrar's Office maintains a permanent record on each student which contains his or her application for admission, transcripts received from other institutions, and other pertinent documents. Students are allowed to examine their files, but must first make an appointment through the Registrar's Office.

Student educational records (except directory information) are confidential, and access is restricted to: (1) the student, (2) ANC faculty and staff who have a legitimate educational interest, and (3) authorized officials/agencies cited in the Family Educational Rights and Privacy Act of 1974, as amended.

Directory information is defined as the student name, student ANC email address, telephone number, major field of study, classification by year, number of hours in which enrolled and number completed, dates of attendance, degrees and awards received, including type and date granted. Directory information is considered public information; however, a student may request that his/her directory information be classified as confidential. Such requests should be made in writing to the Registrar each semester at the time of registration. No information may be released on students whose records have been classified as confidential. A copy of ANC's Educational Records Policy is available in the Registrar's Office.

Equal Opportunity

ANC offers equal educational opportunity to all persons without regard to race, sex, creed, color, national origin, age, marital status, or handicap. Admission inquiries should be addressed to the Admissions Office. This office receives and processes all applications for admission, high school transcripts, and college transcripts, immunization records (two MMR's), and issues notices of acceptance to qualified applicants. Students may enter at the beginning of the fall, spring, or summer semester. Students wishing to enter any of the Associate of Applied Science programs should check with the appropriate department or the ACE Advising Center in order to be familiar with any special admission requirements. Please note that **Admission to the College does not ensure admission to any particular program of study.**

Immunization Requirements for all enrollees at Arkansas Colleges and Universities

Arkansas State Law, Act 141 of 1987, requires college students born after 1/1/57 to provide proof of two MMR Immunizations or immunity against measles, mumps, and rubella within 30 calendar days of enrollment. Exemptions shall be granted only by the Department of Health and must be applied for each academic year. Forms can be obtained by e-mail only at www.immunization.section@arkansas.gov after July 1, each year.

Registration Procedures

Students should:

1. Obtain and complete an Application for Admission form and return it to the Admissions Office. Application forms are available in the Admissions Office, extended campus centers, and on the ANC website (www.anc.edu).
2. Request that official transcripts be sent to the Registrar's Office from the high school from which he/she graduated (or present high school equivalency diploma—GED scores). Transfer students should request that official transcripts from all colleges or other postsecondary institutions previously attended be sent to the Registrar's Office.
3. Take all completed documents to the Registrar's Office for residency determination.
4. Provide proof of Immunization.
5. Provide Placement Test Scores (if applicable)
6. Contact an advising specialist for academic advising, and complete a class schedule form. (Advising Center: 870-838-2913)
7. Students on scholarships and grant recipients should contact the Student Financial Aid Office regarding fee deferments. (Financial Aid Office: 870-762-3103)
8. Contact the Business Office for assessment and payment of fees. Registration is completed when all fees have been paid, deferments authorized, and a student ID is issued.

NOTE: All courses listed in the schedule are subject to change or cancellation.

Transfer Policy

Students transferring to ANC from another college or university must request that official transcripts of their academic records be sent to the Registrar at the college. All transcripts should be received and evaluated prior to admission. Individual's transcript records at ANC will be withheld if transcripts are not received by the Registrar's Office by the end of the term.

Credit accepted for transfer must have been earned at an accredited college or university with a grade of "C" or above for which ANC offers equivalent courses. Transfer courses with no ANC equivalent offerings will be evaluated for possible general elective credit.

Transcripts from non-accredited colleges will, in general, be evaluated on the same basis as that used by the state university of the state in which the transfer college is located. Transfer students must be in good academic standing at the last institution attended. Entering transfer students should have a cumulative grade point average which falls within ANC's guidelines for good academic standing. Students on academic suspension from another institution will be eligible for admission after having remained out of school for one semester. No transfer student will be admitted who is ineligible to return to the transfer institution. Students must be enrolled as certificate or degree candidates at ANC in order to have transfer credit evaluated and added to their permanent record. Initial transfer credit is evaluated based on student's major.

Grades earned in transfer courses are not considered in calculating students' grade point averages. The cumulative grade point average at ANC is computed only on ANC courses completed. Transfer credit will be recorded showing the equivalent ANC course title and credit hours. Vocational or technically oriented courses will be accepted when directly related to a particular applied science program at ANC and will be applicable only toward the appropriate Associate of Applied Science degree.

Residency Regulations for Fee Assessment Purposes

Students are classified for fee assessment purposes on the basis of their legal domicile (or that of their parents, if they are minors). No student shall be classified as an "in-county" student for fee purposes unless he or she is a genuine resident of Arkansas and has resided in this county in that status for at least six

consecutive months prior to the beginning of the term for which the fees are to be paid. The six- month requirement may be waived for persons, their spouses, and their unmarried children under the age of 23, who move to Arkansas with attendance at ANC only as a by-product of the primary purpose of establishing domicile in this state. Residency determinations are made by the Registrar and are based on the regulations and guidelines of the Arkansas Division of Higher Education. Such guidelines are on file in the Registrar's Office and are available for review upon request.

Semesters & Terms

Credit classes are scheduled on a semester basis. Fall classes begin in mid-August and conclude in December. Spring classes resume in mid-January and continue through mid-May. Two summer terms are offered in the daytime, one in June and the other in July, with an evening and online summer term beginning in June and ending in July.

Student Hold List

A student hold list is maintained in the Registrar's Office. Students may be placed on this list for the following reasons:

- Failure to register with the Selective Service.
- Incomplete records, including high school transcripts, college transcripts from other institutions, and immunization records.
- Other obligations to the college such as library materials, equipment, and textbooks which have not been returned.
- Proof of Good Standing.
- Unpaid financial obligations to the college.

The following restrictions apply to those students whose names are placed on the hold list:

- Enrollment may not be certified to the V.A., Social Security Administration, employers, or other outside agencies.
- Further enrollment at ANC will be denied.
- Graduation diploma will not be released.
- Records will not be released.
- Transcripts will not be released.

The student's name will be removed from the hold list, and restrictions removed, when his or her obligations to the institution have been resolved.

Transcripts

Students transferring from ANC to another college or university should request that an official transcript of credits earned at ANC be sent to the Registrar's Office at the institution to which they plan to transfer. "Transcript Request" forms are provided for this purpose in the Student Services Department and are available on the ANC website (<http://www.anc.edu/admissions>). No transcript may be released without the written consent of the student. Students with outstanding financial obligations, incomplete records and other obligations to ANC may not have transcripts released.



Arkansas Northeastern
COLLEGE

Tuition & Fees

TUITION AND FEES

ANC's tuition costs are among the most affordable in the tri-state region and are significantly less than those at four-year institutions.

Tuition/Technology Fees are assessed to a maximum of 18 credit hours each semester. Students enrolled in more than 18 credit hours will not be charged for any hours above the 18.

The following fees are in effect at the time of this document; however, the listing of any fees does not constitute a contract between the College and the student. Because of changing economic and regulatory conditions, it may be necessary to alter the fee structure before the next edition of the catalog is published. As a condition of registration, each student will pay the fees in effect at the time of registration.

PER SEM HR. <i>(to a maximum of 18 semester hours)</i>	In-County	Out-of-County*	Out-of-State	International
	\$74.00	\$84.00	\$134.00	\$134.00

* Includes the Missouri counties of Dunklin, Pemiscot, and New Madrid and Tennessee counties of Obion, Dyer, Lauderdale, Tipton, and Shelby

STUDENT BILLING POLICY

Upon completion of registration, a student acknowledges the financial responsibility commitment for all associated tuition and related fees. Fees are payable at the time of registration each term. A complete schedule of tuition, fees, and refund schedule by semester are published in the current college catalog and the college web site. Registration is considered complete when a payment or a deferment is entered on the student account in the Business Office. Any unpaid charges may be subject to collection agency fees, attorney fees, or state income tax attachment (Act 372 of 1983 as amended). Any outstanding balance will place a student on financial hold. This will prevent a student from accessing academic records on Campus Connect, bar the student from registration, and will prevent the student from receiving an official transcript.

Students can view their account on the student portal using the following links: 1) Campus Connect, 2) Log in using student ID and pin number, 3) Click Campus Connect, 4) Click Account Info drop-down box, 5) Choose Pay/Review Account.

Payments can be made at the Business Office Monday through Friday during the hours of 8:00 a.m. - 4:30 p.m. or online by credit card. ANC accepts cash, checks, credit cards, (American Express, Visa, MasterCard, Discover/Novus), and debit cards backed by a credit card company. Payments can be mailed to the following address:

Arkansas Northeastern College
Business Office
P.O. Box 1109
Blytheville, AR 72316-1109

Debit and credit card payments may be made by calling the Business Office at (870) 762-3120. An installment payment plan is available upon request. Fall and spring semester tuition and fees may be divided into three payments, the first payment due at registration. The summer term may be divided into two payments, the first payment due at registration. The student will be required to sign an installment agreement clearly stating the payment due dates. At the present time no additional fee is charged for late payments. If a student can provide proof of current Financial Aid from another institution of higher education, a 45-day deferment may be granted. If a student has not made the payment of tuition and fees, or submitted a deferment to the Business Office, before the 4th day of class for Spring/Fall or before the 2nd day of class for Summer semester, they will be administratively withdrawn from all classes.

TUITION

Tuition-In-County	\$74 per credit hour**
Out-of-County Residents	\$84 per credit hour**
Out-of-State for Missouri Bootheel & Tennessee Border Counties*	\$84 per credit hour**
Out-of-State Residents	\$134 per credit hour**
International Students	\$134 per credit hour**

*Residents of Dunklin, New Madrid, and Pemiscot Counties, in Missouri, and residents of Obion, Dyer, Lauderdale, Tipton, and Shelby Counties, in Tennessee. Residency for fee purposes will be determined at the time of enrollment. The classification will be made by the Registrar in accordance with regulations of the Arkansas Division of Higher Education.

Mandatory Fees

Registration/Infrastructure Fee	\$25 per term
Technology Fee**	\$15 per credit hour

**Tuition/Technology fees are assessed to a maximum of 18 credit hours each semester.

Additional Fees

AC & Refrigeration Industry Competency Exam Fee	\$40
AC & refrigeration EPA Exam Fee	\$60
Air Conditioning/Refrigeration Course Fee	\$50 per AC/Ref. Course
Art Fee	\$40 per course
Aviation Maintenance Fee	\$55 per credit hour
College Prep Fee	\$30 per course
Commencement (Graduation) Fee	\$40
Computer Lab Fee	\$50 per course
Construction Fee	\$50 per course
Dental Assisting ADAA Dues Fee	\$35
Dental Assisting Continuing Education Course Fall Fee	\$5
Dental Assisting Fee	\$40 per course
Dental Assisting Student Insurance Fee	\$25
Dispatch Replacement Fee (per Student ID)	\$5
ECG/Rhythm Strip Monitoring Fee	\$35 lab fee
Electrical Course Fee	\$30 per course
Emergency Medical Technician & Paramedic Liability Insurance	\$66
Emergency Medical Technician	\$197 per basic course
Emergency Medical Technician/Paramedic	\$47 per course
HCP to EMT Course Fee	\$45 per course
IC3 Testing Fee	\$85 per Internet Application II course
Internet/ZOOM/Multi-Modal Course Fee	\$20 per credit hour
Licensed Practical Nurse Fee	\$72 per nursing course
Medication Assistant Liability Insurance/Reviews & Supplies Fee	\$50
Medication Assistant Certification Fee	\$106
Microsoft Access Testing Fee	\$100 per Database Management course
Microsoft Excel Testing Fee	\$100 per Spreadsheet Applications course
Microsoft Word Testing Fee	\$100 per Word Processing course
Music Fee	\$65 for each ½ hr. lesson per week/\$90 per 1-hour lesson
Networking Course Fee	\$10 per course
Nursing Assistant Fee (Liability Insurance/Supplies)	\$125
Phlebotomy Fee	\$125 per course

Phlebotomy Liability Insurance Fee.....	\$80
PRAXIS Test Fee	\$130 per Praxis Prep I course
Registered Nurse Fee	\$400 per Fundamentals & LPN/RN Transition Course; \$186 all others
Returned Check Fee.....	\$30 per check
RN DocuCare Fee	(\$110 per three courses)
RN and Licensed Practical Nurse Fee (Exam Soft).....	\$90
RN and Licensed Practical Nurse Student Malpractice Insurance Fee	\$25
Science Fee.....	\$40 per laboratory course
Welding Qualification (ARC) Test Fee.....	\$150
Welding Qualification (MIG) Test Fee	\$150
Welding Qualification (TIG) Test Fee	\$150
Welding Course Fee	\$75 per course

Refund of Tuition and Fees for Credit Courses

A full refund of all tuition and fees for the fall or spring semester will be made for persons who officially withdraw course before the end of the second week of classes on the academic calendar. A full refund of all tuition and fees for a summer term or shorter courses will be made for persons who officially withdraw from the course by the end of the first week of classes. Refunds will be made according to the following schedule (upon completion of an official withdrawal form through the Registrar's Office). Refunds involving Title IV funds will be restored to the Title IV fund proportional to the amount received.

<u>Fall or Spring Semester</u>		<u>Summer Term or Shorter Courses</u>	
1st/2nd Weeks	100%	1st Week	100%
3rd Week & thereafter	0%	2nd Week & thereafter	0%



Arkansas Northeastern
COLLEGE

Student Services & Activities

STUDENT SERVICES & ACTIVITIES

ANC recognizes the total college experience extends beyond the formal classroom. The student's personal and social development is supported by various co-curricular programs.

GENERAL INFORMATION

Advising Services - Academic and Career Enrichment Advising Center

The [ACE Advising Center](#) provides intensive academic and career advising to students. Designed to offer professional guidance in the process of enrollment, from placement testing to career services, this format offers students a very hands-on approach in their decision-making. The ACE Advising Center is located in Statehouse Hall, Room S145, and houses the following services:

Testing Services include data analysis and utilizing test scores to direct students toward paths where their interests and aptitude intersect. The testing services available are: CLEP, ACCUPLACER, a variety of interest inventories, and career exploration.

Tutoring Services are available on a study group basis for those who need assistance with coursework and instructional materials. In addition to providing tutoring services, computers are available for ANC students to complete homework or ANC related work. Any student needing assistance with his/her classes may contact the Tutoring Services located in Statehouse Hall, Room S146 (next to the ACE Advising Center).

ACE Student Navigators are peer mentors who help ANC students prepare and enhance their academic and social skills for college success. Student Navigators encourage students to strengthen their ability to succeed in an educational environment that is geared toward being college and career ready.

Career Services are available to prepare students for finding a career in their field of interest, such as internship opportunities, job search, resume writing, and job interview preparation using a career management planning system.

*Note: Students planning to transfer to senior colleges, such as Arkansas State University, the University of Arkansas, Southeast Missouri State University, and other institutions should work closely with their advisor to assure the transfer of credits.

Child Care Services

Mississippi County Head Start has entered a partnership with the College to provide child care for students of the College on the main campus. Through a grant from the Rex and Alice A. Martin Foundation, the "NIBCO Children's Care Center" was created through the renovation of a facility on the back side of the main campus. This facility operates while classes are in session at the College. Parents of infants, toddlers, and preschoolers are encouraged to apply early. Students may check with the NIBCO Children's Care Center on the main campus or contact the program director of the Mississippi County Head Start at 870-532-2348.

Computer Laboratories

The computer laboratories at the college are state-of-the-art, fully equipped with modern computers, printers, software, and networking. The labs are open to students enrolled in one or more credit hours at ANC. The computer software on the hard drives or the network is protected by software copyright laws. Students are expected to abide by all regulations of the computer labs as stated in the student handbook available online at: www.anc.edu/admissions.

Food Services

Food services on campus are available in the Sunshine Grille, located in the Student Center on main campus. Students may purchase hot entrees, salads, sandwiches, drinks, and snack items. The snack bar is open Monday through Thursday while classes are in session.

Packaged foods, soft drinks, and other such items are available via automated vending machines throughout the different campus sites both day and evening.

Google Apps for Education

Email accounts for faculty, staff, and students of ANC are provided by Google Apps for Education. Although hosted by Google, the email addresses will be ANC email addresses. **The ANC student email is the official communication tool between college faculty and staff, and students.** In addition to providing student email addresses, Google Apps will enable students to share calendars, call or instant message their contacts, and collaborate with peers, by sharing and working together on documents, all online. With any web-enabled phone, students can send and receive email, schedule and retrieve events and reminders from their calendar so they can stay connected.

Identification

Students are provided a photo ID at the point of registration from the ANC Security Office, located in the Student Center. All students must present a valid student ID when positive student identification is necessary. ANC facilities such as the Adams/Vines Library and the Briggs/Sebaugh Wellness Center require a valid student ID for their use.

Intramural Recreation

Students may participate in a variety of intramural sports activities provided each year through the Briggs/Sebaugh Wellness Center. The development of this program is directed by staff and student interest. Intramural activities include basketball, flag football, volleyball, and other seasonal sports.

Japan Ambassadors

The ANC Foundation, along with a donor company—Yamato Kogyo, Ltd. of Japan, works to increase student opportunities and enrichment through the ANC Ambassadors to Japan Program. The Foundation co-sponsors two ANC students each year as ambassadors to Japan for a two-week stay. Students learn about a new culture, share their culture with the Japanese and, when they return, share what they have learned with the College and community.

Lost and Found

Misplaced articles are held in the Security Office, located adjacent to the Sunshine Grille in the Student Center. Positive identification is necessary for claiming an item. Unclaimed articles are normally discarded at the end of each semester. Evening students may contact the Public Safety Officer for lost and found articles.

myANC

myANC is ANC's web portal and Learning Management System (LMS). myANC is an online web tool that allows faculty, students and staff to collaborate and communicate in a variety of ways for courses and other approved campus groups. myANC houses *Campus Connect* for students and faculty and course level chat rooms, forums, announcements, online quizzes, tests and other coursework and assignments, and online grading as part of the LMS called *e-Racer*. The school's calendar of events, message board and emergency notification system are part of myANC. Although some of myANC's information is available to the public, a personal UserID and password is required to access most of the portal. myANC can be found at <http://myanc.anc.edu> or accessed using the link on our homepage, www.anc.edu. Help for new users is available through the myANC Tutor tab found on myANC or by emailing ANCHelp@smail.anc.edu.

Parking

Parking is available and free at all campus sites. On the Blytheville campus, there is ample parking for students, visitors, and employees on the east side for easy access to the John P. Sullins Administration Building, B and C Wings, Adams/Vines Library, and the Angela Wren Nursing, Allied Health Center, and Allied Technologies Center. There is also parking on the west side of campus near the Briggs/Sebaugh Wellness Center and Statehouse Hall. Parking areas are for general parking and handicapped parking is clearly marked. Parking areas are patrolled by college security personnel throughout the day and night. During evening hours, lighting in the parking areas and at the entrances to the buildings gives added security for students and employees.

Access to College Facilities

Campus facilities are available to employees, students, and visitors during normal business hours and for designated periods during special events. Normal business hours are 8:00 a.m. to 4:30 p.m. The facilities are open during each semester from 7:30 a.m. to 9:30 p.m. Monday - Thursday and 7:30 a.m. to 4:30 p.m. on Friday. Buildings may close earlier when classes are not in session, during holidays, between semesters, and on weekends.

Gates located at the North and South entrances to the main campus will be opened by the following schedule:

Monday – Friday: gates open at 5:45 a.m. and will close at 10:30 p.m.

Saturday: gates open at 6:30 a.m. and close at 1:30 p.m.

Saturday evening, Sundays and holidays: gates will remain closed unless a scheduled event is taking place.

Services for the Disabled

Recognizing its responsibilities regarding Section 504 of the Rehabilitation Act of 1973 and American Disabilities Act, ANC is committed to providing all students equal access to its educational opportunities. If you have a disability, contact the Admissions Office in Student Services for assistance with class scheduling, parking, transportation, study aids, etc. To allow us to anticipate your special needs, contact us prior to arrival.

The campus, in its design, includes many features that provide ease of access to the various areas. The following features were designed for persons who use wheelchairs or have mobility impairments: alternate lowered water fountains, elevators to all second-floor areas, ramps, reserved parking, restrooms with wide doors and side rails, and wide door openings to all other rooms. Automated doors are provided throughout the ANC campus.

Student Center

The Student Center, located in the John P. Sullins Administration Building on the main campus, houses the Security Office, Bookstore, the Sunshine Grille, and the Sun Room.

Sun Room

The ANC Sun Room, located in the Student Center, was designed to bring together students of ANC in a common area to engage in student activities, socializing, playing games, student club meetings and even study groups. ANC believes engagement in these various activities will contribute to the student's educational, emotional and social growth through informal interaction. The Sun Room offers games such as Billiards, Air Hockey, an Arcade Game Station and Touch Screen Game Station, Table Tennis, Video Games and various Table Games. A large Multi-purpose Room is also available for student club meetings, group and individual study, playing board games, individual electronic device use, and other student related activities.

Student Publications

ANC Students are encouraged to contribute to the *ANC Connections* with a section of the publication being specifically held for student contributions when submitted. Additionally, the English faculty work with students to create a yearly magazine *Energy* which includes creative writings, photography, and artwork by students. The Arts & Sciences department also publishes SPARK magazine, which contains student artwork, writing, and photography from local elementary students.

Student Medical Services

ANC does not provide medical related services, nor does the College assume responsibility for injuries incurred by students during any College activity. Physical examinations, which may be required for some courses or activities, must be verified in writing by an examining physician.

Student Housing Referral

ANC is a commuter college and, therefore, residential facilities for students are not available on the campus. Students desiring housing accommodations are encouraged to inquire through local housing sources.

Telephone Service

Students are not normally permitted to use college telephones except for emergencies. The College will not accept telephone messages or requests to call students to the telephone except in cases of serious illness or death in the student's immediate family.

Testing Services

The Testing/Assessment function is coordinated through the Testing Center. Students enrolling in certificate or degree programs must be assessed in basic skills. Any student can take advantage of this free assessment program in order to better plan a successful course of study. Accuplacer testing is offered by the College at no charge to all students who have applied to ANC. The office also provides testing services for CLEP, PRAXIS, and PAX exams for a fee.

SEXUAL HARRASSMENT POLICY

ANC is committed to providing an environment that is free from any sexual harassment. It is the policy of the College to maintain the College community as a place of work and study for staff, faculty, and students free of sexual and gender harassment. Sexual harassment of employees is prohibited under Title VII of the Civil Rights Act of 1964 and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972 as amended. Harassment may otherwise be defined under the Equal Employment Opportunity Commission guidelines. Individuals who are subjected to sexual or gender harassment are encouraged to pursue the matter through the established informal and formal grievance procedures. Generally, the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution.

Sexual Harassment/Assault

ANC is committed to maintaining an environment that is safe and that supports educational and career advancement on the basis of job and academic performance. Sexual assault, relationship violence and stalking subvert the mission of the College and offend the integrity of the College community. Sexual assault is not only an act of physical violence, but an attack on one's sense of safety, well-being and dignity. Sexual assault is a form of sexual harassment. The ANC Sexual Harassment policy prohibits all forms of sexual harassment, including sexual assault. The ANC Sexual Harassment Policy applies to all members of the College community -- faculty, staff, and students.

What Is Sexual Assault? Actual, attempted or threatened sexual contact with another person without that person's consent.

What Is Sexual Harassment? Unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when:

- submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity; or
- submission to or rejection of such behavior is used as a basis for a decision affecting an individual's employment or participation in a course, program, or activity; or
- such behavior is so severe, persistent, or pervasive that a reasonable person would find that it:
 - a. alters the terms or conditions of a person's employment or educational experience, or
 - b. unreasonably interferes with an individual's work or performance in a course, program, or

activity, thus creating a hostile or abusive working or educational environment.

How To Report Sexual Harassment / Assault: Complaints of sexual harassment/assault are investigated and handled pursuant to the College's Sexual Harassment Policy.

- If the alleged harasser is a faculty or staff member, the complaint should be made, orally or in writing, to the alleged harasser's respective Academic Dean or to the College's Title IX Coordinator.
- If the alleged harasser is an administrator, the complaint should be made, orally or in writing, to the respective Vice-President or to the College's Title IX Coordinator.
- If the alleged harasser is a student, the complaint should be made to the College's Title IX Coordinator.

Title IX Coordinator: Dr. Chris Heigle, Vice President for Student Services, cheigle@smail.anc.edu, (870)762-1020, 2051 S. Division Street, Blytheville, AR 72315.

Deputy Title IX Coordinator: Courtney Fisher Director of Enrollment Services cfisher@smail.anc.edu, (870)762-1020, 2501 S. Division Street, Blytheville, AR 72315.

STUDENT CONDUCT

ANC is a tax-supported educational institution whose mission is to provide educational opportunities to all who enroll. Enrollment as a student at the College is a voluntary entrance into the academic community through which the student voluntarily assumes obligations of performance and behavior which are imposed by the College relevant to its lawful missions, processes, and functions. ANC reserves the right to discipline students to secure compliance with its missions, processes, and functions.

The College may ask the student to leave the academic community. Although it is impossible for a regulation to cover every possible act of misconduct, the principle areas of misconduct which may subject a student to disciplinary action are as follows:

1. Possession, use, and/or distribution of alcoholic beverages, in any form, in or upon College grounds.
2. Use, distribution, or possession of drugs, narcotics and/or chemicals without medical prescription under medical supervision.
3. Gambling on or about College property.
4. Disorderly or disruptive conduct which substantially threatens, harms, or interferes with College classes, personnel, students or visitors, or orderly College processes and functions, including but not limited to (a) fighting, (b) public intoxication, or (c) lewd, indecent, obscene conduct, or expression on College property or at any College sponsored function.
5. Entering a locked area or vehicle of another student or other unauthorized use of College property.
6. Dishonesty, such as cheating, plagiarism, sale or purchase or exchange of term papers or research papers, or knowingly furnishing false information, including forgery, alteration, or misuse of College documents, or identification.
7. Physical assault or abuse or attempted physical assault or abuse, or conveyance of threats of physical assault or abuse, of any person on College owned or controlled property or at College sponsored or supervised functions or conduct which threatens or endangers the safety or health of such person.
8. Violation of College policies or regulations concerning approval of student organizations, the use of College facilities, or the time, place, and manner of public expression.
9. Failure to comply or willful obstruction with the legitimate oral or written directions of College personnel acting in the performance of their duties.
10. Illegal or unauthorized possession or use of firearms, fireworks, other weapons, or chemicals which are of an explosive or corrosive nature.
11. Theft, attempted theft, possession, sale or barter, destruction, vandalism, misuse, or threats to destroy any property of the College or of a member of the College community or campus visitor.
12. Any student operating a vehicle on the campus must abide by the stated rules of the College regarding the operation/parking of such vehicle.
13. Engaging in overt physical acts which interfere with the normal activities of the College; the creation of any disturbance or noise so as to disturb others and/or interfere with the College's learning environment are prohibited. Radios (including automobile radios) are not allowed to be played within the buildings or on the grounds unless earphones are used or unless the radio is played in an appropriate area of the grounds and at a volume not disturbing to others. Cellular phones must be turned off while in class.

14. The making of false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment.
15. Engaging in hazing such as any action taken intentionally to produce mental/physical discomfort, embarrassment, ridicule, or possibly cause mental/physical harm or injury to any person.
16. Violation of the College computer use policy found in the Student Handbook.

Students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances adversely affects the institution's pursuit of its educational objectives, the College may enforce its own disciplinary policies and procedures. In order to maintain a drug free campus, the College provides information to students about the dangers of drug abuse, the availability of counseling, and the penalties for violations.

Student Disciplinary Committee

The Student Disciplinary Committee exists to review and recommend matters regarding misconduct or student grievances. The Student Disciplinary Committee is advisory to the Cabinet and meets only when requested by a Cabinet member, the President, or by actual need. The members shall include five professional employees (total) from the division of Academic Affairs and Student Services. No more than one member may be from the administration. Members of the Committee are appointed by the President for one year. Additional information on the student appeals process is available in the student handbook.

Student Complaint Procedure

Students wishing to register a complaint shall follow the following steps: (a) first, state the complaint to the staff member involved and attempt to resolve the problem, (b) second, if the problem remains unsolved, the student should next contact the immediate supervisor - i.e., dean, chairperson, director, coordinator, etc., (c) third, if the problem remains unsolved, the student should contact the respective vice president. Guidelines for handling complaints are outlined in the official Policy Manual Rule 6.51.

STUDENT ORGANIZATIONS

ANC recognizes that student organizations provide an avenue for college students to develop their own unique talents and interests. Student organizations foster educational, social, and/or personal development and provide for profitable use of leisure time. The College encourages students to create new organizations to meet the changing needs and interests of the student body. If a student group wishes to use College facilities on a regular basis or conduct programs on campus, it must request to become an approved student organization. Any group of six or more students may petition for recognition and funding as a new organization by submitting a constitution and by-laws for approval by Student Services staff and by securing a faculty/staff advisor to work with the group. Complete guidelines for approval are available in the office of the Director of Student Services. Student organizations vary each academic year based on student interest.

Associate Degree Student Nurse Club

The purpose of the Associate Degree Student Nurse Club (AD-SNC) is to provide peer support and promote professionalism in nursing through involvement in the community. Members develop leadership and professional skills by participating in volunteer activities with local organizations promoting physical and psychosocial health. Membership is extended to students admitted to the Associate Degree Nursing Program.

Dental Assisting Student Club

The purpose of the Dental Assisting Student Club is to develop leadership that is competent and self-reliant, improve scholarship and develop skills that will enable young men and women to participate effectively in the occupation of Dental Assisting as well as our local communities, to engage in individual and group projects which will promote education, character and citizenship, create school loyalty and help preserve the principles of democracy. Membership is for students accepted into the Dental Assisting Program.

Females & Males Mentoring Club

This organization is designed to train student on how to become a peer mentor while preparing and enhancing their social and career skills for future success.

This organization encourages and facilitates training through relational workshops by incorporating techniques such as role playing, trust and rapport building, and the development of team-building skills.

Ultimately, participation, training, and membership are designed for students who are interested in becoming a member of the ANC community mentor program under the direction of Dr. Blanche Hunt.

Gamma Beta Phi

Gamma Beta Phi is a scholastic, honor, educational, service oriented national honor society for students in accredited two- and four-year colleges and universities that was established to recognize those students who have excelled academically and have demonstrated high personal characteristics in leadership and service. Membership into Gamma Beta Phi is by invitation, extended at the beginning of each semester. Students are invited to join GBP if they have completed 12 credit hours, are degree seeking, and have a minimum 3.4 G.P.A. The objectives of the Gamma Beta Phi Society are to recognize and encourage excellence in education, to promote the development of leadership ability and character in its members, and to foster disseminate and improve education through appropriate service projects. These school and community service projects add to the success of this organization, which receives regional and national attention for its quality. The ANC chapter of Gamma Beta Phi is one of the three chapters within the society to have received the National Gamma Beta Phi Distinguished Chapter Award and the Exemplary Chapter Award every year since their inceptions.

Lifeline Student Outreach

Lifeline Student Outreach is a service and awareness group. The main purpose is to identify and serve students with a specific need, whether academic, physical, medical, financial or individual and work, toward total awareness on the part of others. Projects in the past have included installation of an automatic door, collection of food for the needy, assistance with transportation for visually impaired students, and compiling a resource manual of various services offered in Arkansas and Missouri.

Life Savers

The purpose of LifeSavers is to promote abstinence from all drugs. The members must be drug free as an example to other students. Life Savers will provide facts about drugs by sponsoring educational lectures and free literature to ANC students. Life Savers strives to create a positive drug-free environment for ANC students through service projects both on and off campus.

Skills USA

The purpose of the organization is to help the student develop social and leadership skills. Activities will enhance the development of these skills and will be conducted by the clubs' members and advisors. The activities may include competitive events between technical institutes and colleges.

Special Activities

The Division of Student Services sponsors cultural events, campus activities and entertainment throughout the school year for the benefit of all students and the community.

Student Ambassador Program

Student Ambassadors are a select group of students who shall effectively and responsibly represent the college to student inquiries, applicants, and incoming freshmen. Students selected for the program will work on a part-time basis with Admissions Counselors. Some of their duties will include traveling with Admissions Counselors to area high schools, providing student prospects with a "friend on campus", and conducting campus tours. For more information about the program, contact the Admissions Office.

Student Practical Nurse (SPN) Club

This organization promotes and encourages student participation in community activities, especially those directed toward preventative healthcare and the resolution of social issues. Members participate in volunteer activities with local organizations promoting physical and psychosocial health. Membership into this club is open to ANC Practical Nursing students enrolled in the ANC Practical Nursing Program.



Arkansas Northeastern
COLLEGE

Financial Aid & Scholarships

FINANCIAL AID & ANC SCHOLARSHIPS

Student Financial Aid Services

ANC strives to provide an educational opportunity by identifying and processing financial assistance for eligible applicants. Various types of financial aid are available, including scholarships and grants. Financial aid programs and eligibility guidelines are identified in the *Financial Aid Handbook* in the Financial Aid Office or online at <http://www.anc.edu/financialaid>. Each financial aid resource is governed by factors such as a family's ability to pay, need, and cost of attending college. The following criteria are used to determine student eligibility for most financial aid programs available at ANC.

1. Financial need as determined by the U.S. Department of Education's FAFSA Application.
2. Be admitted as a regular student as defined in the ANC catalog.
3. Be enrolled in an eligible technical certificate or degree program.
4. Make satisfactory academic progress as defined below.
5. Have a high school diploma from an accredited institution or a GED.

Satisfactory Academic Progress Statement

To receive financial assistance under Title IV programs at ANC, a student must be a regular student enrolled in an eligible program. The term "regular student" is defined in regulations as a person who enrolls in an eligible program at an institution of higher education for the purpose of obtaining a degree, certificate, or in a transfer program. ANC defines a regular student as a student who is accepted in one of the following regular admission categories: unconditional first admission, conditional first admission, readmission, ability to benefit, and transfer.

In addition, federal regulations governing the Title IV Student Financial Aid programs require the institution to measure a student's progress toward a degree or certificate program. Students must complete requirements for a degree within a reasonable length of time, maintain a minimum cumulative grade point average, and maintain a minimum cumulative completion rate as determined by the institution. For more information on the satisfactory academic progress policy as it applies to Title IV recipients, please refer to the *Financial Aid Handbook* available in the Student Financial Aid Office on the ANC website at <http://www.anc.edu/financialaid>.

How to Apply for Financial Aid

To apply for financial aid the student may:

1. Obtain the FAFSA Application from the Financial Aid Office, and
2. Apply online at www.fafsa.ed.gov

Students should apply well in advance of the beginning of the semester since processing the application requires time. Students completing and submitting the FAFSA by the April 15th priority deadline are offered a financial aid package which may include one or more types of aid to meet demonstrated financial need. Applications received after April 15 will be considered for campus-based aid if funds are available.

FAFSA APPLICATION

Completing the FAFSA Application is the first step to applying for each of the following aid programs:

Federal Pell Grant

This is the largest federal student aid program. Its purpose is to ensure that all eligible students have some financial resources necessary to continue their education. The amount of Federal Pell Grant received depends on the student's financial need, the cost of attendance, the number of hours enrolled/completed, and the actual time frame he or she is enrolled during the school year.

Federal Supplemental Educational Opportunity Grant

Students demonstrating exceptional financial need may receive a Federal Supplemental Educational

Opportunity Grant.

AR Future Grant

The AR Future Grant covers tuition and fees for Associates and certain Certificate Programs. Students must file the Free Application for Federal Student Aid (FAFSA) and not already hold an Associate degree. Recipients must have a recognized High School Diploma and either graduate from an Arkansas school or reside in Arkansas for the last 3 years. Recipients will be required to receive monthly mentoring and complete 15 hours of community service per semester. Students should be aware that if they do not live and work in Arkansas for 3 year, these funds become a loan and the student is responsible for repayment. These funds are not stackable with other Federal, State, or Private aid.

Arkansas Go Opportunities Grant

The Arkansas Go Opportunities Grant is a need based grant that is intended to help low income students complete their college degree. Applicants must be a U.S. citizen or permanent resident alien, be an Arkansas resident 12 months prior to application, certify they are drug free, complete the FAFSA application by June 1st enroll at an eligible Arkansas higher education institution, and apply by June 1 for Fall enrollment or by November 1st for Spring enrollment at www.adhe.edu.

Arkansas Academic Challenge (Lottery) Scholarship

The Academic Challenge Program provides scholarships to Arkansas residents pursuing a higher education. Funded in large part by the Arkansas Scholarship Lottery, the Academic Challenge Scholarship is available to students regardless of their academic status, whether just graduating from high school, currently enrolled in college, enrolling in college for the first time, or re-enrolling after a period of time out of college. For more information, visit the Arkansas Division of Higher Education website at: <http://www.adhe.edu>.

Great River Promise Scholarship

The GRP Scholarship provides an opportunity to every high school graduate in Mississippi County and Buffalo Island Central to receive a tuition and mandatory fees scholarship to ANC. Students must earn a high school diploma, maintain a 95% attendance record throughout high school and have no drug or alcohol offenses to qualify. This scholarship promotes the idea that students should do their best, stay in school, and avoid the negative temptations sometimes facing them by awarding them the opportunity of a college education. This scholarship will not be stacked and will only be awarded after all other sources of aid have been exhausted. Students are required to file the FAFSA. If eligible, the scholarship will be continued for a maximum period of three (3) years, providing the recipient makes satisfactory academic progress toward a degree, remains continuously enrolled, and maintains a cumulative GPA of 2.5. Students must enroll in a minimum of twelve (12) hours for Fall/Spring semesters in order to receive funds.

Trimue Pathways Travel Stipend

This travel stipend is made possible through the generosity of the late George Moore and Nancy McCauley Trimue who bequeathed their farm to ANC for the expressed purpose of providing needed assistance to students living in Mississippi County. Proceeds from the Trimue farm rental will be used to fund approximately \$100,000 annually in travel/gas vouchers for students from Mississippi County enrolling in the following certificate programs: Air Conditioning and Refrigeration, Child Development Associate, Clerical Support, Dental Assisting, Emergency Medical Technician, Aviation Maintenance, General Industry, and Welding. With a limited number of vouchers available, funding is offered on a first-come, first-served basis and students must meet with their advisors weekly and maintain satisfactory academic progress in their classes to maintain eligibility.

FOUNDATION SCHOLARSHIPS

The ANC Foundation (a private, 501 C-3 tax exempt, nonprofit corporation) provides scholarships to students attending ANC through private contributions. The College's Foundation, created in 1977, is one of the most successful two-year college foundations in the state. The foundation's assets include endowments for scholarships, farmland, facilities such as the Harry L. Crisp Center, and is directed by a Board of Governors. Scholarships are constantly being sought and one-time opportunities occur on a regular basis. Gifts may be made at any time by contacting the Development and College Relations Office. Memorials and gifts are acknowledged to both the donor and the person or family being honored.

How to Apply for ANC Foundation Scholarships:

- 1) Complete FAFSA Application
- 2) Complete ANC Foundation Scholarship Application available online at www.anc.edu
- 3) Submit application, typed essay and one letter of recommendation to address on the application

Because many students have financial issues, the Foundation works closely with both the Financial Aid Office and the Admissions Office to help students remedy these problems. Awards of various amounts are made by the College Scholarship Committee to students who have demonstrated financial need.

ANC Foundation Scholarships

Bonnie Wheeler Davis Memorial Scholarship

The Bonnie Wheeler Davis Memorial Scholarship was established by the family of Ms. Davis after her death in October 2003. It is an endowed scholarship available to students who exemplify need and a desire to earn a college education. Ms. Davis was a supporter of education, and funds from this scholarship can be used toward tuition, fees or books. Recipients can be either full-time or part-time and must maintain a minimum 2.5 G.P.A.

Brandon J. Elliott Memorial Scholarship

This scholarship was established by family and friends of Brandon J. Elliott who passed away in 2009 while still a student at ANC. Brandon, son of Pastor Jerome & Cassandra Elliott, was active in the community and the College where he is remembered as a caring, giving, and respectful young man. This scholarship is annually funded through fund-drives and gifts to the ANC Foundation. The goal is to offer two \$500 scholarships each semester when funds are available. Priority will be given to students who are single parents and students with disabilities. Preference will also be given to students interested in sociology, psychology, nursing and auto mechanics.

Cecil H. Holifield Scholarship

This scholarship was established by friends of Cecil H. Holifield in honor of his many years of service and dedication to ANC. This scholarship is available to any full-time or part-time student.

Cohen Scholarship

Mr. and Mrs. Jerry Cohen, formerly of Blytheville, endowed a scholarship in memory of his parents, S. J. (Jimmie) and Luba T. Cohen, in 1991. Interest from this fund is used to provide scholarships to Mississippi County residents. This scholarship is open to both full-time and part-time students. This scholarship is awarded from interest received from an endowed fund.

Col. J.M. Crane Memorial Scholarship

The Col. J.M. Crane Memorial Scholarship was established by the family of Col. Crane in recognition of his commitment to higher education and his longtime support of ANC. Col. Crane was dedicated to his military career and served for 31 years in the Air Force. He held both a bachelor's and a master's degree and was committed to providing educational opportunities in this area through his work as a longtime member of the ANC Foundation Board of Governors. This scholarship pays \$1,000 a semester toward tuition, books and fees and is open to ANC students who maintain a 2.5 cumulative G.P.A.

David Mann Memorial Scholarship

Ms. LaVelle Mann established the David Mann Memorial Scholarship in memory of her son. Ms. Mann, a retired teacher, wishes to honor the memory of David, who lost his life in a tragic accident in 1995 at the age of 32, by offering scholarship assistance to single fathers looking to better their lives through education. This scholarship is for men who are enrolled part-time, with 30 or more hours already completed, and who have a minimum, cumulative grade point average of 2.5. Students majoring in education will be given special consideration.

Delta Sigma Theta Sorority, Inc. Scholarship

Members of the Blytheville Alumnae Chapter of Delta Sigma Theta Sorority, Inc. established a scholarship, in June of 2016, through the ANC Foundation to assist local students with gaining a college education. Delta Sigma Theta Sorority, Incorporated was founded in 1913 in Howard University and is an organization of college educated women committed to constructive development of its members and to public service with a primary focus on the Black community. The organization is a sisterhood of predominantly Black, college educated women. The sorority currently has 1,000 collegiate and alumnae chapters located in the United States and other countries. Recipients of the annually funded Delta Sigma Theta Sorority, Inc. Scholarship must maintain a minimum 2.5 GPA and be Mississippi County residents with preference going to minority students who are majoring in a field/degree of their choice. They must be full-time students, and the scholarship award is for \$500 a year or dependent on funds available. The scholarship may be used toward tuition, fees, and/or books.

Dorothy Borschel Jennings Memorial Scholarship

This scholarship was established by the family of Ms. Jennings after her death in June 2003. Because of Ms. Jennings' love of music and her commitment to education, students entering the field of music are given primary consideration for this award. Both full-time and part-time students are eligible for this scholarship which varies in amount.

Dr. Charles C. & Carolyn Brock Scholarship

This scholarship is endowed by a gift from Dr. and Mrs. Charles C. Brock, Jr. Interest from the endowment provides financial assistance for tuition and books for one student enrolled in the Practical Nursing Department. The recipient will be selected based upon his/her need for the scholarship and his/her desire and ability to become a licensed practical nurse. Residents of Mississippi County will be given preferential consideration.

Dr. Daryl H. Johnson Scholarship

The Dr. Daryl H. Johnson Scholarship was established in 2010 at the time of Dr. Johnson's 80th Birthday. Dr. Johnson spent 19 years as an educator with ANC and was one of the original faculty members hired by the College at its creation in 1975. He worked to develop the College's Science department where he taught Biology, Botany, and Zoology. He also taught Power Lifting and holds many American and World Records. The scholarship amounts vary depending on funds available.

Dr. Eldon Fairley and Dr. John Williams Scholarship

The Mississippi County Medical Society hereby establishes a scholarship fund to be used for the support of nursing students at ANC. This is an unrestricted fund with annual award(s) to be made by the ANC Scholarship Selection Committee-not to exceed \$1,000 a year with the goal of awarding two \$250 scholarships each fall and spring. These scholarships can be used for the support of tuition, books or other nursing program student expenses.

Dr. King Nunn, III Memorial Scholarship

The King Nunn Memorial Scholarship is a tribute to a man who was ahead of his time, and recipients of this award should set goals to reach, stretch, and lead as he did throughout his life. Dr. Nunn was a charter member of the College's Board of Trustees. Gifts to the King Nunn Scholarship Fund have enabled the institution to establish an annual award of approximately \$500 for each recipient.

Eileen Hagan O'Neal Scholarship

The Eileen Hagan O'Neal Scholarship has been created through a generous donation by Ms. O'Neal. The scholarship was established in honor and memory of Ms. O'Neal's parents and grandparents. The Hagan's were early settlers in the Huffman community, having made their home in that area in the early 1900's. They

held a strong belief in the importance of education, and Ms. O'Neal was the first graduate of Armorel High School where she was valedictorian. She has established this scholarship to assist local students in earning a college education. This is an endowed scholarship and anyone wishing to learn more about it or to contribute to this fund can do so by contacting Rachel Gifford at ANC at 870-838-2902. Available to graduates of Armorel High School.

George Moore Trimue and Nancy McCauley Trimue Scholarship

It is with great honor that ANC recognizes the late George Moore and Nancy McCauley Trimue for the lasting contribution that they have left to our College and its students. The Trimues purchased a 1,500 acre farm near Frenchman's Bayou in the early sixties, not long before Mr. Trimue's death on October 26, 1964. His wife, Nancy, stayed on their plantation in Frenchman's Bayou for several years managing the farm before returning to her childhood hometown of Blytheville and closer to her dear friend Helen Armstrong Miller. Ms. Trimue succumbed to the complications of a stroke and passed away on March 1, 2001, at the age of 82. It was her desire to help people long after her death; therefore, she bequeathed her farm to ANC with the request that the College establish a scholarship in her family's name that could benefit many students throughout the future of ANC.

Great River Promise Scholarship

The Great River Promise Scholarship, which covers tuition and mandatory fees to ANC, is awarded to Mississippi County and Buffalo Island Central graduating seniors who earn their high school diploma, attend four years at a Mississippi County high school, achieve a 95% attendance throughout high school, and have no drug or alcohol offenses. Students receiving ample aid from other sources will not be eligible for Promise funds. The scholarship pays current in-county tuition and mandatory fees for a total of 64 semester hours or completion of the required credits in any program having a total hour requirement greater than 64. The scholarship will be continued for a maximum period of three (3) years, providing the recipient makes satisfactory academic progress toward a degree, remains continuously enrolled. If the student transfers to another institution prior to completing degree work at ANC, the scholarship will not be offered during future enrollment periods. The scholarship must be initiated during the immediate summer, fall, or spring term following high school graduation.

Harold & Bruce Ohlendorf Scholarship

This scholarship, made possible through the Ohlendorf family, is an annually funded scholarship providing assistance to students who are graduates of Osceola High School. Recipients must take a minimum of 12 hours per semester to be eligible for this scholarship. Award sizes vary and can be used for tuition and/or books.

Hoskins-Whitener Scholarship

This scholarship was established by Ms. Mildred Whitener of Cooter and her family through the donation of 40 acres of farmland. The proceeds from this farm will be used to fund at least one scholarship each semester in the amount of \$500 to any Cooter High School graduate. The recipients must maintain a 2.5 G.P.A.

Hospital Gift Shoppe Auxiliary Scholarship

The Hospital Gift Shoppe Auxiliary Scholarship was established in July of 2008 by the Great River Medical Center Gift Shoppe volunteers. This scholarship is an annual gift made possible through proceeds made in the hospital gift shop. The scholarship amount is \$1,500 a semester for both fall and spring and may be awarded in full to one recipient or in part to several recipients. It is the intent of the hospital gift shop volunteers to assist in the education of nurses for this area. The scholarship is available to first and second year Associate Degree Nursing students who reside in Mississippi County.

Jim Grimes Memorial Scholarship

This endowed scholarship fund will be available to ANC students with preferential consideration going to those living within the city limits of Blytheville. The scholarship is named in memory of former Blytheville resident Jim Grimes. This endowment was made possible through the planned gift by Marie Grimes who passed away on December 1, 2009. Ms. Grimes was a longtime resident of Blytheville where she was a retired office clerk of Entergy and a member of the North Tenth Street Baptist Church. Mrs. Grimes lost her husband, Benny, to cancer in 1962 when he was only 39 years old. Because of her husband's death, someone told her that her son would no longer be able to attend college. This statement, and her commitment to education, motivated

her to prove the opposite and she worked to provide for her son's college. Her son Jim was a graduate of Blytheville High School and later earned an engineering degree from the University of Arkansas. At the time of his death, he was an engineer for Raytheon Aircraft in Wichita, Kansas. Sadly, Jim passed away unexpectedly on August 20, 2001, at the age of 54. Because of Ms. Grimes' efforts and her understanding of the importance of education, it was her wish to help others who might have financial barriers to attending college. She left this gift to the ANC Foundation as a lasting tribute to her son who was able to find success in both his educational and career endeavors.

Jeannetta Briggs Memorial Scholarship

Dale Briggs established this scholarship in memory of his wife Jeannetta. Mrs. Briggs was born in Kansas and moved to Blytheville when she was six years old where she lived until her death at the age of 70. Mrs. Briggs had a love of music and studied the fine arts in college having majored in organ and minored in piano. This is an endowed scholarship awarded on an annual basis. It is available to any ANC student with preference being given to music majors.

Johnny W. Nutt Memorial Scholarship

The Johnny W. Nutt Memorial Scholarship was established in 1999 by the Chickasawaba Masonic Lodge #134 in memory of one of their late member, Johnny Nutt. The scholarship provides \$250 a semester, while funding continues, to a full-time or part-time student with at least a 2.5 G.P.A. and selected by the College's Scholarship Committee.

Johnston Memorial Scholarship

This scholarship fund was established in 1976 as a memorial to Robert K. and Blanche Johnston, former Blytheville Water Company owners, by their son, Robert C. Johnston. This fund has helped many individuals. It is an endowed fund which earns interest used to provide funds for students in the Blytheville area and was the first privately funded scholarship at this institution.

Judge Graham Partlow Honorary Scholarship

The Judge Graham Partlow Honorary Scholarship was established in 2002 by friends of Judge Partlow. Approximately \$15,000 was raised and endowed for this scholarship through a fund-raiser in Judge Partlow's honor and other community support. Interest from this fund is used to provide scholarships to full-time and/or part-time students who maintain a 2.5 cumulative grade point average. Scholarship amounts vary depending on funds available.

Kagome Creative Foods, Inc. Scholarship

This scholarship was established through an endowment given by Kagome Creative Foods, Inc. in 2007. Students working toward a technical, industrial, or manufacturing education, who maintain a minimum 2.5 G.P.A., are eligible for this scholarship. Special emphasis will be given to students interested in industrial maintenance, technical support or employment in the food industry. This scholarship is for \$750 per semester with part-time students receiving a prorated amount.

L.D. and Reddie Harris Scholarship

Upon his retirement from ANC as Director of Special Projects in 1993, Mr. L.D. Harris announced the establishment of the endowed L.D. and Reddie Harris Scholarship. Both Mr. and Mrs. Harris have had a lifelong interest in education and wanted to continue to be involved by having a part in helping somebody get an education who otherwise would not have the opportunity. This scholarship is available to any student who needs financial assistance. This scholarship is awarded from interest received from an endowed fund.

Lindsey Ohlendorf Fairley Scholarship

The Lindsey Ohlendorf Fairley Scholarship is an endowed fund which was established in 1991 following Mr. Fairley's death. Mr. Fairley's memory is honored through this scholarship opportunity. Eligible students may be full-time or part-time students and must maintain a minimum 2.5 G.P.A. Scholarship amounts vary and can be utilized toward tuition, books, fees, and travel. This scholarship is awarded from interest received from an endowed fund.

Loretta Smith Memorial Scholarship

This scholarship was established in 2008 by the Blytheville ESA Chapter in memory of Loretta Smith. Smith was a member of the ESA Sorority and a nursing student at ANC at the time of her death. This scholarship is designated for two awards of \$500 each semester for a total of \$2,000 a year to any students enrolled in the field of Allied Health. The scholarship can cover tuition, fees, and/or books.

Martha Ann Moore Memorial Scholarship

This scholarship is established in memory of Ms. Martha Ann Moore who passed away in October, 2013. Ms. Moore was a life-long educator who loved working with students. She was an English Instructor at ANC for many years. This is a fluctuating fund with scholarship amounts depending upon funds available. This scholarship is open to ANC students who maintain a minimum 2.5 grade point average. Funds are available to both full-time and part-time students and can be used toward books, fees, and/or tuition.

Marvel B. Dickerson/ANC Recruitment Grant

This is an annually funded scholarship in the amount of \$500. Eligible applicants must be female students who are planning to enter the teaching field and must maintain a minimum 2.5 G.P.A.

Nelson Nursing Scholarship

The Nelson Nursing Scholarship sponsored by the late R. A. and Mary Blanche Nelson assists individuals as they pursue the nursing profession. The development of the College for this area and a quality nursing program inspired the Nelsons to establish this award. Either part-time or full-time students are eligible. The number of scholarships awarded will vary and depend upon the course load of the recipients and the number of students qualifying. Recipients must be accepted for enrollment, or currently enrolled in the R.N. nursing program.

Newcomb Memorial Scholarship

This scholarship was previously named for Blan Newcomb the son of Guy and Evelyn Jean Newcomb. He died in a tragic fire in 1979, at the age of 21. Later, after the death of Guy Newcomb in 1985, the scholarship name was changed to the Newcomb Scholarship to commemorate both Blan and Guy. Guy Newcomb served on the College's Board of Trustees for seven years. In 1982, he accepted an active role as a member of the Board of Governors of the College's Foundation. This scholarship can be used toward tuition, books, required fees and may include an expense allowance. Children of employees of Mississippi County school districts are eligible. Students from Osceola and Rivercrest will be given preferential consideration.

Patterson Opportunity Scholarship

The Patterson Opportunity Scholarship was established by a \$15,000 gift from Tim and Christie Patterson in December 2021 as their way of "giving back" for their opportunities and to help students in need. Mr. Patterson is a Manager and engineer in the steel industry. Ms. Patterson, who is a graduate of Arkansas Northeastern College and Chairman of the ANC Foundation Board of Governors, is a banker. They wish to give preference to applicants majoring in Steel Technology, Engineering, or Business. Because the Patterson's recognize the importance of education and training, they are awarding up to \$1,000 each fall and spring semester. Students may be full-time or part-time and must maintain a minimum 2.5 cumulative G.P.A.

Paul C. Hughes Scholarship

The Paul C. Hughes Scholarship is an endowed fund which will provide interest each year to fund a scholarship annually. The initial contribution to this fund was a gift from the Mid-South Grain Growers Association in appreciation of his 40 years of service as Secretary-Treasurer of that organization. Additional donations have been received, and following Mr. Hughes' death in 1999, an annually funded scholarship established by the children of Paul and Corina Hughes in their parents' honor was merged with the Paul C. Hughes Scholarship. The late Mr. Hughes was an outstanding community leader and served on the College's Board of Trustees for many years.

Prentice Joy Colston Memorial Scholarship

The Prentice Joy Colston Memorial Scholarship was established in the summer of 2019 by Mrs. Colston's family. Mrs. Prentice Joy Colston was born in Blytheville, Arkansas, to Mr. and Mrs. R.C. Coleman on October 24, 1937. Joy was raised in Blytheville and attended Blytheville Public Schools. She married her high school sweetheart William E. Colston, both graduates of Blytheville High School class of 1955. They moved several

times over the years but moved back to Blytheville because it was always home. She was a loving Christian, wife, mother, grandmother and great-grandmother. Joy passed away on April 16, 2019, after a lengthy battle with Alzheimer's. It is the desire of Mrs. Colston's family to pay tribute to her memory through an annual scholarship award of \$500 each semester (Fall & Spring) to a student(s) in one of ANC's Nursing Programs. Qualified students must be accepted in either the Associate Degree Nursing (RN) Program or the Practical Nursing (LPN) Program and must maintain a cumulative 2.5 grade point average. Funds may be used toward tuition, fees, and/or books, up to \$1,000 per year, and are available to both full-time and part-time students. Applicants must follow the general application process.

Ruth and Acton Holmes Scholarship

This scholarship is established in memory of Mr. and Mrs. Acton Holmes by their daughter and son-in-law, Mr. and Mrs. Allen Bush. This is an endowed fund which will provide funding on an annual basis and can be utilized by either part-time or full-time students. It is primarily intended for part-time students with strong educational drive and financial need. Special consideration is given to single parents.

Savannah Paige Pollock Memorial Scholarship

The Savannah Paige Pollock Memorial Scholarship was established by friends and family of "Paige" following her death in 1995 and will be a part of the ANC Foundation's scholarship opportunities beginning fall 2009. Paige had ambitions of becoming a nurse and had been accepted into a nursing program prior to her death. The Savannah Paige Pollock Memorial Scholarship pays tribute to her life and is to second-year nursing students at ANC. Scholarship amount will not exceed \$500 for the final semester of an associate degree nursing student, and applicants must follow the general application process.

Sharon Wingo Churchill Scholarship

The Sharon Wingo Churchill Scholarship was established through the estate of Joe Churchill. This endowed scholarship was created in memory of Mr. Churchill's wife who preceded him in death. Mr. Churchill was a longtime friend of the College and had been active in many fund raising events for the Foundation. In his final months of life, he initiated this scholarship which will honor Sharon Wingo Churchill and serve future students. Special consideration is given to students enrolled in the R.N. nursing program. This scholarship is awarded from interest received from an endowed fund.

Sims Family Memorial Scholarship

The family of James M. Sims, Anna Lois Sims, and Edward "Jerry" Sims established this scholarship in their memory. James "Marcus" Sims was the youngest of Mrs. Sims' three children. He was an outstanding scholar throughout his academic career. He briefly attended medical school. He died prematurely in 1994 at the age of 40. Mrs. Sims was born into a family of 10, with her father serving as a rural school teacher, farmer and postman. She was an avid supporter of higher education throughout her life. Edward G. Sims was a successful business man and devoted father. He was a veteran of World War II, serving in the European Theater with the U.S. Army Air Force. These scholarships may vary in amount with special consideration being given to students entering the field of business.

Temple Israel Scholarship

Following the closing of the Temple Israel Synagogue in Blytheville, the trustees donated \$120,000 to the ANC Foundation to be endowed for scholarships. Interest from the endowment is used to fund \$300 scholarships to two graduating high school students from each of the represented Temple Israel communities: Blytheville, Osceola, Hayti, Kennett, and Caruthersville. Students must maintain a 2.5 G.P.A.

Thank You RN's Scholarship

The THANK YOU RN's scholarship was established by David and Sallye Russell in May of 2015 to honor the many nurses who cared for them during a long hospital stay by Ms. Russell. With personal and thoughtful care of her many nurses, Ms. Russell overcame a life-threatening illness and she and her husband established this scholarship to help others pursuing the nursing field. This scholarship will be funded annually and is available to two students, up to \$500 each, per semester. Scholarship funds can be used toward tuition, books, fees, and/or any nursing expense. Recipients must be women enrolled in ANC's RN program with preference going to full-time students from Mississippi County. Recipients must maintain a 2.5 cumulative G.P.A.

Tom and Jane Miller Scholarship

Mr. and Mrs. Miller had strong interests in horticulture and the arts, devoting much of their lives to both disciplines. Their endowed gift is used for scholarships with emphasis on the horticulture and music programs. Tom and Jane believed in the opportunities offered by the College. The College is appreciative to be the recipient of a gift which fulfills the Millers' wishes of richer lives for students and the community.

Trimue Pathways Travel Stipend

This travel stipend is made possible through the generosity of the late George Moore and Nancy McCauley Trimue who bequeathed their farm to ANC for the expressed purpose of providing needed assistance to students living in Mississippi County. Proceeds from the Trimue farm rental will be used to fund approximately \$100,000 annually in travel/gas vouchers for students from Mississippi County enrolling in the following certificate programs: Air Conditioning and Refrigeration, Automotive Service Technology, Child Development Associate, Clerical Support, Dental Assisting, Emergency Medical Technician, Aviation Maintenance, General Industry, and Welding. With a limited number of vouchers available, funding is offered on a first-come, first-served basis and students must meet with their advisors weekly and maintain satisfactory academic progress in their classes to maintain eligibility.

Wayne Taylor Memorial Scholarship

The late Wayne Taylor, who served on the ANC Foundation Board of Governors, was instrumental in the creation of the Annual Big Lake Scholarship Golf Tournament. He served on the tournament planning committee from the beginning and worked at all of the tournaments as well as personally contributing by sponsoring a tee-box each year. Mr. Taylor passed away in August of 2004, and the ANC Foundation changed the name of this scholarship to honor his memory and to recognize his dedication and contributions to ANC. This scholarship is funded through proceeds raised from an annual golf tournament held at the Manila Big Lake Country Club. Students eligible for this scholarship must be from the Buffalo Island area or the Bootheel of Missouri and may be full- time or part-time students and must maintain a minimum 2.5 G.P.A. each semester. This scholarship is awarded by the College's Scholarship Committee with the number of recipients dependent upon available funds.

Yamato-Kogyo Scholarship

This scholarship is funded through an annual gift from Yamato-Kogyo Ltd. and proceeds raised from an annual golf tournament. Funds raised annually total approximately \$15,000 and are awarded by the College's Scholarship Committee. Approximately 20-40 students receive assistance from this fund each semester.

MISCELLANEOUS SCHOLARSHIPS

Other individuals provide funding on an annual basis for scholarships which are not endowed.

INSTITUTIONAL SCHOLARSHIPS AND WAIVERS

A number of scholarships and tuition waivers are provided to recognize academically gifted students, students with special abilities, and students who meet specific criteria as designated by the ANC Board of Trustees or the Arkansas State Legislature. Students interested in these awards should complete the required application forms available in the Financial Aid Office or online at <http://www.anc.edu/financialaid>. *Priority Deadline: April 15.*

ACT 188 Scholarship

Act 188 provides tuition and mandatory fees for any student whose parent was an Arkansas resident and was either killed in active duty, missing in action, or was a P.O.W.

ACT 291 Scholarship

Provides students who are State Police Officers, Wildlife Officers, State Capitol Police, and their dependents with reduced college tuition at a rate equal to employees of the institution. The officers/police must have been employed by their respective employers for at least 10 years.

ACT 678 Scholarship

Any person aged 60 or older who is admitted and enrolled is entitled to free tuition and mandatory fees while attending the College. Any person qualified for this scholarship should notify the Financial Aid Office. This scholarship does not cover specific fees associated with a particular course or tuition for courses taken as audit.

Career Jump Start Scholarship

For students without a recognized high school diploma or GED. Student must attend 4 hours per week of adult education instruction toward GED to be eligible for the scholarship.

Families of Full-Time ANC Employees

Fee waivers may be granted to the employee's immediate family for registration in all college credit classes. Immediate family is defined as spouse and dependent children. Dependency is defined as "meeting the definition of dependency according to IRS regulations." A maximum of 62 semester hours will be waived. The waiver is administered by the Financial Aid Office.

George Moore Trimue and Nancy McCauley Trimue/Board of Trustees Academic Scholarship

The Board of Trustees Academic Scholarship is awarded to students in recognition of outstanding high school performance. Students must be graduates of a public high school in Arkansas or a graduate of a public high school in Pemiscot, Dunklin, or New Madrid counties in Missouri and rank in the top 10% of their high school graduating class or have a composite score of 24 or above on the ACT. The scholarship pays current in-county tuition and mandatory fees for a total of 64 semester hours or completion of the required credits in any program having a total hour requirement greater than 64. The scholarship will be continued for a maximum period of three (3) years, providing the recipient makes satisfactory academic progress toward a degree, remains continuously enrolled and maintains a semester G.P.A. of 3.0. If the student transfers to another institution prior to completing degree work at ANC, the scholarship will not be offered during future enrollment periods. The scholarship must be initiated during the immediate summer, fall, or spring term following high school graduation. Board of Trustees Academic Scholarships are extended to GED high school equivalency certificate/diploma adults who have high scores and are recommended by the staff of Adult Education.

George Moore Trimue and Nancy McCauley Trimue/Board of Trustees Technical Scholarship

The Board of Trustees Technical Scholarship is given to students in recognition of performance in a technical or vocational field while in high school. The scholarship pays in-county tuition and mandatory fees for a total of 35 credit hours or completion of the required credits in a certificate program. Eligible students must be graduates of an accredited public high school in Arkansas or in Dunklin, Pemiscot, or New Madrid Counties in Missouri. Students must be recommended for the scholarship by a high school counselor, a high school vocational/occupational instructor, or the ANC Secondary Center Director. Eligibility will be for one academic year or continued for the period of time required to complete the chosen certificate program, providing the recipient remains continuously enrolled, makes satisfactory progress toward the certificate, and maintains a minimum 2.5 G.P.A. each term. The scholarship must be activated during the immediate summer or fall semester following graduation from a public high school. The award of the Technical Scholarship does not mean automatic admission into special programs. Scholarship students interested in one of the College's special admissions programs should contact an advisor in the occupational field.

Mississippi County Public School Teachers Fee Waiver

ANC is authorized to waive in-county cost of tuition and mandatory fees for certified full-time teaching personnel of the Mississippi County Public School Districts, the Buffalo Island Central School District and the public school districts in Pemiscot, Dunklin, and New Madrid Counties in Missouri. The waiver of fees is not to exceed a total of four credit hours for each regular semester and may not be used for physical education activity courses. Waivers may be used for credit classes only. Summer applicants must have a signed contract for the subsequent academic year to be an eligible recipient. The Financial Aid Office administers the waiver through the superintendents of the designated school districts.

Scholarship Waiver for Police & Correctional Officers

The College is authorized to scholarship the tuition for certain full-time Mississippi County law enforcement employees enrolling in the College's Criminal Justice degree program. Such scholarship is available to full-time personnel of Mississippi County, any of the County's municipalities, Arkansas Department of Community Correction employees, or Troop C of the Arkansas State Police. The applicable scholarship is limited to the total credit hour requirement (as published by the College) necessary for the completion of the Associate of Applied Science degree in criminal justice. This scholarship is limited to a maximum enrollment of six credit hours during each major semester (fall and spring) annually and three credit hours during each summer term. The scholarship is for tuition at the applicable in-county rate only and does not include fees. The scholarship shall be continued providing the student makes satisfactory progress toward a degree and maintains a satisfactory level of academic achievement.

Scholarships in Fine Arts

The College will award Fine Arts scholarships for gifted students to simulate Fine Arts Activities. The recipients of these awards will be selected by the Dean of Arts and Sciences upon recommendation of faculty in the respective areas. The major area of study is open to any student enrolled in any type of Fine Arts course with the course prefix of MU, AR, or TH. Interested students should contact the Dean for Arts and Sciences for more information.

OTHER AVAILABLE PROGRAMS

Arkansas Career Pathways Initiative (CPI)

The Career Pathways Initiative (CPI) provides low- income students with the higher education skills and credentials they need to gain immediate entry into targeted occupations – ultimately leading these students to economic self-sufficiency. CPI offers financial support and counseling to students with dependent children under the age of 21. Services provided may include paid tuition, books and fees, childcare assistance, transportation assistance, career counseling, resume assistance and job placement.

Arkansas Vocational Rehabilitation

The Vocational Rehabilitation Program in Arkansas offers assistance for tuition and books to students who are vocationally handicapped. Information may be obtained from the local Vocational Rehabilitation Office or from the Division of Vocational Rehabilitation, State Department of Education, Little Rock, Arkansas 72201. For more information, visit their website at: arsinfo.org or call: 501-686-9433.

Missouri Vocational Rehabilitation

The Vocational Rehabilitation Program in Missouri offers assistance for tuition to students who are vocationally handicapped. Information may be obtained from the Division of Vocational Rehabilitation, State Department of Education, Jefferson City, Missouri, or the local Missouri Vocational Rehabilitation Officer. For more information, visit their website at: dese.mo.gov/vr or call: 877-222-8963.

Transfer Scholarships

Transfer scholarships are available at many four-year colleges and universities. The criteria for the scholarships vary by institution and are contingent upon funding. Students who plan to apply for a transfer scholarship should contact the financial aid office at the institution to which they plan to transfer.

Veteran Benefits

ANC is approved by the State Approving Agency for Veterans as a college whereby veterans and dependents or spouses of deceased or 100% disabled veterans may obtain subsistence while working toward a degree. Eligible students should contact the Veteran's representative in the Financial Aid Office to obtain information regarding school attendance. Monthly educational allowances, paid to veterans for training during a fall or spring semester, are computed in the following way: 12 or more semester hours, full-time; 9-11 semester hours, 3/4 time; 6-8 semester hours, 1/2 time; 4-5 semester hours, less than 1/2 time; and 1-3 hours, 1/4 time. Monthly educational allowances paid to veterans for training during a Summer I or Summer II session are based upon the number of weeks a course meets. If deployment affects your enrollment, please come see the Financial Aid Office. See the Financial Aid Office for more information.

Per Section 702 of the Veteran's Choice Act (July 1, 2015) the Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020 (August 1, 2021), and the Colonel John M. McHugh Tuition Fairness for Survivors Act of 2021 (August 1, 2022), ANC will offer in-state tuition and fees to all covered individuals with Post-9/11 G.I. Bill ® (Chapter 33) Montgomery G.I. Bill ®-Active Duty (MGIB-AD) (Chapter 30), Veteran Readiness and Employment (VR&E) (Chapter 31), and Survivors' and Dependents' Education Assistance (DEA) program (Chapter 35) benefits. A covered Chapter 30, 31, 33, or 35 veteran, spouse, or child must live in Arkansas and utilize benefits.

Note: Official transcripts from previous colleges attended should be received by the Registrar's Office prior to certification for VA benefits. VA students must be pursuing an approved degree or certificate program and should follow the curriculum outline since only required courses may be certified for VA benefits. G.I. Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.



Arkansas Northeastern
COLLEGE

Academic Information

ACADEMIC INFORMATION

ANC has established specific academic requirements which must be met before a certificate or degree is granted. Counselors, faculty, and administrators will assist students in meeting these requirements, but each student is personally responsible for fulfilling them. It is important for each student to be acquainted with all regulations and to remain currently informed throughout his or her college career. Changes may be made in academic requirements to promote the best interests of the students and the college.

Professional Licensure Information

Federal regulation 34 CFR 668.43(a)(5)(v) requires an institution to make readily available to enrolled and prospective students whether programs leading to professional licensure or certification meet educational requirements in other states.

What is a “professional licensure” program?

A professional licensure program is an academic program that is designed, advertised, and/or marketed to meet the educational requirements for a specific license or certification and that license or certification **is required for employment** in the occupation.

Students considering an academic program that leads to professional licensure are advised that Arkansas Northeastern College's programs prepare students to practice in the State of Arkansas and are not intended to prepare students for out-of-state licensure. Arkansas Northeastern College has not determined whether its curriculum prepares students for licensure in any state other than Arkansas.

Students enrolled in Arkansas Northeastern College's programs seeking to practice outside the state of Arkansas are advised to **contact the appropriate licensing agency** within their home state to seek information and additional guidance before beginning a program outside of their home state.

At this time, all Arkansas Northeastern College programs with Professional Licensure are accepted in the state of Arkansas. These programs include:

- **Aviation Maintenance**

Arkansas Northeastern College is an FAA-approved Aviation Maintenance Technician school that operates within the guidelines set forth in FAR Part 147. The Aircraft Maintenance Technician certification (A&P rating) process consists of successfully passing the College's written, oral, and practical examinations for each of the three subject areas taught in the program: General, Airframe, and Powerplant. The certification exams for these areas are administered by the Federal Aviation Administration (FAA). Passing these FAA exams provides the student with the credentials necessary to work in the aviation industry as an FAA-certified Aviation Maintenance Technician (aviation mechanic).

- **Dental Assisting:**

Successful completion of the ANC Technical Certificate (TC) in Dental Assisting prepares graduates to become Registered Dental Assistants (RDA) in Arkansas and eligible to sit for the Dental Assisting National Board Exam (DANBE) National Exam to become a Certified Dental Assistant (CDA).

- **Emergency Medical Services – Paramedic**

Successful completion the ANC TC or Associate of Applied Science (AAS) in Paramedic prepares graduates for eligibility to sit for the National Registry for Emergency Medical Technicians (NREMT) to become a National Registered Paramedic (NRP) and then obtain their Paramedic license to practice in Arkansas.

- **Emergency Medical Technician**

Successful completion the ANC CP in EMT prepares graduates for eligibility to sit for the National Registry for Emergency Medical Technicians (NREMT) to become an EMT and then obtain their EMT license to practice in Arkansas.

- **Health Care Professional to EMT**

Successful completion the ANC training course in Health Care Professional to EMT prepares completers for eligibility to sit for the National Registry for Emergency Medical Technicians (NREMT) to become an EMT and then obtain their EMT license to practice in Arkansas.

- **Medication Assistant**

Successful completion of the ANC CP in Medication Assistant (MA) prepares graduates for eligibility to sit for the certification exam to become a Medication Assistant-Certified (MA-C) as approved by the Arkansas State Board of Nursing and become eligible to function as a MA-C in designated nursing homes in Arkansas.

- **Nursing Assistant**

Successful completion of the ANC CP in Nursing Assistant (NA) prepares graduates for eligibility to sit for the certification exam to become a Certified Nursing Assistant (CNA) as approved by the Arkansas Office of Long-Term Care and to function as CNA's in long term care facilities in Arkansas.

- **Practical Nursing**

Successful completion of the ANC TC in Practical Nursing (PN) prepares graduates for eligibility to sit for the National Council Licensure Exam for Practical Nursing (NCLEX-PN) and apply for license in the State of Arkansas or applicant's state of residency as determined by that state's Board of Nursing.

- **Registered Nursing**

Successful completion of the ANC Associate of Applied Science (AAS) in Nursing prepares graduates for eligibility to sit for the National Council Licensure Exam for Registered Nursing (NCLEX-RN) and apply for license in the State of Arkansas or applicant's state of residency as determined by that state's Board of Nursing.

For all other states and territories in the United States, acceptance of Arkansas licensures has yet to be determined. For more information, contact Sherry Tuberville via email at stuberville@smail.anc.edu or by phone at **870-762-3114**.

Academic Affairs Committee

The Committee shall function as a referral body for other academic decisions, as might be referred to them by the Vice President for Finance, the Vice President for Student Services, or the Chief Academic Officer. The Committee is advisory in nature to the President or his designated representative. The Committee is the "due process" committee for the academic standards of the institution.

Within the policies established by ANC, the Academic Affairs Committee shall be responsible for clarification, definition, and recommendations in the following areas:

- Curriculum
- Admission
- Graduation
- Credit by Examination
- Instruction
- Probation
- CLEP
- Grade Changes
- Residence
- Suspension
- Transfer of Credit

Assessment of Student Learning

ANC is committed to providing students with excellent educational opportunities and to continuously evaluating and improving its courses and programs to ensure that students gain the knowledge and skills they need to be successful in their chosen career paths and in life. ANC actively engages in a systematic and ongoing assessment process in which data is collected from key performance indicators, the data is analyzed to determine the nature and extent of student learning, and then the resulting information is used to make changes that lead to improved student learning.

A variety of key performance indicators is used to assess student learning at the institutional (general education), program, and course level. These may include examinations, projects, presentations, performances, observations, certification exams, and laboratory exercises. Many programs require third party, end-of-program comprehensive exams as a condition of graduation and some programs require that students take and pass licensure exams before entering the workforce. All ANC transfer graduates are required to take the *ETS*[®] Proficiency Profile exam which measures and demonstrates student learning in four core skill areas — reading, writing, mathematics and critical thinking. Results from performance indicators such as these and others inform decisions about instructional and curricular enhancements that improve student learning and ensure that ANC students obtain the knowledge and skills they need for success.

Evening Classes

In addition to day classes, ANC provides equivalent college credit courses during the evenings, Monday through Thursday. The evening academic courses are taught by college staff and contain the same material as the regular day sessions, as approved in departmental syllabi. Students may elect to enroll in day classes, evening classes, or a combination of classes. The bookstore remains open in the evening, during main registration as well as the first two weeks of a fall or spring semester Monday through Thursday. Security is available any time classes are in session.

ANC Faculty

The ANC faculty is committed to quality instruction and student success. The Early Alert System allows faculty to send notifications to students and advisors to help find solutions to issues affecting success in a course. Faculty also use the assessment of student learning to update curriculum and pedagogy to aid in student success. Professional development of ANC faculty is encouraged and supported by the College, keeping them up-to-date on advancements in their discipline or in teaching. Faculty are available to students during posted office hours.

Online and Evening Classes

ANC provides equivalent college-credit courses online and during the evenings, Monday through Thursday. Online (INET) and evening courses are taught by ANC instructors and follow the same departmental syllabi approved by the Academic Affairs Committee. Students may enroll in any combination of day courses, evening courses, and online courses. When enrolling in any class at ANC, new students are automatically placed into a Brightspace orientation course to learn how to use our Learning Management System (LMS). This free course is self-paced and recommended to be completed before classes start. Students will have access to this course throughout their academic career at ANC.

Regular Enrollment

ANC is committed to providing access to educational opportunities for all citizens. Students may enroll in as little as one credit hour or as many as 18 without administrative approval.

Student Academic Complaint Procedure

Students wishing to register a complaint shall follow the following steps: (a) first, state the complaint to the staff member involved and attempt to resolve the problem, (b) second, if the problem remains unsolved, the student should next contact the immediate supervisor - i.e., dean, chairperson, director, coordinator, etc., (c) third, if the problem remains unsolved, the student should contact the respective vice president. Guidelines for handling complaints are outlined in the official Policy Manual Rule 6.51.

Out-of-State Online Student Grievances:

Out-of-state online students who do not reach resolution of their complaint through ANC's Student Academic Complaint procedure may file a formal grievance complaint with the Arkansas Division of Higher Education [ADHE] at <https://www.adhe.edu/students-parents/colleges-universities/student-grievance-form/>.

COURSES AND CREDITS

Academic & Career Enrichment

All first-time, full-time, degree-seeking freshmen are required to complete a two credit hour course in Academic and Career Enrichment (ACE) that should be completed during their first semester. The course is designed to offer students the opportunity to examine their present level of personal development and their unique learning styles as is applicable to college and life experiences. In the ACE Class, students will be assisted in examining and clarifying personal, academic and career goals.

Class Attendance

Regular class attendance and punctuality are required for all classes and laboratory sessions. Attendance during the first week of a regular semester or the first three days of a summer term is required to remain on the class roster. When absent because of illness or emergency during a semester, students are responsible for contacting instructors regarding work missed. In general, a student should not miss more than the following:

- 3 classes in a MWF or MTWH sequence.
- 2 classes in a MW or TH sequence.
- 1 class in the evening (6:25-8:55 p.m.).

In each class the instructor determines the limits and the extent to which absences and tardiness affect the students' grades.

Credit for Courses

The standard unit of college work is called the credit hour. A credit hour represents one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time. Credit hours are not always equal to contact or class hours.

Likewise, a student taking 15 credit hours per semester will be working approximately 45 hours per week on those courses. In some courses, such as physical education, more hours of classroom attendance each week may be required for the one credit. In lab work, two classroom hours or more equals one credit. Allied Health clinicals usually require more contact hours per credit hour of load.

Course Load

Part-time Student - One who has a course load of less than 12 semester hours in one fall or spring semester

Full-time Student - One who has a course load of 12 or more semester hours in one semester. The normal course load for a full-time student during a regular semester is 15 hours. Eighteen (18) hours is the maximum which may be carried without approval. A student who wishes to take additional courses must obtain approval from the Chief Academic Officer, but in no case may the total exceed 21 semester hours. These course load definitions are prorated for the summer session.

Course Numbering System

ANC uses a five-digit course numbering system. The first digit indicates the course level (0-developmental, 1-freshman, 2-sophomore). The second digit represents the academic division. The next two digits represent the numerical sequence of the course and the fifth digit indicates the credit hour value of the course.

Course Schedule Codes

F2F: (Traditional, Face-to-Face (F2F) classroom) Course is offered entirely in face-to-face classroom setting.

MM: (Multi-Modal) The student chooses which format he/she wishes to attend the class as it will be offered face-to-face in a classroom, through ZOOM real-time, and as an INET course. Students may choose any combination of these platforms throughout the semester. Additionally, the MM courses are recorded so that students may view the class in different times.

INET: (Internet) Course offered online only.

ZOOM I / ZI: (ZOOM INET) Zoom teleconferencing course with no face-to-face class. All participants (including instructor) Zoom remotely on specified days and times.

ZOOM O / ZO: (ZOOM Optional) Students have the option to attend class face-to-face or to Zoom in from a remote location. The instructor will be in the face-to-face classroom.

INET ST: (Internet for Steel Technology) Courses offered online only. These courses are for the online Steel Technology Degree students.

INET HS: (Internet High School) Early College Program courses offered online only and available to high school students only.

ZOOM I HS: (ZOOM Internet for High School) Early College Program courses taught via Zoom. No face-to-face classroom. Available to high school students only.

Credit Transfer

ANC emphasizes the transferability of courses to other colleges and universities. ANC is accredited by and a member of the Higher Learning Commission; therefore, courses transfer to all colleges and universities within the state and to other post-secondary institutions in the United States. ANC has engaged in an articulation agreement with all public four-year institutions in the State of Arkansas. Thus, an ANC student who completes the Associate of Arts degree will be able to transfer to the participating university with junior status. ANC complies in the General Education Curriculum with the 35-credit-hour core approved by Arkansas public colleges and universities.

ANC courses transfer by generally accepted, but unwritten agreements with other colleges and universities in Arkansas. Students should be aware that a course which transfers to a university may not be the necessary course to meet a degree requirement within a particular college of that university.

Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses between Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. Students may complete specified General Education courses anywhere in the public system as well as many courses in the degree/major that have been pre-identified for transfer. Using ACTS, students can review transferable courses by selecting the transfer institution and the receiving institution. A listing of transferable courses will be generated and displayed. Courses listed as "No comparable course" are not guaranteed to transfer.

To access ACTS, go to the Arkansas Division of Higher Education website, <http://adhe.edu>, and click on the “Students & Parents” tab. Next, click “Transfer Info for Students” and finally, “Arkansas Course Transfer System.”

ACTS equivalent course numbers are listed in the course descriptions section of the catalog. For questions concerning the transferability of courses not listed on the ACTS transfer list, contact the Registrar’s Office at the receiving institution.

Mandatory Remediation of Deficiencies in Basic Skills

ANC complies with Section 19, Act 1052 of 1987, approved by the State Legislature, and requires remediation in areas profiled as deficient. The college employs a comprehensive assessment and placement program to assist each individual in realizing his or her potential and success as a student. Certificate and degree-seeking students must take the assessments; the college, furthermore, encourages all entering students to take the assessments. Assessments, in compliance with legislative mandate, are based upon any of the following: ACT or an approved placement text. In order to be admitted, prospective students must score an ACT of 11 or above (or the equivalent approved placement test score) in all three areas: Reading, Writing, and Math. Students scoring an ACT of 15 or above (Reading, Writing, and Math) or the equivalent approved placement test score may declare any degree or certificate program. Students scoring between 11 and 14 on the ACT (Reading, Writing, and Math) will have a limited menu of program options. Students who do not achieve the required score will be given the opportunity to improve their basic skills and retest through the Adult Education Center.

A student who meets admission requirements, but is deficient in any area (mathematics, writing, or reading) must enroll in and successfully complete the appropriate developmental course(s) during the first semester of enrollment. Students who require remediation must have the approval of their advisor in order to enroll in any college level course prior to completing developmental course work.

Prior Learning Assessment (PLA)

ANC recognizes that much learning takes place outside the walls of the College. Some of this learning is comparable to knowledge gained in a classroom environment. This type of learning is based on a variety of life experiences and is referred to as “experiential learning” and may be evaluated for credit by prior learning assessment. To begin the process of assessment, schedule an appointment with an academic advisor or the PLA Coordinator. To view the Prior Learning Assessment Guide, go to <https://tinyurl.com/anc-pla>. Some fees may apply and are prescribed within the guide.

A student may not seek credit by assessment after attending that particular course and receiving a grade of A, B, C, or after earning credit for an advanced course in that area.

Upon conclusion of the assessment for credit, a copy of the results (exam, portfolio, etc.) shall accompany the appropriate forms to the Chief Academic Officer. Request forms will be validated and the examination, portfolio, etc., filed. **ANC does not guarantee that another college or university will accept PLA credit in transfer.** When transferring, students should check with other schools about their transfer and PLA policies.

A student may earn a maximum of 30 semester hours by any or all methods combined, as follows:

Credit by Examination - Requirements for credit in a number of college courses may be satisfied by successful completion of a departmental examination. **Note: If a CLEP examination is available for a course, the student may not apply for a discipline-made examination for credit.**

National League of Nursing (NLN) Nursing Acceleration Challenge Exam (NACE) – Licensed Practical Nurses (LPNs) seeking admission into ANC’s Associate Degree Nursing Program that graduated from a non-accredited LPN program outside the State of Arkansas are required to take the NLN-NACE I exam. This exam is a nursing validation exam designed to evaluate previous learning and is administered at the ANC Testing Center. The exam consists of multiple choice, four option items that may require approximately three and one-half hours to complete. The ANC Testing Center will provide current testing fees which are subject to change by the NLN. For more information, call 870-762-3104.

Advanced Placement Program - The Arkansas Division of Higher Education Coordinating Board has established a set of guidelines by which institutions must award course credit for advanced placement exams. Under this policy, institutions should award course credit to students who score a three (3) or higher on any Advanced Placement (AP) exam. AP exam scores will be entered on the student transcript along with the number of credit hours of the corresponding course.

If a student has received AP credit from another college or university, ANC will accept credit for that course or courses as transfer credit, however, ANC must have the score to do so.

The following table maps the AP exams to corresponding ACTS courses and ANC courses for students scoring a 3 or higher on the AP exams.

AP EXAM	ACTS COURSE #	ANC COURSE
Art History	ARTA1003	AR22003 Art Appreciation
Biology	BIOL1004	BI14033/14041 General Biology/Lab
Calculus AB	MATH2405	MA24015 Calculus I
Calculus BC	MATH2505	MA24015 Calculus I
Computer Science A	CPSI1003	CS11033 Computer Applications
Computer Science Principles	CPSI1003	CS11033 Computer Applications
English Language and Composition	ENG1013	EN12003 English Comp I
Macroeconomics	ECON2103	EC21003 Macroeconomics
Microeconomics	ECON2203	EC21013 Microeconomics
Music Theory	MUSC1003	MU22003 Music Appreciation
Physics 1	PHYS2014	PS24023/24031 General Physics I/Lab
Physics 2	PHYS2024	PS24043/24051 General Physics II/Lab
Psychology	PSYC1103	PY23003 General Psychology
Spanish Language and Culture	SPAN2013	LA12003 & LA12013 Spanish I & II
Statistics	MATH2103	MA14033 Introduction to Statistics
United States Government and Politics	PLSC2003	PO23003 American National Government
United States History	HIST2113 or HIST2123	HI23003 The U.S. to 1876 or HI23013 The U.S. since 1876
World History	HIST1113 or HIST1123	HI13003 World Civilization to 1600 or HI13013 World Civilization since 1600

Military Service - Veterans and active duty military personnel who have completed 181 days of continuous active military service may qualify for two credit hours in physical education. Veterans must present a certified copy of the DD-214 to the Registrar's Office. Active duty military personnel must contact the Registrar's Office regarding the required documents. Additional credit for training in formal service schools may be granted on the basis of recommendations published in the current edition of *A Guide to the Evaluation of Educational Experiences in the Armed Services* insofar as the recommended credit can be evaluated as equivalent to a specific ANC course. Students requesting credit for formal service schools should follow the procedures for PLA portfolio assessment. ANC subscribes to the American Council on Education recommendations.

College Level Examination Program (CLEP)

ANC students may earn up to 30 semester hours through the College Level Examination Program. Students must pay a fee online to the College Board (collegeboard.org) to receive an exam ticket. The ticket must then be presented to the Testing Center Counselor in S146 where the test will be administered online. Anyone may take the CLEP tests; however, CLEP credit is not awarded for a course previously completed, or if the student has already completed a more advanced course in the subject matter area.

CLEP Exam	Passing Score	ANC Credit Awarded In	Sem. Hrs. Credit
Intro/Business Law	50	BU 11013 Legal Environment/Bus.	3
Prin. of Marketing	50	MK 21003 Principles of Marketing	3
Prin. of Management	50	MG 21013 Principles of Mgmt	3
Intro/Accounting	50	AC 21003/21013 Accounting I/II	6
Macroeconomics	50	EC 21003 Macroeconomics	3
Microeconomics	50	EC 21013 Microeconomics	3
College Comp.	50	EN 12003 English Composition I	3
Eng. Lit.	50	EN 22033/22043 Engl. Lit. I/II	6
Western Civ. to 1648	50	HI 13003 World Civ. to 1600	3
Western Civ. to Present	50	HI 13013 World Civ. since 1600	3
Amer. Hist. (I)	50	HI 23003 U.S. to 1876	3
Amer. Hist. (II)	50	HI 23013 U.S. since 1876	3
Gen. Psychology	50	PY 23003 General Psychology	3
Intro/Sociology	50	SO 23013 Intro. to Sociology	3
College Alg.(I)	50	MA 14043 College Algebra	3
Trigonometry	50	MA 14053 Plane Trigonometry	3
Calc. Elem. Functions	50	MA 24015/24025 Calculus I/II	10
Pre-Calculus	50	MA 14065 Pre-Calculus	5

CLEP credit will be accepted on a transfer basis from other Arkansas institutions, provided it is in the areas in which the College grants credit, and provided the scores fall within the College's minimum standards for acceptance of credit. CLEP examinations may be re-taken, but a waiting period of six months is required between tests in both the General Examinations and the Subject Examinations. No CLEP test may be repeated more than once in a 12-month period. CLEP credit is posted to the student's academic record without grades. Such credit is counted as hours earned, not as hours attempted. Students interested in taking one or more of these examinations should contact the Testing Center for more information.

GRADES

The instructor's evaluation of the student's work is expressed by the following letter grades which are converted to grade points for the purpose of obtaining a grade point average (G.P.A.).

Letter Grade	Grade Interpretation	Grade Point Value (per semester hr.)
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Poor	1
F	Failure	0
I	Incomplete	0
P	Pass	*
W	Withdrawal	*
AU	Audit	*

* Grades of W, AU and P are not included in the computation of the grade point average. Grades in college preparatory courses are calculated as hours earned, but do not accrue grade points and are graded A[^], B[^], C[^], D[^], or F[^]. Credit hours earned in these courses will not be applied toward graduation.

The "F" grade is recorded when:

- (1) student has failed on the combined evaluation of work through the semester and the final examination;
- (2) student stopped attending the course without completing the proper drop/withdraw procedure as outlined in the catalog;
- (3) student has a grade of "I" which has not been converted to a passing grade by mid-term of the next semester after it was assigned.

A student who earns a "D" or "F" on the first semester of a continuous two semester course is not allowed to continue in that course until the "D" or "F" has been repeated for a grade of "C" or above. Grades of A[^], B[^], C[^], and D[^], will not be used in the calculation of the GPA, while a grade of F in a college preparatory course will be used to calculate the GPA.

Auditing a Course

Students wishing to enroll in courses for no grade and no credit may enroll as audit students. Audit status must be declared in the Registrar's Office by the Friday before classes begin. Audit students will be charged the current tuition and fee rate. Audited courses are **NOT** financial aid eligible.

Grade Changes

Grades can be changed only by the instructor who assigned them and must be approved by the Dean. Grade changes **MUST** occur within one calendar year from the time the original grade was assigned. Students who wish to challenge assigned grades must do so by petition within one calendar year after the grade was assigned.

Grade Point Average

G.P.A. is determined by dividing the total grade points earned by the total credit hours attempted during the same period of time. Grades of W, AU, A[^], B[^], C[^], D[^], and P are not included in computation of the G.P.A.

Grade Report Procedures

Mid-term grades are issued to students in the fall and spring semesters to inform them of progress in their courses. The mid-term grades are temporary grades and are not recorded on the student academic records. Students may access their term grades and unofficial transcripts at any time through myANC Campus Connect on the college's website at <http://myanc.anc.edu/ics>.

Final grades will be issued to all students at the end of each semester or at the end of the summer session. The final grades are permanent grades and will be recorded on student academic records. Inquiries concerning grades should be referred to the Registrar's Office.

Grading Scale

Students will be given First Day Handouts for each class at the beginning of each semester. Each handout will include the grading scale for that particular class as well as attendance requirements and materials needed for successful completion of the course.

Incomplete Grades

A grade of "I" (incomplete) is assigned on the final grade roster when a student fails to meet all course requirements for reasons beyond his/her control, i.e., illness of the student, or serious illness or death in the family. Procrastination or pressures of work in other courses are not satisfactory reasons for an "I" grade. The "I" grade will be calculated into the grade point average with the appropriate hours attempted and no quality points earned. Students who do not complete the requirements for removal of the "I" grade by mid-term of the following fall or spring semester will be assigned a grade of "F." Students who complete the requirements will have the instructor assigned grade posted to the transcript and the grade point average will be adjusted accordingly.

Repeating Courses

Students earning a grade of "D" or "F" in a course may repeat the course in an attempt to improve the grade. The grade earned from the most current attempt will be the final grade and will be used in computing the grade point average. Students earning a grade of D[^] or F in a college preparatory course may repeat the course to improve the grade. Grades of A[^], B[^], C[^], or D[^] are not used in computing the grade point average.

In general, courses with grades of "C" or above may not be repeated for a higher grade. To enhance a student's success in a program, an academic advisor may recommend repeating coursework even though a student has earned a grade of "C" or above. Repeating a course in this manner is recommended only if an enrollment lapse has occurred on the student's transcript of three or more years.

SCHEDULE CHANGES

Adding Courses

Courses may be added only during the first two days of class and only if a class that the student is enrolled in is cancelled. Students may add classes by contacting their academic advisor and completing procedures for the Registrar, Financial Aid and Business Office.

Dropping/Withdrawing From a Course

Courses dropped during the first ten days of a fall or spring semester or the first five days of a summer term will not appear on the student's record. Courses withdrawn from after the first ten days of a fall or spring semester or the first five days of a summer term will carry a grade of "W" and will appear on the student's record. Students who wish to drop/withdraw from a course or who are unable to continue attending a course must initiate the drop/withdraw procedure with the instructor of the course and a counselor or faculty advisor. It is imperative that students complete the procedure by notifying the Student Financial Aid Office, the Registrar's Office, the Business Office, and the Veterans Aid Assistant (if applicable). Students who stop attending a class and do not complete the proper procedure will be assigned a grade of "F" in the class, and the grade point average will be affected. **Classes may be dropped through the deadline date specified in the official academic calendar for that semester.**

Withdrawing from College

If a student finds it necessary to withdraw from any or all courses, it is important that the proper procedures be followed by beginning with the academic advisor and notifying the Student Financial Aid Office, the Registrar's Office, the Business Office, and the Veterans Aid Assistant (if applicable). Failure to complete the withdrawal procedure will result in failing grades being placed on the student's permanent academic record. Students may withdraw from the College within the deadline date specified in the official academic calendar for that semester. A completed withdraw form must have instructor, advisor, financial aid and student signatures.

GRADUATION

ANC awards certificates of proficiency, technical certificates and associate degrees.

Graduation Requirements

To receive an associate's degree, students must earn a grade of "C" or above in English Composition I, English Composition II, and the required math course as stated in the degree plan (either Mathematical Applications, College Algebra or Quantitative Reasoning). Students must maintain a cumulative grade point average of 2.0 or above. To receive a technical certificate or certificate of proficiency, students must earn a grade of "C" or above in each required course.

Continuously enrolled students may graduate under the catalog in effect at the time of their admission or the one in effect at the time they graduate. Students who have a break in enrollment of consecutive fall-spring or spring-fall semesters must meet catalog requirements in effect at the time of their readmission or the one in effect at the time they graduate.

Applying for Graduation

Students planning to complete program requirements at the end of the semester for which they are registering should make an appointment with an advisor prior to registration to make sure that all program requirements will be met. An Application for Graduation should be filed with the Registrar's Office no later than the end of the fourth week of the spring semester. In order to graduate, a student must have a minimum G.P.A. of 2.00 and meet all the program requirements as outlined by the catalog which may require a higher G.P.A. Transfer students graduating from ANC must complete the last 15 semester hours in residence at ANC. ANC students who transfer to other colleges prior to graduation may petition to graduate from the College, provided they have earned 30 or more hours at the College and complete the additional requirements at the transfer institution. The 15 hour residency requirement must be met when a student works toward subsequent degrees from ANC.

Earning a second associate's degree

A minimum of 15 additional hours of specified course work must be completed for a student to receive a second associate degree. The 15 hours must be selected from the major requirements for the second degree and be approved by the appropriate dean.

Commencement and Honors

Commencement for the College's graduates is held once each year at the end of the spring semester. Eligible participants are those students who have completed requirements for the Associate of Arts Degree, Associate of General Studies, Associate of Science Degree, the Associate of Applied Science Degree, or a Technical Certificate during the previous fall semester, the current spring semester, or upcoming summer term.

Honors

Graduating students whose cumulative grade point average is 3.75 to 4.00 will graduate with highest honors.

Graduating students whose cumulative grade point average is 3.50 to 3.74 will graduate with honors.

Note: In order to be eligible for honors a student must have earned a minimum of 30 semester hours at ANC.

ACADEMIC POLICIES

Academic Integrity Policy

ANC promotes academic integrity as the only fair and ethical way to achieve your educational goals. Cheating, plagiarism, collusion, giving or receiving test questions, use of annotated texts or teacher's editions are all violations of this code. Ultimately, you are held responsible for all college work that you do - inside and outside of class. To help you keep to the level of integrity ANC requires, the College provides the following definitions:

Integrity: firm adherence to a code (<http://www.merriam-webster.com/dictionary/integrity>).

Cheating: to practice fraud or trickery; to violate rules dishonestly (<http://www.merriam-webster.com/dictionary/cheat>)

Examples: giving or receiving test questions/answers; copying computer files from another student; submitting another's work as your own; using any method to retrieve information in violation of the instructor's guidelines

Plagiarism: to steal and pass off (the ideas or words of another) as one's own, use (another's production) without crediting the source, to commit literary theft, present as new and original an idea or product derived from an existing source (<http://www.merriam-webster.com/dictionary/plagiarize>).

Examples: using the exact wording of another without the proper use of quotation marks and citations; paraphrasing another's ideas without giving credit to the producers or writers of the source

Collusion: secret agreement or cooperation especially for an illegal or deceitful purpose

(<http://www.merriam-webster.com/dictionary/collusion>)

Examples: assisting another in an act of academic dishonesty; providing/accepting papers, projects, computer files or test answers to/from another student; allowing another student to copy one's work, including, but not limited to, essays, term papers, homework assignments, math problems, lab exercises and science lab manuals; working together on an assignment or take-home exam when instructed not to do so; removing tests or answer sheets from a test site; copying test questions, in any form, from the computer screen in an Internet course; allowing another student to view test/quiz items in an Internet course, whether purposefully or negligently (not logging out of myANC in a public area).

Academic dishonesty is a serious offense and will not be tolerated at ANC. The following consequences are in effect for all ANC courses:

- **1st Offense:** The instructor will determine the consequences of the academic dishonesty based on his/her policy in the First Day Handout for that course. The student's name and documentation of the offense will be submitted to the office of the Dean/Chair of that Division.
- **2nd Offense:** The student will be required to meet with the Division Dean/Chair and/or Chief Academic Officer. At that time, the Dean/Chair and/or VP of Instruction will decide the appropriate consequences of the academic dishonesty, possibly including a failing grade in the course. If the first and second offenses occurred in internet courses, then that student will be banned from enrolling in future internet courses at ANC. Second offense does not have to occur in the same class or same division as the first offense; this policy is in effect for all ANC courses.

Instructors have additional policies in effect for their particular courses, and these are clearly stated in the First Day Handout. Consult with your instructor if you have any doubt as to what constitutes violations of academic integrity in his/her particular course.

No-Show Policy

Students who do not attend class(es) by the 4th day of a fall or spring semester or by the 2nd day of a summer term will be reported by the instructor to the Registrar's Office as a "No Show." These students will be administratively dropped from the class. Students who are dropped as a "No Show" will receive a 100% refund of tuition and fees.

Students will only be dropped from the classes in which they are reported as having never attended. Students who attend ONE class meeting will NOT be considered a “No Show” for that class and will be responsible for all tuition and fees.

NOTE: *Financial aid funds will be calculated based upon the student's official 11th day enrollment status for the fall and spring semesters and 5th day for the summer semesters.*

ACADEMIC SCHOLASTIC STANDARDS

Academic Clemency

Academic clemency provides a second chance for those undergraduate students who performed poorly early in their academic careers and who wish to return to college after having gained an appreciation of the benefits of higher education. This policy allows students to petition to have previously earned credits removed from the calculations of their cumulative grade point average. The policy is provided for students who have gained maturity through extended experience outside higher education institutions and have demonstrated acceptable academic performance following their return. This is a one-time, irrevocable recalculation of grade point average and credit hours toward graduation to be based only on work done after an extended separation from college.

The student will be granted or denied clemency by the Chief Academic Officer. If the petition for clemency is approved, the student's transcript will contain a record of all work; however, the grade point average will not reflect the credits for which the student is granted clemency and those credits will not count toward graduation.

In order to petition for academic clemency, the student must have:

- Been separated from all academic institutions for a period of at least 5 consecutive years;
- Met all assessment/placement requirements for entering freshman at ANC at the time of reentry;
- Re-enrolled at ANC and demonstrated acceptable academic performance by completing at least 12 degree credit hours with a grade point average of 2.00, or above;(hours earned in remedial courses are not counted)
- Upon completion of the above validation period, filed a Petition for Academic Clemency with the Chief Academic Officer.

Transfer students who have received clemency at another institution will be allowed to petition for clemency at ANC under the above policy. The date of clemency will coincide with the date of reentry following the prolonged separation. The permanent student record (transcript) will note "Academic Clemency Granted" and the effective date.

Academic Honors

- President's List - Students are named to the President's List when they earn a grade point average of 4.00 for 12 or more semester hours of work completed in any semester. College Preparatory courses are not included in the 12 hours.
- Dean's List - Students are named to the Dean's List when they earn a grade point average of 3.50 to 3.99 for 12 or more semester hours of work completed in any semester. College Preparatory courses are not included in the 12 hours.

Academic Probation

All students regardless of admission category, are subject to the academic probation and suspension policies of the College. Students whose cumulative grade point average (G.P.A.) is less than the level stated below will be placed on academic probation.

Attempted	Cumulative G.P.A.
6-20 semester hours	1.50
21-40 semester hours	1.75
41+ semester hours	2.00

Students who are placed on academic probation will be limited to a reduced course load (normally not to exceed 12 semester hours). They must consult an advisor and develop a plan of courses prior to enrollment for the next term. At this time, the students' aptitudes and interests will be reevaluated with respect to future educational plans. In addition to being placed on academic probation, students with grades of 'F' or 'W' for all classes in any semester will be required to meet with an assigned advisor in order to re-enroll.

These students are subject to a severely reduced course load and may be required to attend tutoring sessions or participate in other support service activities.

Continued on Academic Probation

Students who are on academic probation may be continued on probation as long as they maintain a semester grade point average of 2.00 or above for each term of enrollment. The probationary status will be removed when the cumulative grade point average is above the level shown in the table above.

Removed from Academic Probation

A student previously on probation who raises his cumulative grade point average above the level stated, in the table above, will be removed from academic probation and reinstated in good standing.

Academic Suspension

A student who is on academic probation and does not earn at least a 2.00 G.P.A. in the next semester of enrollment will be academically suspended and must remain out of school for one regular semester. Students who return to ANC after an academic suspension are continued on probation and must make a semester grade point average of at least 2.00 for each semester until the probationary status is removed; failure to do so will result in academic suspension. **Courses taken at another college or university during any suspension period may not be transferred to ANC for degree credit.**

Good Standing

A "C" average (2.0 GPA) is considered good standing and is required for the successful completion of all degree and certificate programs. This level is considered satisfactory progress **in all academic programs.**

Petitions Committee

The Petitions Committee is an ad hoc committee which handles student academic appeals. Students may make appeals to this Committee by completing a petition (forms are in the Registrar's Office and [online](#)). Petitions must be discussed with a counselor or faculty adviser prior to submission to the committee. The decision of the Committee is considered final. Students will receive notification of the committee's decision.



Arkansas Northeastern
COLLEGE

Programs of Study

GENERAL EDUCATION PROGRAM

General Education Mission

To offer programs in general education that provide students with the skills and knowledge to succeed in their academic and career paths.

Institutional General Education

The broad knowledge and intellectual concepts as well as the skills and attitudes that ANC believes every student receiving an associate degree should possess.

Institutional Learning Outcomes

Institutional learning outcomes are the goals for learning and development upon which higher education general education programs are based. They can be defined as the knowledge, skills, attitudes, and values that college students will need to be successful in work, family, and community. They are what students should know, understand, and be able to do in order to be an educated person and to meet the demands that the future will place on them.

The achievement of ANC's institutional learning outcomes gives students the learning techniques they need to acquire and apply new knowledge and skills even if they do not retain all the content knowledge of the disciplines or if the content becomes outdated. They are cross-cutting skills; they are addressed both within courses and across the curriculum.

ANC's Institutional Learning Outcomes were developed in 2013-2014 by a committee of faculty representatives from all program areas of the College. The broad knowledge and skills every graduate should possess were grouped into the five major skill areas listed below.

1. Information Literacy

- Students use information legally and ethically.
- Identify and locate resources for the investigation of a topic.
- Analyze and evaluate information for its usefulness and validity.
- Organize information and cite information resources properly.

2. Quantitative Reasoning

- Students apply appropriate quantitative reasoning skills to solve a problem.
- Identify the information needed to clarify and solve the problem.
- Interpret data, perform calculations using the appropriate problem-solving techniques, and analyze the validity of the results.
- Communicate and defend these results to the appropriate audience.

3. Communication Fluency

- Students communicate effectively.
- Compose and present effective prose in argumentative, expository, and/or technical forms to general and specialized audiences.
- Synthesize multiple credible and relevant sources to support a position.

4. Critical Thinking

- Students apply higher-order analytical skills.
- Evaluate the validity of competing hypotheses and apply appropriate skills to make decisions.
- Analyze information to support a chosen position with consideration of consequences.

5. Diversity Awareness

- Students demonstrate awareness of diversity.
- Recognize and respond effectively to cultural biases.
- Acknowledge the contributions made by people with different backgrounds.
- Interact respectfully with persons of diverse backgrounds.
- Adapt behavior to unfamiliar cultural and social perspectives.

General Education Requirements for Degree and Certificate Programs

Categories of general education for degrees and certificates follow the framework developed by the Arkansas Division of Higher Education and are listed below.

General Education Core for Associate Transfer Degrees (35 hours)

English Composition and Mathematics (9 hours)

Rationale: General education skills in writing and mathematics will provide students with the competencies that are required in academic and professional careers. To write and read competently in a critical and organized manner are necessities in the world of college and work. To perform computations, reason logically, and think independently are also essential skills that will aid the student in every college or career endeavor. Students must earn a “C” or above in English Composition I, English Composition II, and College Algebra to receive a degree from ANC.

English Composition (6 hours): (Grade of “C” or above in each)

EN 12003 English Composition I and
EN 12013 English Composition II

Mathematics (3 hours): (Grade of “C” or above)

MA 14043 College Algebra or
MA 14123 Quantitative Reasoning or
higher level math

Natural Sciences (8 hours)

(A minimum of 4 semester hours of life science and 4 semester hours of physical science.)

Rationale: The Natural Sciences provide the opportunity for the development of independent, creative, and logical thinking while enhancing one’s understanding of the effects of the sciences upon the individual, society, and the environment. The information gained from studies in the biological and physical sciences is based upon acute observations, experimentation, and arriving at logical conclusions. The decision-making processes that are used daily in coping with life in a modern society are basically those practiced in all science classes. The historical development of this logical process is an integral part of each science class and, as such, provides the individual with a foundation for continued personal growth.

Life Sciences (Choose one)

BI 14033/14041 General Biology and Lab
BI 14053/14061 Botany and Lab
BI 14073/14081 Zoology and Lab
BI 24003/24011 Anatomy & Physiology I and Lab
BI 24023/24031 Anatomy & Physiology II and Lab
BI 24043/24051 Microbiology and Lab

Physical Sciences (Choose one)

PS 14003/14011 Physical Science and Lab
CH 14023/14031 General Chemistry I and Lab
CH 14043/14051 General Chem II and Lab
PS 24023/24031 General Physics I and Lab
PS 24043/24051 General Physics II and Lab
PS 14043/14051 Physical Geology and Lab

Fine Arts/Humanities (6 hours)

(Select a 3 semester hour integrative course and a 3 semester hour appreciation course)

Rationale: The Humanities provide an integrated view of civilization and society. The universal aspects of human emotions, self-preservation, and self-identity are studied as they have been expressed through the arts to supply answers to the basic questions, “Who am I?” and “Why am I here?” Such study results in flexibility, tolerance, and acceptance of other points of view and allows students to see themselves and their time in perspective. The Humanities also develop appreciation for aesthetic and creative endeavors through active participation in the areas of art, music, and theatre.

Integrative (Choose one):

EN 22003 World Literature I
EN 22013 World Literature II
HU 22003 Humanities through the Arts
PH 22003 Introduction to Philosophy

Appreciation (Choose one):

AR 22003 Art Appreciation
MU 22003 Music Appreciation
TH 22013 Fine Arts Theatre

U.S. History/Government (3 hours)

Rationale: History and social sciences provide the student the opportunity to develop an appreciation of the essential worth of the individual person as a viable and active instrument of change, socially and politically, in the affairs of life. This can be accomplished through an integrated view of civilization, economic development, and social evolution.

Choose one:

HI 23003 The U.S. to 1876

PO 23003 American National Government

HI 23013 The U.S. since 1876

Social Sciences (9 hours)

(Select 3 hours of World Civilization and 6 hours of Social Sciences not already chosen.)

World Civilization (3 hours): Choose one.

HI 13003 World Civilization to 1600

HI 13013 World Civilization since 1600

Social Science (6 hours): Choose two.

HI 13003 World Civilization to 1600

PO 23003 American National Government

HI 13013 World Civilization since 1600

PY 23003 General Psychology

HI 23003 The U.S. to 1876

EC 21003 Macroeconomics

HI 23013 The U.S. since 1876

SO 23013 Introduction to Sociology

General Education for Associate of Applied Science Degrees (15 hours)

A.A.S. degrees require 15 credit hours of general education in the areas of writing, mathematics, social sciences, and computer applications.

English Composition (6 hours)

EN 12003 English Composition I and

EN 12013 English Composition II or

EN 12023 Technical Writing

Mathematics (3 hours)

Mathematical Applications particular to degree program or

MA 14043 College Algebra or

MA 14123 Quantitative Reasoning

Social Sciences (3 hours)

Sociology, Psychology or any introductory social science course in the degree plan appropriate for the field of study.

Computer Applications (3 hours)

CS 11033 Computer Applications or the appropriate course in the degree plan.

General Education for Technical Certificates

The curriculum must require a demonstration of competency in communications (oral and written) and mathematics.

DEGREES AND CERTIFICATES OVERVIEW

Associate of Arts Degree (A.A.)

The Associate of Arts Degree is designed for students who wish to complete the first two years of a baccalaureate degree and transfer to a senior institution. The A.A. Degree requires successful completion of 60 credit hours with a cumulative 2.00 GPA and a “C” or above in English Composition I (EN12003), English Composition II (EN12013), and the degree math requirement (MA14043 College Algebra or MA14123 Quantitative Reasoning).

Associate of Arts in Teaching Degree (A.A.T.)

The Associate of Arts in Teaching degree will be awarded to students who successfully complete a planned program of collegiate level work that is transferable toward a specified baccalaureate degree in teacher education at each participating Arkansas university. This statewide transfer degree is designed to introduce students to the profession of teaching, to increase the number of teacher candidates, to ease transfer from two- to four-year institutions, and to maximize the credit hours taken at the two-year institution. The degree must include the state minimum general education core (35 semester credit hours) that requires courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences. The Associate of Arts in Teaching is designed to align with Arkansas state licensure requirements and consists of 63 semester credit hours. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements. In order to receive the A.A.T., students must pass a state-approved assessment of reading, writing, and mathematical skills.

Associate of Science Degree (A.S.)

The Associate of Science Degree is designed for students who plan to complete a program of study with an occupational objectives with courses that are transferrable toward a specified baccalaureate degree at a college or university. ANC offers A.S. degrees in Business and Childhood Education which require successful completion of 60-64 credit hours and a “C” or above in English Composition I (EN12003), English Composition II (EN12013), and the degree math requirement (MA14043 College Algebra or MA14123 Quantitative Reasoning).

Associate of General Studies Degree (A.G.S.)

The Associate of General Studies Degree is designed to provide flexibility to students whose needs cannot be met by an existing degree. This program includes both fully transferrable courses as well as individual courses which may fulfill requirements for transfer toward a baccalaureate degree, direct employment, or educational enrichment. Students select an area of concentration based upon their interests: Pre-Allied Health, Fine Arts/Performing Arts, Humanities/Social Sciences, and Math/Science. The A.G.S. Degree requires successful completion of 60-66 credit hours with a minimum grade point average of 2.0 and a “C” or above in EN12003 English Composition I, EN12013 English Composition II, and the degree math requirement (MA14043 College Algebra or MA14123 Quantitative Reasoning).

Associate of Applied Science (A.A.S.)

The Associate of Applied Science (A.A.S.) degree will be awarded to students who successfully complete a program of collegiate level work which is primarily designed for direct employment. The program must include a minimum of 15 semester credit hours of general education courses in English/writing, mathematics, social sciences, and computer applications/fundamentals. A minimum of 30-36 semester hours must be in a technical area. An additional component of the program of study should be a technical core of support courses from other related technical disciplines. The curriculum must require demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill degree requirements.

Certificate of General Studies (C.G.S.)

The Certificate of General Studies is designed to recognize 31-38 credit hours of general education core courses successfully completed by students. The program will document the student's mastery of skills and competencies needed to be successful in the workforce and function in today's world. Remedial/developmental education courses must be used for placement purposes only and cannot be used to fulfill certificate requirements.

Technical Certificates (T.C.)

The Technical Certificate is a planned and coherent program of classroom and laboratory/shop work that recognizes the completion of a specified level of competency in an occupational field. Technical Certificates are available in certain technical areas and require 24 to 75 credit hours of course work for completion. Students must earn a grade of "C" or above in each required course. The last 15 credit hours of regular course work for the T.C. must be completed at the College. The T.C. may be a stand-alone program or part of an associate degree curriculum and must require a demonstration of competency in communications (oral and written) and mathematics, and a mastery of skills and knowledge against specified performance standards in a specific area or discipline.

Certificates of Proficiency (C.P.)

The Certificate of Proficiency will be awarded to students who have demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. Programs require 6-21 credit hours of course work for completion, depending on the area of study. Students must earn a grade of "C" or above in each required course. The C.P. may be a stand-alone program or embedded in a technical certificate or associate's degree.

DIVISION OF ARTS AND SCIENCES

The Associate of Arts Degree (AA) is intended to provide a basic foundation for a Bachelor of Arts degree program, while the Associate of Science Degree (AS) is intended to provide a basic foundation for a Bachelor of Science degree program. Students who desire to transfer to a 4-year college or university for these Bachelor Degrees should earn the Associate of Arts or Associate of Science degree because the degrees transfer easily. ANC has transfer agreements that are certified by the admissions staff and the Chief Academic Officer. Students transferring to other colleges and universities should contact the Admissions Office to assure articulation and transfer to fit specific conditions of receiving institutions. Transfer students can begin preparing for careers in fields such as communications, business, education, medicine, mathematics, science, music, and computer science. ANC has formal transfer agreements with all four-year public colleges in Arkansas, Southeast Missouri State University, Franklin University, and other out-of-state colleges and universities. These agreements allow students who complete the Associate of Arts degree at ANC to transfer with junior standing.

Students planning to transfer to a university may choose an associate's degree plan administered by the Division of Arts and Sciences. These include:

- [Associate of Arts](#)
- [Associate of Arts in Teaching](#)
 - Technical Certificate – Teaching
 - Certificate of Proficiency – Teaching
- [Associate of Science – Business](#)
- [Associate of Science – Early Childhood Education](#)

Also administered by the Division is the Associate and Certificate in General Studies programs. The [Associate of General Studies](#) Degree is designed to provide flexibility to students whose needs cannot be met by an existing degree. This program includes both fully transferrable courses as well as individual courses which may fulfill requirements for transfer toward a baccalaureate degree, direct employment, or educational enrichment. The [Certificate of General Studies](#), designed for students who will transfer in one year.

The Associate of Applied Science (AAS) is intended to provide the preparation necessary for potential employment in an occupational specialty. There are usually fifteen credit hours of General Education Core courses and the student must complete the courses required within the specialty.

Certificate programs are usually embedded within an associate degree. Certificate programs generally consist of specific courses whose completion recognizes that a specified level of competency in an occupational field has been obtained. Certificate programs that are usually completed within one to two semesters.

The [Associate of Applied Science in Early Childhood Education](#) is designed to provide training for students interested in employment in the child-care industry. Although not a transfer degree, it is administered by the Coordinator of Education in the Division of Arts and Sciences. This credential will allow graduates to be the lead teachers in a non-public school classroom or in a Head Start classroom. Graduates will also be qualified to serve as a paraprofessional in public school classrooms.

The [Technical Certificate for Child Development](#) is a one year certificate that provides the student with the knowledge and skills needed to work with young children and the families they serve. Students gain necessary knowledge about child growth and learning and get hands-on field experiences. Students also learn strategies that will help the childcare professional succeed in the daily routine and requirements of the work place.

The [Certificate of Proficiency in Early Childhood Education](#) is designed to give the student the basic courses that lay a foundation of knowledge and experience in the field of early childhood. This is a one semester credential that allows students to partially fulfill the requirements of the Child Development Associate (CDA) issued by the CDA Council in Washington, DC.

Associate of Arts Degree (A.A.)

The Associate of Arts Degree is designed for students who wish to complete the first two years of a baccalaureate degree and transfer to a senior institution. The Associate of Arts Degree requires successful completion of 60 credit hours with a minimum cumulative 2.00 GPA and a “C” or above in English Composition I (EN12003), English Composition II (EN12013), and the degree math requirement (MA14043 College Algebra or MA14123 Quantitative Reasoning).

English Composition & Mathematics: 9 hours

- EN12003 English Composition I
- EN12013 English Composition II
- MA14043 College Algebra (STEM major) **OR**
- MA14123 Quantitative Reasoning (Non-STEM major)

Associate of Arts Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236Q	235	235

Life Sciences: Choose one. 4 hours

- BI14033/BI14041 General Biology/Lab
- BI14053/BI14061 Botany/Lab
- BI14073/BI14081 Zoology/Lab
- BI24003/BI24011 Anatomy & Phys I/Lab
- BI24023/BI24031 Anatomy & Phys II/Lab
- BI24043/BI24051 Microbiology/Lab

Physical Sciences: Choose one. 4 hours

- PS14003/PS14011 Physical Science/Lab
- PS14043/PS14051 Physical Geology/Lab
- CH14023/CH14031 General Chem I/Lab
- CH14043/CH14051 General Chem II/Lab
- PS24023/PS24031 General Physics I/Lab
- PS24043/PS24051 General Physics II/Lab
- CH14133/CH14141 Chemistry for General Ed

Fine Arts/Humanities: 6 hours

- Appreciative: Choose one. 3 hours*
- AR22003 Art Appreciation
 - MU22003 Music Appreciation
 - TH22013 Fine Arts Theatre

Integrative: Choose one. 3 hours

- EN22003 World Literature I
- EN22013 World Literature II
- PH22003 Intro to Philosophy

US History/Government: Choose one. 3 hours

- HI23003 The U.S. to 1876
- HI23013 The U.S. since 1876
- PO23003 American Nat. Gov.

Social Sciences: 9 hours

World Civilization: Choose one: 3 hours

- HI13003 World Civ to 1600
- HI13013 World Civ since 1600

Social Science: 6 hours

Choose two not yet taken:

- EC21003 Macroeconomics
- HI13003 World Civ to 1600
- HI13013 World Civ since 1600
- HI23003 The U.S. to 1876
- HI23013 The U.S. since 1876
- PO23003 American Nat. Gov.
- PY23003 General Psychology
- SO23013 Intro to Sociology

Institutional Requirements 7 hours

- PY13002 Academic & Career Enrichment
- PE17112 Fitness for Life
- SP12103 Intro to Communications

Directed Electives 18 hours

Select courses, not already taken, from the courses listed on the following page to fulfill requirements.

TOTAL AA DEGREE CREDIT HOURS 60

Associate of Arts Degree - Directed Electives (18 hrs.)

Directed elective courses must be from the Arkansas Course Transfer System (ACTS).

Select courses from the following not already taken to fulfill degree requirements:

Course number	Course name	ACTS course number	Course number	Course name	ACTS course number
AN23003	Introduction to Anthropology	ANTH1013	LA12013	Spanish II	SPAN1023
AR22003	Art Appreciation	ATRA1003	MA14043	College Algebra	MATH1103
BI14033/BI14041	General Biology and Lab	BIOL1004	MA14123	Quantitative Reasoning	MATH1113
BI14053/BI14061	Botany and Lab	BIOL1034	MA14053	Plane Trigonometry	MATH1203
BI14073/BI14081	Zoology and Lab	BIOL1054	MA14065	Pre-Calculus*	MATH1305
BI24043/BI24051	Microbiology and Lab	BIOL2004	MA14033	Introduction to Statistics	MATH2103
BI24003/BI24011	Anatomy and Physiology I and Lab	BIOL2404	MA24073	Business Calculus	MATH2203
BI24023/BI24031	Anatomy and Physiology II and Lab	BIOL2414	MA24015	Calculus I	MATH2405
CH14023/CH14031	General Chemistry I and Lab	CHEM1414	MA24025	Calculus II	MATH2505
CH14043/CH14051	General Chemistry II and Lab	CHEM1424	MA24033	Calculus III	MATH2603
CH14133/CH14141	Chemistry for General Education	CHEM1004	MU22003	Music Appreciation	MUSC1003
CJ15003	Introduction to Criminal Justice	CRJU1023	PH22003	Introduction to Philosophy	PHIL1103
CS11033	Computer Applications	CPSI1003	PS14003/PS14011	Physical Science and Lab	PHSC1004
EC21003	Macroeconomics	ECON2103	PS14043/PS14051	Physical Geology and Lab	GEOL1114
EC21013	Microeconomics	ECON2203	PS24023/PS24031	General Physics I and Lab	PHYS2014
EN12023	Technical Writing	ENGL2023	PS24043/PS24051	General Physics II and Lab	PHYS2024
EN22003	World Literature I	ENGL2113	PS24123/PS24131	Fundamental Physics I and Lab	PHYS2034
EN22013	World Literature II	ENGL2123	PS24143/PS24151	Fundamental Physics II and Lab	PHYS2044
GE23003	Introduction to Geography	GEOG1103	PO23003	American National Government	PLSC2003
HI13003	World Civilization to 1600	HIST1113	PY23003	General Psychology	PSYC1103
HI13013	World Civilization since 1600	HIST1123	PY23023	Developmental Psychology	PSYC2103
HI23003	The U.S. to 1876	HIST2113	SO23013	Introduction to Sociology	SOCI1013
HI23013	The U.S. since 1876	HIST2123	SO23043	Social Problems	SOCI2013
LA12023	French I	FREN1013	SP12103	Intro to Communications	SPCH1003
LA12033	French II	FREN1023	TH22013	Fine Arts Theatre	DRAM1003
LA12003	Spanish I	SPAN1013			

***Note:** No credit will be given if the student has already taken College Algebra and Plane Trigonometry.

Associate of General Studies Degree (A.G.S.)

The Associate of General Studies Degree is designed to provide flexibility to students whose needs cannot be met by an existing degree. This program includes both fully transferrable courses as well as individual courses which may fulfill requirements for transfer toward a baccalaureate degree, direct employment, or educational enrichment. Students select one area of concentration based upon their interests: Pre-Allied Health, Arts/Humanities, Social Sciences, Math/Science, and Computer Technologies. The Associate of General Studies Degree requires successful completion of 60-66 credit hours with a minimum grade point average of 2.0 and a "C" or above in EN12003 English Composition I, EN12013 English Composition II, and the degree math requirement (MA14043 College Algebra or MA14123 Quantitative Reasoning).

Language/Communications: 9 hours

EN12003 English Composition I
 EN12013 English Composition II
 SP12103 Intro to Communication

Mathematics: Choose one. 3 hours

MA14043 College Algebra (STEM majors) or
 MA14123 Quantitative Reasoning (Non-STEM majors)

Life Sciences: Choose one. 4 hours

BI14033/BI14041 General Biology/Lab
 BI14053/BI14061 Botany/Lab
 BI14073/BI14081 Zoology/Lab
 BI24003/BI24011 Anatomy & Phys I/Lab
 BI24023/BI24031 Anatomy & Phys II/Lab
 BI24043/BI24051 Microbiology/Lab

Physical Sciences: Choose one. 4 hours

PS14003/PS14011 Physical Science/Lab
 PS14043/PS14051 Physical Geology/Lab
 CH14023/CH14031 General Chem I/Lab
 CH14043/CH14051 General Chem II/Lab
 CH14133/CH14141 Chemistry for General Ed
 PS24023/PS24031 General Physics I/Lab
 PS24043/PS24051 General Physics II/Lab

Humanities: Choose one. 3 hours

AR22003 Art Appreciation
 MU22003 Music Appreciation
 TH22013 Fine Arts Theatre

Literature: Choose one. 3 hours

EN22003 World Literature I
 EN22013 World Literature II

Social Sciences: 9 hours

World Civilization: Choose one: 3 hours
 HI13003 World Civ to 1600
 HI13013 World Civ since 1600

Associate of General Studies Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236Q	235	235

US History: Choose one: 3 hours

HI23003 The U.S. to 1876
 HI23013 The U.S. since 1876

Social Science: Choose one: 3 hours

PO23003 American Nat. Gov.
 PY23003 General Psychology
 SO23013 Intro to Sociology
 AN23003 Intro to Anthropology
 GE23003 Intro to Geography
 PH22003 Intro to Philosophy
 CJ15003 Intro to Criminal Justice
 SO23043 Social Problems

Institutional Requirements 4 hours

PY13002 Academic and Career Enrichment
 PE17112 Fitness for Life

AGS General Education Hours: 39 hours

Areas of Concentration 21-27 hours

Pre-Allied Health AH, BI, CH, CS, PY, MA, SO
 Arts/Humanities AN, AR, EN, HI, HU, MU, PH, TH
 Social Sciences AN, CJ, EC, GE, HI, PO, PY, SO
 Mathematics/Science BI, CH, MA, PS, CS
 Computer Technologies CS, AC, BU

TOTAL AGS DEGREE CREDIT HOURS 60-66

Certificate of General Studies (C.G.S.)

The Certificate of General Studies is designed to recognize successful completion of 31-32 hours of specified general education core courses (first year of an AA/AGS transfer degree). Students pursuing the Certificate of General Studies must satisfy all assessment, remediation, and prerequisite course requirements. Developmental coursework must be used for placement purposes only and cannot be used to fulfill certificate requirements.

Certificate of General Studies Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236Q	235	235

<p>English and Communication: 9</p> <p>EN12003 English Composition I EN12013 English Composition II SP12103 Intro to Communication</p>	<p>U.S. History or American Government 3</p> <p>HI23003 The U.S. to 1876 HI23013 The U.S. Since 1876 PO23003 American National Government</p>
<p>Science and Technology: 7</p> <p>Must choose at least one lab science course. BI14003/BI14041 General Biology/Lab BI14053/BI14061 Botany/Lab BI14073/BI14081 Zoology/Lab BI24003/BI24011 Anatomy & Phys I/Lab BI24023/BI24031 Anatomy & Phys II/Lab BI24043/BI24051 Microbiology/Lab PS14003/PS14011 Physical Science/Lab PS14043/PS14051 Physical Geology/Lab CH14023/CH14031 General Chemistry I/Lab CH14043/CH14051 General Chem II/Lab PS24023/PS24031 General Physics I/Lab PS24043/PS24051 General Physics II/Lab CH14133/CH14141 Chemistry for Gen Ed/Lab CS11033 Computer Applications</p>	<p>Choose one. 3</p> <p>PY23003 General Psychology SO23013 Introduction to Sociology</p> <p>Social Science Elective: 3</p> <p><i>Choose one.</i> HI13003 World Civilization to 1600 HI13013 World Civilization Since 1600 HI23003 The U.S. to 1876 HI23013 The U.S. Since 1876 SO23013 Introduction to Sociology PY23003 General Psychology EC21003 Macroeconomics PO23003 American National Government</p>
<p>Mathematics: Choose one. 3</p> <p>MA14043 College Algebra (STEM majors) or MA14123 Quantitative Reasoning (Non-STEM majors)</p>	<p>Fine Arts/Humanities Elective: 3</p> <p><i>Choose one.</i> AR22003 Art Appreciation MU22003 Music Appreciation EN22003 World Literature I EN22013 World Literature II</p>

Total Hours **31-32**

Associate of Science - Business Degree

The Associate of Science in Business Degree is designed for students who wish to complete the first two years of a business-related bachelor's degree and then transfer to a four-year college or university. This degree program includes both general education courses and core business courses. The Associate of Science in Business Degree requires successful completion of 64 credit hours with a minimum grade point average of 2.0 and a "C" or above in EN12003 English Composition I, EN12013 English Composition II, MA14043 College Algebra and MA24073 Business Calculus.

Students pursuing this degree must satisfy all remediation and prerequisite course requirements in addition to the courses listed below. The following sequencing of courses is recommended for full-time students who have completed all prerequisites. Many individuals, especially part-time students and those taking college preparatory courses will require additional semesters of study. Consult with your advisor each semester to determine an appropriate schedule.

AS Business Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236Q	235	235

	<u>Credit Hours</u>		<u>Credit Hours</u>
FALL SEMESTER – 17 credit hours		FALL SEMESTER – 16 credit hours	
PY13002 Academic & Career Enrichment	2	AC21003 Principles of Accounting I	3
EN12003 English Composition I	3	EC21003 Macroeconomics	3
MA14043 College Algebra	3	BU11013 Legal Environment of Business	3
CS11033 Computer Applications	3	PS14003/PS14011 Physical Science & Lab	4
AR22003 Art Appreciation <u>OR</u>		OT21003 Business Communications	3
MU22003 Music Appreciation <u>OR</u>		SPRING SEMESTER – 15 credit hours	
TH22013 Fine Arts Theatre	3	AC21013 Principles of Accounting II	3
SO23013 Introduction to Sociology	3	PO23003 American National Government <u>OR</u>	
SPRING SEMESTER – 16 credit hours		HI23003 U.S. to 1876 <u>OR</u>	
EN12013 English Composition II	3	HI23013 U.S. since 1876	3
MA24073 Business Calculus	3	EN22003 World Literature I <u>OR</u>	
BI14033/BI14041 General Biology & Lab	4	EN22013 World Literature II	3
SP12103 Introduction to Communication	3	BU21013 Business Statistics	3
HI13003 World Civilization to 1600 <u>OR</u>		EC21013 Microeconomics	3
HI13013 World Civilization since 1600	3		
		TOTAL DEGREE CREDIT HOURS	64

Associate of Arts in Teaching

The Associate of Arts in Teaching is designed for students who are interested in transferring to a senior institution and completing a Bachelor's degree in Teaching. This degree will transfer to any four-year institution in the state of Arkansas. Students seeking the AAT gain the foundational knowledge and field experiences needed to work with children in grades kindergarten through sixth. Students completing this degree will also receive the required general education coursework required of other institutions. To receive this associate degree students must earn a grade of "C" or better in English Composition I, English Composition II, and Quantitative Reasoning OR College Algebra.

Note: Completing the Associate of Arts in Teaching degree at ANC does not guarantee admission to teacher education programs at four-year receiving institutions. Students planning to transfer to other colleges and universities should contact the transfer institution in advance regarding degree and admission requirements for transfer into their bachelor degree education program.

AA Teaching Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Next Gen	236A	235	235

Fall Semester	Credit Hours	Fall Semester	Credit Hours
EN12003 English Comp I	3	EN12013 English Composition II	3
MA14123 Quantitative Reasoning OR	3	PS14003/PS14011 Physical Science/Lab	4
MA 14043 College Algebra		HI23003 US History to 1876 OR	3
ED23133 Child Growth and Learning	3	HI23013 US History Since 1876	
ED23003 Intro to Teaching	3	MA24043 Math for Teachers II	3
ED23103 Intro to Ed. Tech	<u>3</u>	GE23003 Introduction to Geography	<u>3</u>
Total Semester Credit Hours	15	Total Semester Credit Hours	16
Spring Semester		Spring Semester	
BI14033/BI14041 General Biology/Lab	4	CH14133/CH14141 Chem. For Gen Ed/Lab	4
SP12103 Introduction to Communications	3	ED23033 Survey of Exceptional Child	3
HI13003 World Civ. Since 1600 OR	3	AR22003 Art Appreciation OR	3
HI13013 World Civ. Since 1600		MU22003 Music Appreciation OR	
PO23003 American National Government	3	SP22013 Fine Arts Theatre	
MA24003 Math for Teachers I	<u>3</u>	EN22003 World Lit. I OR	3
Total Semester Credit Hours	16	EN22013 World Lit. II	
		HI23023 Arkansas History	<u>3</u>
		Total Semester Credit Hours	16
		TOTAL DEGREE CREDIT HOURS	63

Technical Certificate in Teaching

The Technical Certificate in Teaching is a designed pathway for students wanting to pursue a career in teaching elementary education. The student will gain the foundational knowledge and field experiences needed to work with school age children. The Technical Certificate recognizes 15 hours of specific education coursework, as well as 16 hours of general education coursework that is required on the Associate of Arts in Teaching and beyond. Students must earn a grade of "C" or better in English Composition I and the math requirement.

TC Teaching Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Next Gen	236A	235	235

General Education Requirements	Credit Hours	*Elective Options:
EN12003 English Comp I	3	HI13003 World Civ. Since 1600
MA14123 Quantitative Reasoning OR	3	HI13013 World Civ. Since 1600
MA14043 College Algebra		PO23003 American National Government
BI14033/BI14041 General Biology/Lab	4	HI23003 US History to 1876
SP12103 Introduction to Communications	3	HI23013 US History Since 1876
General Education Elective*	<u>3</u>	GE23003 Introduction to Geography
Total Semester Credit Hours	16	AR22003 Art Appreciation
		MU22003 Music Appreciation
Major Requirements		SP22013 Fine Arts Theatre
ED23003 Intro to Teaching	3	EN 22003 World Lit. I
ED23103 Intro to Ed. Tech	3	EN22013 World Lit. II
ED23133 Child Growth and Learning	3	HI23023 Arkansas History
MA24003 Math for Teachers I	3	
MA24043 Math for Teachers II	<u>3</u>	
Total Semester Credit Hours	15	
Total Credit Hours Required	31	

Certificate of Proficiency in Teaching

The Certificate of Proficiency in Teaching is a 9-credit hour credential that is designed for students wanting to enter the teaching profession. This CP helps create a beginning pathway for students wanting to obtain higher credentials in education, and eventually obtain a teaching license. The student will gain valuable field experiences and knowledge about teaching roles and responsibilities.

TC Teaching Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Next Gen	236A	235	235

	Credit Hours
ED23003 Intro to Teaching	3
ED23103 Intro to Ed. Tech	3
General Education Elective*	<u>3</u>
Total Credit Hours Required	9

***Elective Options:**

EN12003 English Comp I	3
MA14123 Quantitative Reasoning	3
MA14043 College Algebra	3

Associate of Science Degree – Early Childhood Education: Elementary, K-6 Option

This two-year Associate of Science Degree in Childhood Education is designed for the student who is interested in transferring to a senior institution and completing a Bachelor of Science in Elementary Education at the K-6 grade levels. This program combines a broad background of courses in elementary education with a concentration in specific areas of emphasis in addition to a sound liberal arts education. To receive an associate's degree, students must have a grade point average of 2.0 and a "C" or above in English Composition I, English Composition II, and College Algebra.

Prior to admission into the Teacher Education Program at Arkansas State University, all students must have a minimum passing score on the Praxis Core tests for reading, mathematics, and writing and an overall GPA of 2.7 or higher OR minimum ACT scores in reading, math, writing and overall composite.

Note: Completing the Associate of Science in Childhood Education degree at ANC does not guarantee admission to teacher education programs at four-year receiving institutions. Students planning to transfer to other colleges and universities should contact the transfer institution in advance regarding degree and admission requirements for transfer into their bachelor degree education program.

AS Childhood Education Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236A	235	235

General Education Requirements 41

PY13002 Academic/Career Enrichment

English/Communications/Mathematics

EN12003 English Composition I

EN12013 English Composition II

SP12103 Intro to Communication

MA14123 Quantitative Reasoning **OR**

MA14103 College Algebra

Natural and Physical Sciences

BI14033/BI14041 General Biology/Lab

PS14003/PS14011 Physical Science/Lab

Gen Ed Science Elective/Lab (4 hours)

BI24003/BI24011 Anatomy & Physiology I/Lab

BI24023/BI24031 Anatomy & Physiology II/Lab

BI24043/BI24051 Microbiology/Lab

CH14023/CH14031 General Chemistry I/Lab

CH14133/CH14141 Chemistry for General Edu/Lab

PS14043/PS14051 Physical Geology/Lab

Literature: Choose one:

EN22003 World Literature I

EN22013 World Literature II

World Civilization: Choose one:

HI13003 World Civilization to 1600

HI13013 World Civilization since 1600

U.S. History/Government

HI23003 The U.S. to 1876 **OR**

HI23013 The U.S. since 1876

PO23003 American National Government

Appreciative Fine Arts: Choose one:

AR22003 Art Appreciation

MU22003 Music Appreciation

TH22013 Fine Arts Theatre

Major Requirements 24

ED23103 Intro to Ed. Tech.

ED23003 Intro to Teaching

ED23033 Survey of Exceptional Children

ED23133 Child Growth and Learning

MA24003 Math for Teachers I

MA24043 Math for Teachers II

GE23003 Intro to Geography

HI23023 Arkansas History

Total Credit Hours

65

Associate of Science Degree – Early Childhood Education: Elementary, Midlevel Option

This two-year Associate of Science Degree in Childhood Education is designed for the student who is interested in transferring to a senior institution and completing a Bachelor of Science in Elementary Education for Midlevel. This program combines a broad background of courses in elementary education with a concentration in specific areas of emphasis in addition to a sound liberal arts education. To receive an associate's degree, students must have a grade point average of 2.0 and a "C" or above in English Composition I, English Composition II, and College Algebra.

Prior to admission into the Teacher Education Program at Arkansas State University, all students must have a minimum passing score on the Praxis Core tests for reading, mathematics, and writing and an overall GPA of 2.7 or higher OR minimum ACT scores in reading, math, writing and overall composite.

Note: Completing the Associate of Science in Childhood Education degree at ANC does not guarantee admission to teacher education programs at four-year receiving institutions. Students planning to transfer to other colleges and universities should contact the transfer institution in advance regarding degree and admission requirements for transfer into their bachelor degree education program.

<p>General Education Requirements PY13002 Academic/Career Enrichment</p> <p>English/Communications/Mathematics EN12003 English Composition I EN12013 English Composition II SP12103 Intro to Communication MA14123 Quantitative Reasoning (ELA/SS) or MA14103 College Algebra (MA/SC)</p> <p>Natural and Physical Sciences BI14033/BI14041 General Biology/Lab PS14003/PS14011 Physical Science/Lab</p> <p>Literature: Choose one: EN22003 World Literature I EN22013 World Literature II</p> <p>World Civilization: Choose one: HI13003 World Civilization to 1600 HI13013 World Civilization since 1600</p> <p>U.S. History/Government HI23003 The U.S. to 1876 OR HI23013 The U.S. since 1876 PO 23003 American National Government</p> <p>Appreciative Fine Arts: Choose one: AR22003 Art Appreciation MU22003 Music Appreciation TH22013 Fine Arts Theatre</p> <p>Major Requirements ED23103 Intro to Ed. Tech. ED23003 Intro to Teaching ED23033 Survey of Exceptional Children HI23023 Arkansas History</p>	<p>Credit Hours</p> <p>2</p> <p>12</p> <p>8</p> <p>3</p> <p>3</p> <p>6</p> <p>3</p> <p>12</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="4" style="text-align: center;">AS Childhood Education Minimum Scores Required</th> </tr> <tr> <th></th> <th style="text-align: center;">Math</th> <th style="text-align: center;">English</th> <th style="text-align: center;">Reading</th> </tr> </thead> <tbody> <tr> <td>ACT</td> <td style="text-align: center;">15</td> <td style="text-align: center;">15</td> <td style="text-align: center;">15</td> </tr> <tr> <td>Accuplacer</td> <td style="text-align: center;">47A/37E</td> <td style="text-align: center;">67</td> <td style="text-align: center;">53</td> </tr> <tr> <td>Next Gen</td> <td style="text-align: center;">236Q</td> <td style="text-align: center;">235</td> <td style="text-align: center;">235</td> </tr> </tbody> </table> <p>Specialty Electives: Choose 2 content areas:</p> <p>English Language Arts (ELA) 6 EN22003 World Lit I or EN22013 World Lit II EN22083 Intro to Poetry & Drama or EN22093 Intro to Fiction</p> <p>Mathematics (MA) 9 MA24003 Math for Teachers I MA24043 Math for Teachers II MA24073 Business Calculus OR MA14123 Quantitative Reasoning</p> <p>Science (SC) 7 CH14003 Survey of Chemistry PS14043/PS14051 Physical Geology/Lab</p> <p>Social Studies (SS): Complete 6 hours if chosen with Math; complete 9 hours if chosen with Language Arts or Science: GE23003 Intro to Geography HI23003 or HI23013 The U.S. to or since 1876 HI13003 or HI13013 World Civ to or since 1600 EC21003 Macroeconomics EC21013 Microeconomics</p> <p>TOTAL CREDIT HOURS 62-65</p>	AS Childhood Education Minimum Scores Required					Math	English	Reading	ACT	15	15	15	Accuplacer	47A/37E	67	53	Next Gen	236Q	235	235
AS Childhood Education Minimum Scores Required																						
	Math	English	Reading																			
ACT	15	15	15																			
Accuplacer	47A/37E	67	53																			
Next Gen	236Q	235	235																			

Associate of Applied Science Degree - Early Childhood Education

This two-year Associate of Applied Science Degree in Early Childhood Education is designed to provide training to students employed or interested in being employed in the child-care or public-school instructional assistance profession. Students will complete a minimum of 60 hours of college credit courses which will educate, train, and provide field experience in early childhood education. The goal of the program is to provide instruction in the basic competencies of early childhood education. The Associate of Applied Science Degree in Early Childhood Education requires successful completion of 61 credit hours with a minimum grade point average of 2.0 and a "C" or above in English Composition I, English Composition II, and the math requirement.

AAS Early Childhood Education Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236A/236Q	235	235

General Education Core Courses

EN12003 English Composition I	3
EN12013 English Composition II	3
PY23003 General Psychology	3
PE17112 Fitness for Life	2
PY13002 Academic and Career Enrichment	2

Mathematics

MA14123 Quantitative Reasoning	3
MA14043 College Algebra	

OR

Humanities (Choose one)

SP12103 Intro to Communication	3
AR22003 Art Appreciation	3
MU22003 Music Appreciation	3

Early Childhood Development Core

ED23013 Survey of Early Childhood	3
ED23133 Child Growth/Learning	3
ED13103 Environment/Young Children	3
ED13153 Advanced Field Experience	3

Early Childhood Education Core

ED13013 Curriculum/Materials/Preschool	3
ED13053 Curriculum/Materials/Infants & Toddlers	3
ED13043 Child Guidance	3
ED13123 Childcare Practicum/Orientation	3
ED13143 Literacy/Lang Arts for Early Childhood	3
ED 13163 Math/Science for Early Childhood	3
ED 23103 Intro to Ed Technology	3
ED 13173 Future Perspectives in Early Childhood	3

Additional Electives (Choose 2)

ED 13023 Health/Safety/Nutrition	6
ED 13063 Program Planning/Management	
ED 23033 Survey of Exceptional Children	

TOTAL CREDIT HOURS

61

Note:

New students that have not completed the CP in Early Childhood at ANC but have a valid CDA license should visit with the Education Program Coordinator regarding PLA credit.

Credit earned via PLA will not apply toward awarding a CP in Early Childhood but will apply toward the completion of the AAS.

Technical Certificate – Child Development

The Technical Certificate for Child Development is a one-year certificate that provides the student with the knowledge and skills needed to work with young children and the families they serve. Students gain necessary knowledge about child growth and learning and get hands-on field experiences. Students also learn strategies that will help the childcare professional succeed in the daily routine and requirements of the work place. The technical certificate builds on the certificate of proficiency, and contains courses embedded in the Associate of Applied Science degree in Early Childhood Education. Students must earn a grade of “C” or above in each required course in order to receive a technical certificate from ANC.

TC Child Development Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Next Gen	236A/236Q	235	235

	Credit Hours
Fall Semester	
PY13002 Academic & Career Enrichment	2
EN12003 English Composition I	3
ED23013 Survey of Early Childhood Education	3
ED23133 Child Growth and Learning	3
ED13103 Environments for the Young Child	3
ED13153 Advanced Field Experience	<u>3</u>
Total Credit Hours	17
Spring Semester	
MA14123 Quantitative Reasoning OR	3
MA14073 Math for Technical Programs	
ED13043 Child Guidance	3
ED13123 Childcare Practicum and Orientation	3
ED13023 Health, Safety, Nutrition	3
ED23033 Survey of Exceptional Children	<u>3</u>
Total Credit Hours	15
 Total Credit Hours	 32

Certificate of Proficiency – Early Childhood Education

The Certificate of Proficiency in Early Childhood contains the foundation courses for a person wishing to pursue a career in early childhood (birth through preschool). Students will learn about the Child Development Associate (CDA) application process and the necessary steps to obtain the CDA. Students interested in obtaining the CDA credential through the CDA Council in Washington, D.C., should go to the website, www.cdacouncil.org, for information on all requirements. ANC does not issue the CDA credential.

The following courses are required for the Certificate of Proficiency in Early Childhood. Students must earn a grade of “C” or above in each of the required courses in order to receive a certificate of proficiency from ANC. (This series of courses also partially provides the training required to apply for the CDA Credential.)

Coursework/Training	Hours
ED23133 Child Growth and Learning	3
ED13103 Environments/Young Children	3
ED23013 Survey of Early Childhood Ed	3
ED13153 Advanced Field Experience*	<u>3</u>
TOTAL CREDIT HOURS	12

CP Early Childhood Minimum Scores Required			
	Math	English	Reading
ACT	13	13	13
Accuplacer	30A	54	36
Next Gen	216A	224	224

Other Requirements

*All students must have a clear child maltreatment background check and a clear criminal background check before field placement begins.

**Any fees beyond ANC’s tuition and fees will be the responsibility of the student.

DIVISION OF ALLIED TECHNOLOGIES

Career and Technical Education Degrees & Certificates/Workforce Training

Many students enroll in courses leading to certification or to the Associate of Applied Science Degree to obtain the necessary skills for a particular occupation or enhance their skills so that they can advance in their jobs. Career programs can be completed in one semester, one year (certificate) or two years (degree).

Career and Technical Education programs (CTE) are administered by the Division of Allied Technologies. The Division strives to provide associate degree and certificate students with occupational skills necessary for success in the workplace through a carefully sequenced curriculum. In addition, the programs have been designed to prepare students to work effectively with others, to solve problems, to make decisions, and to adapt to change. A goal of the Division is to create an environment that promotes life-long learning, respect for diversity, and ethical and professional behavior. Programs administered by ANC's Division of Allied Technologies are as follows:

Associate of Applied Science

- [Computer Information Systems](#)
- [Criminal Justice](#)
- [Office Management](#)
- [Advanced Manufacturing](#)
- [Aviation Maintenance](#)
- General Technology
 - [Air Conditioning and Refrigeration Option](#)
 - [Welding Option](#)
- [Steel Industry Technology](#)

Technical Certificate

- [Administrative Support](#)
- [Air Conditioning and Refrigeration](#)
- [Aviation Maintenance](#)
- [Welding](#)

Certificates of Proficiency

- [Criminal Justice](#)
- [Clerical Support](#)
- [Advanced Manufacturing](#)
- [Air Conditioning and Refrigeration](#)
- [Construction Technology](#)
- [General Aviation](#)
- [General Industrial Technology](#)
- [Industrial Electrical Systems](#)
- [Welding](#)
- [Entrepreneurship](#)
- [Contact Center Operations & Customer Service](#)

All candidates for an Associate of Applied Science degree must have a cumulative grade point average of 2.0 in order to graduate. In addition, students are required to have a cumulative grade point average of 2.0 in all courses listed as major requirements. Students must also have a grade of C or above in EN12003 English Composition I, EN12013 English Composition II, and MA14043 College Algebra or MA14123 Quantitative Reasoning.

Outcomes Assessment

All Allied Technologies program majors must take the proficiency exam adopted for the specific program area, if one is required, before being awarded an Associate's degree.

Professional Credentials/Certification Testing

Some students have an opportunity to enhance their professional credentials by successfully passing certification examinations from nationally recognized entities such as Microsoft Corporation. All students may sit for various national certification examinations on campus at the College's Testing Center.

All tests are scheduled on an appointment basis. Please see the Allied Technologies Division for more information about testing and consult your Financial Aid Advisor regarding possible financial assistance with examination costs. The following computer certification examinations are available through the College's Testing Center.

Microsoft Word \$100 Microsoft PowerPoint \$100 Microsoft Excel \$100 Microsoft Access \$100

[To view Workforce Training, click here](#)

Associate of Applied Science Degree - Computer Information Systems

This program is designed for students who wish to enter the information technology field. The program provides an individual with a solid foundation in computer hardware and software, personal computer maintenance, programming, networking, and web page design. Students earning this degree may enter into a variety of occupations in a number of different industries such as education, manufacturing, health care, telecommunications or finance. The Associate of Applied Science Degree in Computer Information Systems requires successful completion of 60 credit hours with a minimum grade point average of 2.0 and a “C” or above in English Composition I, Technical Writing (or English Comp II), and the math requirement.

	Credit Hours
Fall Semester	
CS11533 Intro. to Computer Information Systems	3
CS21443 Computer Hardware/Software	3
CS11044 Intro. To Networks	4
CE11003 Workplace Essentials	3
CS11033 Computer Applications	<u>3</u>
Total Credit Hours	16

Spring Semester	
CS11054 Switching, Routing, & Wireless Essentials	4
CS21343 Server Administration	3
CS21094 Database Management	4
MA14123 Quantitative Reasoning OR MA 14043 College Algebra	<u>3</u>
Total Credit Hours	14

Fall Semester	
EN12003 English Composition I	3
CS21463 Website Design	3
CS21043 Introduction to Coding	3
CS22003 Mobile Application Development	3
Social Science Elective:	<u>3</u>
SO23013 Introduction to Sociology	
SO23043 Social Problems	
PY23003 General Psychology	
Total Credit Hours	15

Spring Semester	
CS22013 Linux Essentials	3
CS21473 Intro to Cybersecurity	3
CS22023 Cyberdefense	3
BU11023 Decision Strategies	3
EN12023 Technical Writing OR EN12013 English Composition II	<u>3</u>
Total Credit Hours	15

TOTAL DEGREE CREDIT HOURS **60**

AAS Computer Information Systems Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236A/236Q	235	235

Technical Certificate - Computer Information Systems

The Technical Certificate in Computer Information Systems presents a basic foundation of knowledge in computer hardware, software, and networking. This one-year certificate provides a broad base of knowledge in information technology and individuals with this certificate are prepared to become valuable members as part of an IT team in business and industry. All courses in a Computer Information Systems Certificate of Proficiency can be applied toward the Technical Certificate in Computer Information Systems and courses in the Technical Certificate in Computer Information Systems can be applied toward the Associate of Applied Science degree in Computer Information Systems. Students must earn a "C" or above in each required course in order to receive a technical certificate from Arkansas Northeastern College.

	Credit Hours
Fall Semester	
CS11533 Intro. to Computer Information Systems	3
CS21443 Computer Hardware/Software	3
CS11044 Introduction to Networks	<u>4</u>
Total Credit Hours	10
Spring Semester	
CS11054 Switching, Routing, & Wireless Essentials	4
CS21343 Server Administration	3
CS21094 Database Management	4
CS11033 Computer Applications	<u>3</u>
Total Credit Hours	14
Total Certificate Credit Hours:	24

TC Computer Information Systems			
Minimum Scores Required			
	Math	English	Reading
ACT	15	13	13
Next Gen	236A	224	224

Certificates of Proficiency - Computer Information Systems

A certificate of proficiency in one of the following Computer Information Systems topics of study provides students with concentrated study in one of these fields: coding, networking or computer repair/maintenance. Essential workplace skills are also covered. The courses in one of the Certificates of Proficiency in Computer Information Systems can be applied toward the Technical Certificate or Associate of Applied Science degree in Computer Information Systems. Students must earn a “C” or above in each required course in order to receive a certificate of proficiency from Arkansas Northeastern College.

Certificate of Proficiency – Computer Fundamentals

CS11533 Intro to Computer Information Systems	3
CS21443 Computer Hardware / Software	3
CS11044 Intro to Networks	<u>4</u>
	10

CP Computer Information Systems Minimum Scores Required			
	Math	English	Reading
ACT	13	13	13
Next Gen	216A	224	224

Certificate of Proficiency – Computer Information Systems

CS11054 Switching, Routing, and Wireless Essentials	4
CS21343 Server Administration	3
CS21094 Database Management	4
CS11033 Computer Applications	<u>3</u>
	14

Certificate of Proficiency – Computer Coding

CS21463 Website Design	3
CS21043 Intro to Coding	3
CS22003 Mobile Application Development	<u>3</u>
	9

Certificate of Proficiency – Ethics and Security

CS22013 Linux Essentials	3
CS21473 Intro to Cybersecurity	3
CS22023 Cyberdefense	<u>3</u>
	9

Associate of Applied Science Degree - Criminal Justice

This two-year Associate of Applied Science Degree in Criminal Justice is designed to prepare students, with or without experience, for entry-level jobs in criminal justice fields such as law enforcement, the court system, corrections, and security. The program combines a broad background of courses in the area of law enforcement, corrections, and criminal law with a sound liberal arts education. Employment opportunities for graduates are available in city, county, and state agencies, as well as private industry and the armed forces. The Associate of Applied Science Degree in Criminal Justice requires successful completion of 60 credit hours with a minimum grade point average of 2.0 and “C” or above in English Composition I, Technical Writing and the math requirement.

	Credit Hours
Fall Semester	
PY13002 Academic & Career Enrichment	2
EN12003 English Composition I	3
MA14123 Quantitative Reasoning OR MA14043 College Algebra	3
CJ15003 Introduction to Criminal Justice	3
CS11033 Computer Applications	3
Total Credit Hours	14

AAS Criminal Justice Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236A/236Q	235	235

SPRING SEMESTER

EN12023 Technical Writing OR EN12013 English Composition II	3
CJ15103 Terrorism	3
BU11023 Decision Strategies	3
CJ15013 Introduction to Corrections	3
Approved Elective*	3
Total Credit Hours	15

FALL SEMESTER

PY23003 General Psychology	3
CJ25093 Forensic Science	3
CJ25053 Criminal Law & Procedure	3
CJ25013 Criminal Investigation	3
CJ25143 Juvenile Law & Procedure	3
Total Credit Hours	15

SPRING SEMESTER

CJ15093 Criminal Justice Ethics	3
CJ25023 Criminal Evidence	3
CJ25203 Criminology	3
CJ25193 Police & Society	3
CE21041 Career Management	1
Approved Elective*	3
Total Credit Hours	16

TOTAL DEGREE CREDIT HOURS **60**

*Approved Electives:

Choose two courses from the following list.

- BU11013 Legal Environment of Business
- CE21013 Internship
- CJ15033 Introduction to Jail Standards
- CJ25063 Community Corrections
- CJ25163 Frontline Law Enforcement Supervision
- CJ25033 Basic Law Enforcement/Corrections I
(Officer Reserve Course)
- CJ25043 Basic Law Enforcement/Corrections II
(Credit granted through Certification only)
- CJ25003 Basic Law Enforcement/Corrections III
(Credit granted through Certification only)
- LA12003 Spanish I
- LA12013 Spanish II
- SO23013 Introduction to Sociology
- SO23043 Social Problems

Certificate of Proficiency - Criminal Justice

The certificate of proficiency in Criminal Justice is designed to give students knowledge of law enforcement concepts and practices within a non-traditional time frame. It covers the criminal justice system, juvenile law, criminal law, corrections and investigation. This certificate is designed to help individuals interested in law enforcement or corrections find entry-level employment. All courses in the Criminal Justice Certificate of Proficiency may be applied toward the Associate of Applied Science degree in Criminal Justice. Students must earn a "C" or above in each required course in order to receive a certificate of proficiency from ANC.

Fall Semester	Credit Hours
CJ15003 Introduction to Criminal Justice	3
CJ25053 Criminal Law & Procedure	3
CJ25013 Criminal Investigation	3
CJ25143 Juvenile Law & Procedure	3
TOTAL CERTIFICATE CREDIT HOURS	12

CP Criminal Justice Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236A/236Q	235	235

For more information about ANC graduation rates, the median debt of students who completed the program, and other important information, please visit the ANC website at: <http://www.anc.edu/gainfulemployment/index.htm>

Associate of Applied Science Degree - Office Management

The Associate of Applied Science in Office Management provides students with the knowledge and skills necessary for success in administrative positions in a wide variety of office settings. Students gain a solid foundation in general education as well as in information management, business communications, computer applications and accounting. In addition, students have the opportunity to develop their interpersonal, leadership, and decision-making skills. This program is beneficial to individuals who are seeking first-time employment or career advancement and promotion. The Associate of Applied Science Degree in Office Management requires successful completion of 60 credit hours with a minimum grade point average of 2.0 and a "C" or above in English Composition I, Technical Writing, and the math requirement.

AAS Office Management Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236A/236Q	235	235

Fall Semester		Credit Hours	Fall Semester		Credit Hours
*BU11059 Contact Center Operations & Customer Service		4-9	EN12003 English Composition I		3
BU11016 Entrepreneurship	<u>OR</u>		MA14123 Quantitative Reasoning or MA14043 College Algebra		3
**QT11084 Keyboarding/Data Entry	<u>OR</u>		BU11003 Introduction to Business		3
OT11043 Records & Information Management		3	AC21033 Computerized Accounting		3
CE11003 Workplace Essentials		3	Approved Elective		<u>0-3</u>
***CS11033 Computer Applications		3	Total Credit Hours		12-15
PY13002 Academic & Career Enrichment		<u>2</u>			
Total Credit Hours		15-20			
Spring Semester			Spring Semester		
**OT11084 Keyboarding/Data Entry	<u>OR</u>	3-4	BU11023 Decision Strategies		3
Approved Elective			SO23103 Introduction to Sociology	<u>OR</u>	3
OT21083 Word Processing		3	PY23003 General Psychology		3
CS21003 Spreadsheet Applications		3	MG21063 Principles of Leadership		3
MG21073 Teamwork/Team Building		3	OT21033 Office Procedures		3
MK21043 Customer Service		<u>3</u>	EN12023 Technical Writing	<u>OR</u>	
Total Credit Hours		15-16	EN12013 English Composition II		<u>3</u>
			Total Credit Hours		15
			TOTAL DEGREE CREDIT HOURS		60

Approved Electives: Any AC, BU, or OT course not prescribed above.

*If BU11059 is completed the student may elect to take OT11084 or MK21043 plus an approved 1 credit hour elective to complete the 60-credit hour AAS degree.

**If BU11016 is completed the student is not required to take OT11084 but would need 4 credit hours of approved electives to complete the AAS degree. If the student is not pursuing a CP in Entrepreneurship, the student will need to complete OT11084 and approved electives.

***Computer Applications recommends a demonstrated keyboarding speed of 30 net words per minute or a co-requisite of OT11084 Keyboarding/Data Entry.

Technical Certificate - Administrative Support

The Technical Certificate in Administrative Support prepares an individual to provide administrative support to office managers, administrative assistants, and other office personnel. This certificate builds on the skills obtained with the Certificate of Proficiency in Clerical Support and provides students with more advanced software applications skills, basic accounting skills and enhanced customer service skills. Individuals with this certificate are prepared to become valued team players in a variety of office settings. Students are also given the opportunity to obtain Microsoft Office certifications in Word and Excel. All courses in the Technical Certificate in Administrative Support can be applied toward the Associate of Applied Science degree in Office Management. Students must earn a "C" or above in each required course in order to receive a technical certificate from ANC.

TC Administrative Support Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236A/236Q	235	235

Fall Semester		Credit Hours	Spring Semester		Credit Hours
**OT11084	Keyboarding/Data Entry OR Approved Elective	3-4	OT21083	Word Processing	3
OT11043	Records & Information Management	3	CS21003	Spreadsheet Applications	3
CE11003	Workplace Essentials	3	MG21073	Teamwork/Team Building	3
*CS11033	Computer Applications	3	MK21043	Customer Service	3
Total Credit Hours		12-13	Total Credit Hours		12
			TOTAL CERTIFICATE CREDIT HOURS		24-25

*Computer Applications recommends a demonstrated keyboarding speed of 30 net words per minute or a co-requisite of OT 11084 Keyboarding/Data Entry.

**If BU11016 is completed the student is not required to take OT11084 but would need 4 credit hours of approved electives to complete the AAS degree. If the student is not pursuing a CP in Entrepreneurship, the student will need to complete OT11084 and approved electives.

***Approved Electives: Any AC, BU, or OT course not prescribed above.

For more information about ANC graduation rates, the median debt of students who completed the program, and other important information, please visit the ANC website at: <http://www.anc.edu/gainfulemployment/index.htm>

Certificate of Proficiency - Clerical Support

The certificate of proficiency in Clerical Support provides students with basic clerical skills necessary for entry-level office positions such as receptionists, file clerks, general office clerks, and data entry clerks. Students develop basic skills in keyboarding and data entry, records and information management, business correspondence, and software applications. Essential workplace skills are also covered. Students are given the opportunity to obtain a Career Readiness Certificate, which is a credential based upon the WorkKeys® assessments that demonstrates to employers that an individual possesses the basic workplace skills required for 21st century jobs. All courses in the Certificate of Proficiency in Clerical Support can be applied toward a Technical Certificate in Administrative Support or an Associate of Applied Science degree in Office Management. Students must earn a “C” or above in each required course in order to receive a certificate of proficiency from ANC.

	Credit Hours
Fall Semester	
CE11003 Workplace Essentials	3
CS11033 Computer Applications*	3
OT11043 Records & Information Management	3
OT11084 Keyboarding/Data Entry	4

CP Clerical Support Minimum Scores Required			
	Math	English	Reading
ACT	13	13	13
Accuplacer	30A	54	36
Next Gen	236A	224	224

TOTAL CERTIFICATE CREDIT HOURS 13

*Computer Applications recommends a demonstrated keyboarding speed of 30 net words per minute or a co-requisite of OT11084 Keyboarding/Data Entry.

For more information about ANC graduation rates, the median debt of students who completed the program, and other important information, please visit the ANC website at: <http://www.anc.edu/gainfulemployment/index.htm>

Certificate of Proficiency - Entrepreneurship

This certificate of proficiency introduces students to the concepts and processes involved with starting a new business venture. Students will learn business terminology, basic market analysis, business plan development, as well as government rules and regulations associated with managing a small business venture. In addition, students will learn about the fees required to start a business venture, sales tax reporting, and basic financial management. The course provides a foundation for aspiring entrepreneurs who want to start and manage a new venture or assist existing small businesses with improving their small business operations.

Course Requirements:
BU11016 Entrepreneurship

Total Certificate Credit Hours 6

CP Entrepreneurship Minimum Scores Required			
	Math	English	Reading
ACT	13	13	13
Next Gen	236A	224	224

(Pending ADHE Approval)

Certificate of Proficiency – Contact Center Operations & Customer Service

This Certificate of Proficiency in Contact Center Operations & Customer Service introduces students to concepts of effective customer service skills and practices for managing a successful contact center. Students will learn from this course: 1) the importance of maintaining good human relations skills, 2) key phrases and language used to foster productive contact center-customer relationships, 3) computer and office technologies required in a contact center and office setting, and 4) planning and tactical decision making for improving efficiency within a contact center.

Note: Students interested in this program must be approved by the College’s private sector partner prior to enrollment because the course is part of the employment process, and due to the proprietary nature of the software and instructional content used for instruction.

Course Requirement	Credit Hours
BU11059-Contact Center Operations & Customer Service	9
Total Certificate Credit Hours	9

CP Contact Center Operations & Customer Service Minimum Scores Required			
	Math	English	Reading
ACT	13	13	13
Accuplacer	30A	54	36
Next Gen	236A	224	224

Associate of Applied Science Degree - Advanced Manufacturing

This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies. The AAS in Advanced Manufacturing provides students with a comprehensive knowledge of advanced manufacturing production processes, equipment, design, and operation. Given the large manufacturing base in this region and advances in industrial machinery and operations, persons with technical skills in this discipline are in high demand. Upon attaining work experience, individuals with this degree are better equipped to move into maintenance technician and/or team leader positions. The Associate of Applied Science Degree requires successful completion of 60 credit hours with a minimum grade point average of 2.0 and a "C" or above in English Composition I, English Composition II, and the math requirement.

AAS Advanced Manufacturing Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236A/236Q	235	235

Curriculum Summary:	
General Education Requirements:	15
Division Requirements:	18
Major Requirements:	18
Approved Electives:	9
Total Degree Credit Hours:	60

General Education Core Requirements:

EN12003 English Composition I	3
EN12023 Technical Writing OR	
EN12013 English Composition II	3
CS11033 Computer Applications	3
MA14123 Quantitative Reasoning OR	
MA14043 College Algebra	3
SP12103 Intro. to Communications	<u>3</u>
Total Gen Ed Credit Hours	15

Division Requirements:

CE11003 Workplace Essentials	3
EL15003 Basic Electricity I	3
ES15003 Industrial Safety Administration	3
ME15013 Basic Hydraulics/Pneumatics	3
ME15023 Mechanical Drives and Bearings	3
MG21003 Principles of Supervision	<u>3</u>
Total Division Credit Hours	18

Major Requirements:

MT15003 Introduction to Manufacturing	3
MT15013 Design for Manufacturing	3
MT15023 Manufacturing Production Processes	3
MT15033 Manufacturing Power and Equipment Systems	3
MT25003 Manufacturing Materials	3
MT25023 Manufacturing Equipment Maintenance and Operation	<u>3</u>
Total Major Credit Hours	18

Approved Electives* **9**

Total Degree Credit Hours **60**

* Approved electives may also be chosen from courses with the following prefixes: AC, AV, BU, CE, CS, CT, EL, ES, HV, IS, ME, MG, MT, and WE as approved by the Dean for Allied Technologies. Elective credit for appropriate experiential learning will also be considered.

Certificate of Proficiency - Advanced Manufacturing

The certificate of proficiency in Advanced Manufacturing prepares students for production-oriented jobs in automotive-related and other advanced manufacturing companies. This certificate program introduces students to advanced manufacturing processes and philosophies. Wage scales for entry-level positions in local manufacturing enterprises typically exceed pay rates for entry-level jobs in retail or service industries. Students attending the ANC Secondary Center have the opportunity to pursue this curriculum while attending area high schools. Students must earn a grade of "C" or above in each required course.

Required Courses

Credit Hours

MT15003 Introduction to Manufacturing	3
MT15023 Manufacturing Production Processes	3
MT15033 Manufacturing Power & Equipment Systems	3
Approved Elective*	<u>3</u>
Total Certificate Credit Hours	12

CP Advanced Manufacturing Minimum Scores Required			
	Math	English	Reading
ACT	13	11	11
Accuplacer	30A	52	33
Next Gen	236A	224	224

*Approved electives may also be chosen from courses with the following prefixes: AC, BU, CE, CS, EL, ES, HV, IS, ME, MG, MT and WE as approved by the Dean for Allied Technologies. Elective credit for appropriate experiential learning will also be considered.

Associate of Applied Science Degree - Aviation Maintenance

This program is designed for students who intend to pursue careers not only in the aviation maintenance industry, but in other industries utilizing aircraft maintenance skills in hi-tech maintenance programs. The general education components prepare students to pursue baccalaureate studies, and advance to positions of leadership in the industry. Students who successfully complete this program will be eligible to take the Federal Aviation Administration (FAA) certification exams for Airframe and Powerplant (A&P) Mechanics.

This program is approved by the FAA, which requires that every single hour of instruction be given to each student. Because of this requirement and the vital importance of mechanical performance, class attendance is an absolute must to remain in good standing in the program. Failure to attend the classes in accordance with instructor-established guidelines may result in dismissal from the program. The program is divided into four separate segments: general education, general aviation, airframe, and powerplant. The general education core may be taken at any time before, during, or after the other segments are taken, depending on scheduling preferences. The remaining segments are taken sequentially in an intensive combination of lecture and laboratory learning. Students may be required to attend classes as many as 30 clock hours per week. Consult with your advisor each semester to determine an appropriate schedule.

AAS Aviation Maintenance Minimum Scores Required			
	Math	English	Reading
ACT	13	11	11
Accuplacer	30A	52	33
Next Gen	236A	224	224

Curriculum Summary:

General Education Requirements	15
General Aviation Requirements	17
Airframe Requirements	30
Powerplant Requirements	<u>29</u>
Total Degree Credit Hours	91

	Credit Hours
General Education Core:	
EN12003 English Composition I	3
EN12023 Technical Writing OR	
EN12013 English Composition II	3
MA14123 Quantitative Reasoning OR	
MA14043 College Algebra	3
CS11033 Computer Applications	3
SP12103 Intro. to Communications	<u>3</u>
Total Gen Ed Credit Hours	15
General Aviation Requirements:	
AV15004 Aviation Math & Physics	4
AV15033 Aircraft Electricity I	3
AV15143 Aircraft Drawing & Weighing	3
AV15014 Aircraft Structures I	4
AV15023 Aviation Fundamentals	<u>3</u>
Total Gen Aviation Credit Hours	17

	Credit Hours
Airframe Requirements:	
AV15076 Aircraft Structures II	6
AV15083 Aircraft Assembly & Rigging	3
AV15153 Aircraft Welding & Painting	3
AV15054 Aircraft Electricity II	4
AV15114 Aircraft Hydraulics & Pneumatics	4
AV15103 Aircraft Instruments	3
AV15162 Aircraft Ice & Atmosphere	2
AV15172 Aircraft Fuel & Fire	2
AV15183 Airframe Inspection	<u>3</u>
Total Airframe Credit Hours	30
Powerplant Requirements:	
AV25007 Reciprocating Engines	7
AV25015 Turbine Engines	5
AV25074 Powerplant Support Systems	4
AV25084 Powerplant Electrical Systems	4
AV25023 Aircraft Lubrication & Cooling	3
AV25093 Propellers	3
AV25103 Powerplant Inspection	<u>3</u>
Total Powerplant Credit Hours	29

Certificate of Proficiency - General Aviation

This program is designed for students who desire to enter the aerospace industry, particularly in the field of aviation maintenance. The requirements of this program satisfy the General Aviation eligibility portion for Federal Aviation Administration (FAA) certification exams for Airframe Mechanic or Powerplant Mechanic. Completion of the Airframe and/or Powerplant curricula and program requirements is necessary to be eligible to take FAA certification exams for the Airframe and/or Powerplant ratings. The Certificate of Proficiency program is approved by the FAA, which requires that every single required hour of instruction be given to each student. Because of this requirement and the vital importance of mechanical performance, class attendance is an absolute must to remain in good standing in the program. Failure to attend the classes in accordance with instructor established guidelines will result in dismissal from the program. Coursework is taken sequentially in an intensive combination of lecture and laboratory learning. Students may be required to attend classes as many as 30 clock hours per week. Students must earn a grade of "C" or above in each required course.

CP General Aviation Minimum Scores Required			
	Math	English	Reading
ACT	11	11	11
Accuplacer	26A	52	33
Next Gen	216A	224	224

General Aviation Certificate of Proficiency Requirements:	Credit Hours
AV15004 Aviation Math & Physics	4
AV15033 Aircraft Electricity I	3
AV15143 Aircraft Drawing & Weighing	3
AV15014 Aircraft Structures I	4
AV15023 Aviation Fundamentals	3
Total Certificate Credit Hours	17

For more information about ANC graduation rates, the median debt of students who completed the program, and other important information, please visit the ANC website at: <http://www.anc.edu/gainfulemployment/index.htm>

Associate of Applied Science Degree - General Technology: Air Conditioning & Refrigeration Option

The Associate of Applied Science in General Technology allows the blending of a technical certificate with general education courses to form a degree that consists of applied technologies. This program is designed to prepare students for careers in air conditioning and refrigeration. Students will develop and practice skills for servicing, repairing, installing, and sizing air conditioning and refrigeration equipment for residential applications. The Associate of Applied Science Degree requires successful completion of 60 credit hours with a minimum grade point average of 2.0 and a “C” or above in English Composition I, English Composition II, and the math requirement.

AAS General Technology – AC&R			
Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236A/236Q	235	235

General Education Core:	Credit Hours	Major Requirements:	Credit Hours
CS11033 Computer Applications	3	HV17004 Introduction to Air Conditioning	4
EN12003 English Composition I	3	HV17013 Tubing, Pipe, and Welding	3
EN12023 Technical Writing OR		HV17024 HVAC Electricity	4
EN12013 English Composition II	3	HV17033 Electrical Components and Motors	3
MA14123 Quantitative Reasoning OR		HV17043 Schematics	3
MA14043 College Algebra	3	HV17054 Fundamentals of Gas & Electric Heat	4
SP12103 Intro. to Communications	<u>3</u>	HV17073 Residential Systems	3
Total Credit Hours	15	HV17063 Airflow Dynamics	<u>3</u>
		Total Credit Hours	27
Division Requirements:	Credit Hours	Approved Electives*	15
CE11003 Workplace Essentials	<u>3</u>		
Total Credit Hours	3		
		Total Degree Credit Hours	60

**Approved electives may be chosen from courses with the following prefixes: AC, BU, CE, CS, CT, EL, ES, HV, IS, ME, MG, MT and WE. Elective credit for appropriate experiential learning will also be considered.*

Technical Certificate - Air Conditioning and Refrigeration

The one-year certificate in Air Conditioning and Refrigeration is designed to prepare students for careers in this trade. Students will develop and practice skills for servicing, repairing, installing, and sizing air conditioning and refrigeration equipment for residential applications. All candidates for the Technical Certificate in Air Conditioning and Refrigeration will be required to take the HVAC Excellence Environmental Protection Agency Section 608 Certification Exam. Students wishing to enter this program should discuss their career objectives with the HVAC instructor and/or their advisor to ensure this is the appropriate track for them. A grade of C or above is required in each course.

Division Requirements: Credit Hours

CE11003 Workplace Essentials 3

Major Requirements:

HV17004 Introduction to Air Conditioning 4
 HV17013 Tubing, Pipe, and Welding 3
 HV17024 HVAC Electricity 4
 HV17033 Electrical Components and Motors 3
 HV17043 Schematics 3
 HV17054 Fundamentals of Gas and Electric Heat 4
 HV17073 Residential Systems 3
 HV17063 Airflow Dynamics 3
Total TC Program Credit Hours 30

TC – AC&R			
Minimum Scores Required			
	Math	English	Reading
ACT	13	11	11
Accuplacer	30A	52	33
Next Gen	236A	224	224

Certificate of Proficiency - Air Conditioning and Refrigeration

The short-term certificate of proficiency in Air Conditioning and Refrigeration is designed to provide students the skills for an entry level technician position. The CP Program is offered both in the Fall and Spring Semesters. It is the first step in the career ladder for HVAC technicians. Students will learn the basics in HVAC electricity and the fundamentals of HVAC. Additionally, students will receive training in workplace skills to make them more employable. A grade of C or above is required in each course.

Requirements if taken in FALL SEMESTER Credit Hours

CE11003 Workplace Essentials 3
 HV17024 HVAC Electricity 4
 HV17033 Electrical Components and Motors 3
 HV17043 Schematics 3
 HV17054 Fundamentals of Gas and Electric Heat 4
Total Certificate Hours 17

CP – AC&R			
Minimum Scores Required			
	Math	English	Reading
ACT	13	11	11
Accuplacer	30A	52	33
Nex Gen	236A	224	224

Requirements if taken in SPRING SEMESTER

CE11003 Workplace Essentials 3
 HV17004 Introduction to Air Conditioning 4
 HV17063 Airflow Dynamics 3
 HV17013 Tubing, Piping, Welding 3
 HV17073 Residential Systems 3
Total Certificate Hours 16

For more information about ANC graduation rates, the median debt of students who completed the program, and other important information, please visit the ANC website at: <http://www.anc.edu/gainfulemployment/index.htm>

Associate of Applied Science Degree - General Technology: Welding Option

The Associate of Applied Science in General Technology allows the blending of a technical certificate with general education courses to form a degree that consists of applied technologies. This program is designed to prepare students for careers in welding. Students will develop skills to meet certain certification test standards for either manufacturing or pipe welding. Students will be better prepared to assume positions that require an understanding of fabrication and layout. Students must earn a "C" or above in English Composition I, English Composition II, and the math requirement and have a cumulative GPA of 2.0 or above to receive an Associate of Applied Science Degree

AAS General Technology - Welding Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236A/236Q	235	235

	Credit Hours		Credit Hours
General Education Core:		Welding Major Requirements:	
EN12003 English Composition I	3	WE17001 Oxygen/Acetylene Safety & Orientation	1
EN12023 Technical Writing OR		WE17013 Blueprint Reading for Welders	3
EN12013 English Composition II	3	WE17034 Shielded Arc Welding (SMAW) Pipe Welding	4
CS11033 Computer Applications	3	WE17044 Gas Tungsten Arc Welding (GTAW) - Pipe	4
MA14123 Quantitative Reasoning OR		WE17064 Gas Metal Arc Welding	4
MA14043 College Algebra	3	WE17074 Gas Tungsten Arc Welding (GTAW)	
SP12103 Intro. to Communications	<u>3</u>	Manufacturing	4
Total Credit Hours	15	WE17084 Flux Core Arc Welding	4
		WE17094 SMAW Structural Welding	
Division Requirements:		(Partial Joint Penetration)	4
CE11003 Workplace Essentials	<u>3</u>	WE17104 SMAW Structural Welding	
Total Credit Hours	3	(Complete Joint Penetration)	<u>4</u>
		Total Credit Hours	32
		Approved Electives*	10
		Total Degree Credit Hours	60

**Approved electives may also be chosen from courses with the following prefixes: AC, BU, CE, CS, CT, EL, ES, HV, IS, ME, MT, and MG as approved by the Dean for Allied Technologies. Elective credit for appropriate experiential learning will also be considered.*

Technical Certificate - Welding

The one-year certificate in Welding is designed for students wishing to secure marketable welding skills. Through an organized progression of steps, the student builds ability with the different welding processes offered. Progression is competency based. Students will achieve different levels of expertise, determined by their interest, aptitude, and participation in class. Welder Qualification is available. All structural qualification testing will be done in accordance with American Welding Society Structural code D1.1. All pipe qualifications will adhere to Section 1X of the American Society of Mechanical Engineers welding code. Students must earn a grade of "C" or above in each required course.

Requirements:

First Semester	Credit Hours
WE17001 Oxygen/Acetylene Safety and Orientation	1
WE17013 Blueprint Reading for Welders	3
WE17094 SMAW Structural Welding (Partial Joint Penetration)	4
WE17104 SMAW Structural Welding (Complete Joint Penetration)	4
WE17034 Shielded Metal Arc Welding (SMAW) Pipe Welding	4
Second Semester	
CE11003 Workplace Essentials	3
Approved Electives*	12
Total Program Credit Hours	31

TC - Welding			
Minimum Scores Required			
	Math	English	Reading
ACT	11	11	11
Accuplacer	26A	52	33
Next Gen	216A	224	224

*Choose from the following approved electives

WE17044 Gas Tungsten Arc Welding (GTAW) - Pipe	4
WE17064 Gas Metal Arc Welding	4
WE17074 Gas Tungsten Arc Welding (GTAW) – Manufacturing	4
WE17084 Flux Cored Arc Welding	4
Approved Electives*	16

Certificate of Proficiency - Welding

Students must earn a grade of "C" or above in each required course.

Requirements:	Credit Hours
WE17001 Oxygen/Acetylene Safety and Orientation	1
WE17094 SMAW Structural Welding (Partial Joint Penetration)	4
WE17104 SMAW Structural Welding (Complete Joint Penetration)	4
Approved Electives*	7
Total Certificate Credit Hours	16

CP - Welding			
Minimum Scores Required			
	Math	English	Reading
ACT	11	11	11
Accuplacer	26A	52	33
Next Gen	216A	224	224

Choose from the following Approved Electives*

CE11003 Workplace Essentials	3
WE17034 Shielded Metal Arc Welding (SMAW) Pipe Welding	4
WE17044 Gas Tungsten Arc Welding (GTAW) - Pipe	4
WE17064 Gas Metal Arc Welding	4
WE17074 Gas Tungsten Arc Welding (GTAW) - Manufacturing	4
WE17084 Flux Cored Arc Welding	4
WE17013 Blueprint Reading for Welders	3
Approved Electives*	26

*Approved electives may also be chosen from courses with the following prefixes: AC, BU, CE, CS, CT, EL, ES, HV, IS, ME, MG, MT or WE as approved by the Dean for Allied Technologies. Elective credit for appropriate experiential learning will also be considered.

For more information about ANC graduation rates, the median debt of students who completed the program, and other important information, please visit the ANC website at: <http://www.anc.edu/gainfulemployment/index.htm>

Associate of Applied Science Degree - Steel Industry Technology

This program is designed for students who wish to pursue careers in the steel industry or manufacturing processes that require specialized job and skill knowledge. This region has become a major source of steel related occupations and this degree will help facilitate entry or enhance promotional opportunities within the industry. Applied knowledge acquired through this program pertains particularly to steel-related industries, but also is relevant to any advanced manufacturing enterprise. Students must earn a "C" or above in English Composition I, English Composition II, and the math requirement and have a cumulative GPA of 2.0 or above to receive an Associate of Applied Science Degree.

General Education Core Requirements:	Credit Hours
EN12003 English Composition I	3
EN12023 Technical Writing OR	
EN12013 English Composition II	3
CS11033 Computer Applications	3
MA14123 Quantitative Reasoning OR	
MA14043 College Algebra	3
SP12103 Intro. to Communications	<u>3</u>
Total Gen Ed Credit Hours	15

AAS Steel Industry Technology Minimum Scores Required			
	Math	English	Reading
ACT	15	15	15
Accuplacer	47A/37E	67	53
Next Gen	236A/236Q	235	235

Division Requirements:	Credit Hours
CE11003 Workplace Essentials	3
ES15003 Industrial Safety Administration	3
MG21003 Principles of Supervision	<u>3</u>
Total Division Credit Hours	9

Curriculum Summary:

General Education Requirements:	15
Division Requirements:	9
Major Requirements:	18
Approved Electives:	<u>18</u>
Total Credit Hours:	60

Major Requirements:	Credit Hours
EL15003 Basic Electricity I	3
EL25013 Industrial Motor Controls	3
ME15013 Basic Hydraulics/Pneumatics	3
ME15023 Mechanical Drives and Bearings	3
ME15033 Maintenance Welding	3
IS15063 Basic Metallurgy	<u>3</u>
Total Credit Hours	18

Approved Electives* **18**

Total Degree Credit Hours **60**

*Approved electives may also be chosen from courses with the following prefixes: AC, BU, CE, CS, CT, EL, ES, HV, IS, ME, MG, MT or WE as approved by the Dean for Allied Technologies. Elective credit for appropriate experiential learning will also be considered.

Certificate of Proficiency - Construction Technology

The Construction Technology Program is designed to prepare students for entry level construction jobs. Students will learn the basics of construction safety, math, and power and hand tools. Students will develop skills in construction welding, concrete finishing, rigging, and light equipment usage. The goal of the program is to help the student acquire skills that can be used to enter the workplace and be a versatile member of a construction team. Pending program approval, the Construction Technology curriculum will include courses in Construction Craft Skills, Oxygen/Acetylene Safety and Orientation, and SMAW Partial Joint Penetration. Great new jobs are coming to this area. Let ANC help you gain the skills and knowledge necessary to begin or advance in a construction career. Students must earn a grade of "C" or above in each required course.

	Credit Hours
CT17003 Construction Craft Skills	3
CT17014 Construction Technology I	4
CT17024 Construction Technology II	4
WE17001 Oxygen/Acetylene Safety	1
WE17094 SMAW Structural Welding	<u>4</u>
Total Certificate Credit Hours	16

CP Construction Technology			
Minimum Scores Required			
	Math	English	Reading
ACT	13	11	11
Accuplacer	30A	52	33
Next Gen	236A	224	224

Certificate of Proficiency - General Industrial Technology

To provide an alternative course of study for prospective students who do not initially meet all of the entrance qualifications of ANC. This certificate will develop basic skills and knowledge that could be useful in applying for a position with an industrial employer. Students must earn a grade of "C" or above in each required course.

	Credit Hours
EL15003 Basic Electricity I	3
ES15003 Industrial Safety Administration	3
MT15003 Introduction to Manufacturing	3
Approved Electives*	<u>7</u>
Total Certificate Credit Hours	16

CP General Industrial Technology			
Minimum Scores Required			
	Math	English	Reading
ACT	13	11	11
Accuplacer	30A	52	33
Next Gen	236A	224	224

* Approved electives may be chosen from courses with the following prefixes: AC, BU, CE, CS, CT, EL, ES, HV, IS, ME, MG, MT, and WE as approved by the Dean for Allied Technologies. Elective credit for appropriate experiential learning will also be considered.

For more information about ANC graduation rates, the median debt of students who completed the program, and other important information, please visit the ANC website at: <http://www.anc.edu/gainfulemployment/index.htm>

Certificate of Proficiency - Industrial Electrical Systems

This certificate in Industrial Electrical Systems is designed for the student with a related background or a desire to enter the field of industrial electrical maintenance. This certificate program also allows an individual to update or enhance current job skills. Students wishing to enter this program should consult an advisor. Students must earn a grade of “C” or above in each required course.

Certificate Requirements:	Credit Hours
EL15003 Basic Electricity I	3
EL15013 Basic Electricity II	3
EL25003 AC/DC Machines	3
EL25013 Industrial Motor Controls I	3
Approved Electives*	4
Total Certificate Credit Hours	16

CP Industrial Electrical Systems Minimum Scores Required			
	Math	English	Reading
ACT	13	11	11
Accuplacer	30A	52	33
Next Gen	236A	224	224

* Approved electives may be chosen from courses with the following prefixes: AC, BU, CE, CS, CT, EL, ES, HV, IS, ME, MG, MT, and WE as approved by the Dean for Allied Technologies. Elective credit for appropriate experiential learning will also be considered.

For more information about ANC graduation rates, the median debt of students who completed the program, and other important information, please visit the ANC website at: <http://www.anc.edu/gainfulemployment/index.htm>

Workforce Training

The Solutions Group (TSG), a professional support department of the Division of Allied Technologies, provides customized training and consulting to help businesses and industries keep pace with changes in technology and the workforce. The Solutions Group offers non-credit courses and courses for credit, which may be applied to certain associate degrees. State-of-the-art industrial, management, and computer technologies are made available in ways that are both convenient and cost-effective. Like the clients served by the Solutions Group, the training and courses offered are customer driven. The Solutions Group identifies and develops responses to the training needs of the service district. Customized training programs are developed by the professional staff to meet the changing needs of business and industry. Open seminars and workshops are presented in conjunction with cosponsoring institutions. Welding Qualification tests and certification exams for Air Conditioning and Refrigeration are available through the Solutions Group for a fee.

Customized programs are regularly offered to local industries by the Solutions Group which is a subsidiary of the college. If an employer or business has special needs for education or workforce training, the college is ready to assist. Customized training delivered through The Solutions Group include subject areas such as management, supervision, quality/productivity, electrical and mechanical systems, computer software, health and safety, and many other topics. New courses and programs can be developed to assist businesses and industries. For more information, call 870-838-2966.

The Solutions Group is located in the Allied Technologies building on ANC's Blytheville campus and serves the entire region. The College's economic development and industrial training activities are headquartered at this location. Training, business counseling, and other economic development activities are pursued through the Solutions Group endeavors. The Solutions Group mission statement includes expansion of higher education opportunities, as well as recruitment and retention of businesses and industries.

[Solutions Group Customized Training Resource](#)

[Solutions Group Facebook page](#)

[To view Career & Technical Education Degrees and Certificates, click here](#)

Workforce Orientation & Retraining Keys

Workforce Orientation & Retraining Keys (WORK) is a sixty-clock hour program designed to lift unemployed, local residents living in poverty out of poverty and help them find a job. The WORK Program provides individuals with the necessary skills and support network to access job opportunities.

Completers of the WORK program have the opportunity to obtain a certificate of WORK completion, an American Heart Association CPR card, three hours credit at ANC, and job interview opportunities with local employers.

The WORK course, offered both in Blytheville and Osceola, is made available at no cost to participating trainees.

For more information on the WORK Program, contact our Coordinator at 870-780-1270.

Department of Health, Physical Education and Recreation (HPER)

The College is committed to developing activities and programs that promote and sustain health and wellness through the years. The Briggs/Sebaugh Wellness Center provides opportunities for physical fitness (exercise room, gym, walking track) and intramural activities in flag football, basketball, and volleyball. The newly constructed Sun Room Student Activities Center provides games and recreational activities promoting student educational, social and emotional growth through informal interaction.

Students enjoy the opportunity to play Intramural sports in flag football, basketball, and volleyball competing with other Community Colleges in the region. Faculty, Staff, Students and Community Members also have the opportunity to participate in various physical fitness and wellness activities along with having access to the Wellness Center Exercise Room, Gym and Walking Track with valid ANC ID.

ANC offers credit courses in Physical Education. Primary courses scheduled are:

- PE17112 Fitness for Life
- PE17141 Step Bench Aerobics (Activity Course)
- PE17191 Individualized Wellness Activities (Activity Course)

Note: Physical education activity courses are taught as individualized courses. As such, it is possible to repeat these activity courses to advance skills; however, no more than two credits may be earned by repeated enrollment in any one activity course. A maximum of four hours of physical education activity hours will count toward graduation. The two-hour physical education activity requirement may be petitioned if the experience and/or physical restrictions warrant a waiver.

Note: A current ANC picture ID is required for entrance and use of both the ANC Wellness Center and the Sun Room Student Activity Center.

DIVISION OF ALLIED HEALTH

Nursing and Allied Health Programs

Nursing and Allied Health Programs

The healthcare industry is one of the fastest growing employment sectors in the United States. ANC is proud to offer excellent nursing and allied health programs that prepare students to enter the high demand industry of healthcare. The Nursing and Allied Health programs, located in the state-of-the-art Angela Wren Nursing and Allied Health Center, provide degree and certificate programs designed to prepare students for a career in a specific healthcare occupation. Program completion time ranges anywhere from eight weeks to two academic years.

Programs administered by ANC's Nursing and Allied Health Departments include:

Associate of Applied Science

- [Nursing](#)
- [Paramedic](#)

Certificates of Proficiency

- [Emergency Medical Technician](#)
- [Medication Assistant](#)
- [Nursing Assistant](#)
- [Phlebotomy Technician](#)

Technical Certificates

- [Dental Assisting Technology](#)
- [Paramedic](#)
- [Practical Nursing](#)

Training Courses

- [HCP to EMT](#)

Associate of Applied Science Degree - Nursing

ANC offers an Associate of Applied Science Degree in Nursing. The registered nursing program is approved by the Arkansas State Board of Nursing. One traditional class is admitted annually in the fall semester with the LPN to RN Students accepted into the program joining the class in January of the Spring Semester each year. Throughout the program, general education courses and nursing courses are combined with client care in clinical settings in hospitals and health care agencies in the area. The nursing courses integrate application of the nursing process, communication skills, nutrition, pharmacology, and drug administration in care of clients. Legal/ethical responsibilities and current trends in health care are also integrated. The nursing courses are competency-based, and students are responsible for achieving certain competencies under specified conditions.

Students will be required to complete standardized tests throughout the nursing curriculum and to earn acceptable scores on such examinations to progress through curriculum. In the last semester of the nursing curriculum, students will be required to earn a satisfactory score on a comprehensive exam. Upon successful completion of the program, the student is granted the Associate of Applied Science Degree and may be eligible to take the National Council Licensure Examination for licensure as a Registered Nurse. Persons convicted of a crime may not be eligible to take the NCLEX-RN for licensure. See the program director for details.

Admission to ANC is not automatic admission to the nursing program. Traditional students and LPN to RN students must meet or exceed the minimal required score on the Nursing entrance exam (Refer to the Associate Degree Nursing Information guidelines), have a minimum grade point average of 2.0 and successfully complete all pre-requisite courses to meet minimal admission requirements. A grade of "C" or above is required in all academic courses required for the nursing degree. The Nursing Department has a selective admission policy and criteria. Students are referred to the Associate Degree Nursing Information Guidelines or should contact the Nursing and Allied Health Advising Specialist concerning admission, selection criteria, and graduation requirements.

AAS Nursing Minimum Scores Required			
	Math	English	Reading
ACT	15	17	17
Accuplacer	47A/37E	77	70
Next Gen	236A/236Q	246	246

General Education Courses:

BI 24023 Anatomy & Physiology II	3
BI 24031 Anatomy & Physiology II Lab	1
PY 23023 Developmental Psychology	3
EN 12013 English Composition II	3
CS 11033 Computer Applications	3
BI 24043 Microbiology	3
BI 24051 Microbiology Lab	1

Associate Degree Requirements

Credit Hours

Prerequisites

(Traditional Students & LPN to RN Students)

MA 14023 Mathematical Applications for Allied Health	
OR MA14123 Quantitative Reasoning	
OR MA 14043 College Algebra	3
PY 23003 General Psychology	3
EN 12003 English Composition I	3
BI 24003 Anatomy & Physiology I	3
BI 24011 Anatomy & Physiology I Lab	1

Prerequisites

(LPN to RN Students only)

* NU 16063 LPN/RN Transition in Nursing	3
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Nursing Courses:

(Progressive and must be taken in sequence)

NU 16008 Fundamentals of Nursing (1st Semester)	8
NU 16045 Medical Surgical Nursing (2nd Semester)	5
NU 16014 Psychiatric Nursing (2nd Semester)	4
NU 26034 Maternal Nursing (3rd Semester)	4
NU 26004 Pediatric Nursing (3rd Semester)	4
NU 26035 Advanced Adult Medical Surgical I (4th Semester)	5
NU 26045 Advanced Adult Medical Surgical II (4th Semester)	5
NU 26022 Nursing Leadership & NCLEX Review (4th Semester)	2

Associate Degree Nursing Curriculum Plan

Prerequisites: As noted on the previous page.

FIRST YEAR

	Credit Hours
Fall Semester	
NU 16008 Fundamentals of Nursing OR	8
* NU 16063 LPN/RN Transition in Nursing (LPN's only) (3)	(3)
CS 11033 Computer Applications	3
BI 24023 Anatomy & Physiology II	3
BI 24031 Anatomy & Physiology II Lab	<u>1</u>
Total Credit Hours	10-15
Spring Semester	
NU 16045 Medical Surgical Nursing	5
NU 16014 Psychiatric Nursing	4
EN 12013 English Composition II	3
PY 23023 Developmental Psychology	<u>3</u>
Total Credit Hours:	15

SECOND YEAR

Fall Semester	
NU 26034 Maternal Nursing	4
NU 26004 Pediatric Nursing	4
BI 24043 Microbiology	3
BI 24051 Microbiology Lab	<u>1</u>
Total Credit Hours	12
Spring Semester	
NU 26035 Advanced Adult Medical Surgical Nursing I	5
NU 26045 Advanced Adult Medical Surgical Nursing II	5
NU 26022 Nursing Leadership & NCLEX Review	<u>2</u>
Total Credit hours:	12
Curriculum Summary:	
General Education Requirements:	30
Nursing Requirements:	<u>37</u>
Total Credit Hours (including prerequisites):	67

*LPN to RN Transitions in Nursing. As part of the ASBN Articulation Model, matriculating LPN's who successfully complete the ADNP are awarded 8 credit hours on their transcripts upon graduation.

Associate Degree Nursing LPN to RN Option Students must complete all prerequisite courses prior to admission into the Nursing Program in the Spring Semester each year.

Technical Certificate - Dental Assisting Technology

This 10.5-month Technical Certificate in Dental Assisting Technology is designed to train dental assisting students with the knowledge and skills necessary to perform the technical duties in all areas of the modern dental office. The Dental Assisting Technology program is based on a science-oriented program of study and skill development offered at the post-secondary level that requires critical thinking, psychomotor skills, and ethical reasoning. The program consists of formal training needed to assist the dentist in the dental operatory, the laboratory, and the dental business office. Upon successful program completion, students are eligible to sit for the Dental Assisting National Board certification exam and to apply for registration with the Arkansas State Board of Dental Examiners. Students must meet the minimum required admissions scores noted. All recommended Academic Strengthening (College Prep) courses must be completed prior to admission into the program. Students wishing to enter this program should discuss their career objectives with an advisor to ensure this is the appropriate track for them.

ANC Dental Assisting Program is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <http://www.ada.org/100.aspx> The Program is also approved by the Arkansas State Dental Examiners Board.

Program applicants must be 18 years old and have a high school diploma or have earned a GED. Students are admitted in the Dental Assisting Program based on selective admission criteria. Refer to Dental Assisting Information Guidelines located on the ANC Allied Health Website.

This program of study includes special program fees beyond current tuition and college fees.

Requirements

Fall Semester – 17 credit hours

	Credit Hours
DA 19003 Chairside Assisting I	3
DA 19021 Infection Control	1
DA 19012 Dental Biomedical Science	2
DA 19033 Dental Materials I	3
DA 19042 Dental Clinical Science	2
DA 19052 Dental Radiology I	2
DA 19061 Preventive Dentistry	1
EN 12003 English Composition I	3

Spring Semester – 15 credit hours

DA 19073 Chairside Assisting II	3
DA 19082 Dental Materials II	2
DA 19093 Dental Practice Management	3
DA 19102 Dental Radiology II	2
DA 19115 Dental Clinical Experience	5

Summer Semester – 6 credit hours

DA 19136 Dental Clinical Experience Advanced	<u>6</u>
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Total Program Credit Hours

38

TC Dental Assisting Minimum Scores Required			
	Math	English	Reading
ACT	15	17	17
Accuplacer	47A/37E	77	70
Next Gen	236A	246	246

For more information about ANC graduation rates, the median debt of students who completed the program, and other important information, please visit the ANC website at: <http://www.anc.edu/gainfulemployment/index.htm>

Associate of Applied Science Degree - Paramedic

ANC offers an Associate of Applied Science Degree in Paramedic. The Paramedic Program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). The program also meets the requirements of the Arkansas Department of Health, Section of Emergency Medical Services.

The ANC general education courses may be taken prior to or after completion of the Paramedic courses. These courses prepare students to pursue the bachelor's degree and to assist graduates with job promotions and leadership roles in the EMS profession. Students must apply and be selected into the ANC Paramedic Program before enrolling in the required courses in sequence as scheduled. These courses include a combination of hybrid courses (classroom and on-line), didactic, clinical and field experiences to provide the Paramedic student with the diversity of knowledge necessary to function effectively as a professional provider of advanced life support outside of the hospital environment. Students wishing to apply to the Paramedic Program should discuss their career objectives with the Nursing and Allied Health Advisor to ensure this is the appropriate program to meet their career goals. Admission criteria: Refer to Technical Certificate in Paramedic.

Course Requirements for the Associate of Applied Science Degree in Paramedic:

General Education Core:

MA14023 Mathematical Applications for Allied Health	Credit Hours	3
OR MA14123 Quantitative Reasoning/MA14043 College Algebra		
AH16084 Body Structure & Function (1/2020) OR	4 or	4
BI24003/BI24011 Anatomy & Physiology I with Lab and	4	4
BI24023/BI24031 Anatomy & Physiology II with Lab (A&P I & II with Lab must be completed prior to enrolling in Paramedic Courses).	4	
EN12003 English Composition I	3	
EN12013 English Composition II	3	
PY23003 General Psychology	3	
CS11033 Computer Applications	<u>3</u>	
Total General Education Credit Hours	19-23	

AAS Paramedic Minimum Scores Required			
	Math	English	Reading
ACT	15	17	17
Accuplacer	47A/37E	77	70
Next Gen	236A/236Q	246	246

Paramedic Course Requirements

Spring Semester

EM18017 Preparatory for Paramedics with Lab	7
EM18047 Medical Emergencies for Paramedics I w/ Lab	<u>7</u>
Total Semester Credit Hours	14

Summer Semesters I & II (8-week courses)

EM18054 Medical Emergencies for Paramedics II w/ Lab	4
EM18062 Medical Emergencies Clinical	2
EM18074 Trauma for Paramedics with Lab	4
EM18103 Special Considerations for Paramedics with Lab	<u>3</u>
Total Semester Credit Hours	13

Fall Semester

EM18124 Paramedic Operations Management with Lab	4
EM18092 Paramedic Clinical I	2
EM18132 Paramedic Clinical II	2
EM18146 Paramedic Field Internship	<u>6</u>
Total Semester Credit Hours	14

Curriculum Summary:

Total General Education Course Credit Hours	19-23
Total Paramedic Course Credit Hours	41

Total Degree Credit Hours **60-64**

Technical Certificate - Paramedic

The 12-month Paramedic Technical Certificate Program provides education and training to EMT's in advanced pre-hospital care. The ANC Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). The program also meets the requirements of the Arkansas Department of Health, Section of Emergency Medical Services. The ANC Paramedic Program combines hybrid courses (classroom and on-line), didactic, clinical and field experiences to provide the Paramedic student with the diversity of knowledge necessary to function effectively as a professional provider of advanced life support outside of the hospital environment. Students wishing to apply to the Paramedic Program should discuss their career objectives with the Nursing and Allied Health Advisor to ensure this is the appropriate program to meet their career goals.

Course Requirements for the Paramedic Technical Certificate Program:

Fall Semester

AH 16084 Body Structure and Function	4
EM 18017 Preparatory for Paramedics	7
EM 18047 Medical Emergencies for Paramedics I with Lab	7

Spring Semesters I & II

EM 18054 Medical Emergencies for Paramedics II with Lab	4
EM 18062 Medical Emergencies Clinical	2
EM 18074 Trauma for Paramedics with Lab	4
EM 18103 Special Consideration for Paramedic with Lab	3

Summer Semester

EM 18092 Paramedic Clinical I	2
EM 18132 Paramedic Clinical II	2
EM 18146 Field Internship	6
EM 18124 Paramedic Operations Management with Lab	4

Total Program Credit Hours: 45

Program Admission Requirements:

Admission to the ANC Paramedic Program is selective. In order to be considered for admission applicants must meet the following minimum criteria:

- Be a minimum of 18 years of age.
- Be a high school graduate or completed GED certificate.
- Successful completion of approved DOT Basic EMT course with current state/national certification at the EMT-B level.
- Current CPR certification (AHA Healthcare Provider).
- Must meet minimal admission scores as noted
- Complete ANC application and Paramedic Program application packet.
- Refer to Paramedic Information Guidelines located on the ANC Allied Health webpage for additional admission requirements and program application.

TC Paramedic Minimum Scores Required			
	Math	English	Reading
ACT	15	17	17
Accuplacer	47A/37E	77	70
Next Gen	236A	246	246

For more information about ANC graduation rates, the median debt of students who completed the program, and other important information, please visit the ANC website at: <http://www.anc.edu/gainfulemployment/index.htm>

Technical Certificate - Practical Nursing

The technical certificate in Practical Nursing (PN) is a ten and one-half (10.5) month program approved by the Arkansas State Board of Nursing and prepares individuals for the practice of Licensed Practical Nursing. This program integrates clinical experience with classroom theory. Students obtain clinical experience in acute care hospitals, long-term care facilities, doctor's offices, and public schools, etc. The PN Program is offered each year beginning in August. Students wishing to enter this program should discuss their career objectives with an advisor to ensure this is the appropriate program for them. The Practical Nursing Program has selective admission criteria. Students must meet or exceed the minimal required score on the Nursing entrance exam (Refer to the Practical Nursing Information Guidelines) and have a minimal grade point average of 2.0 on all college or prerequisite courses to meet minimal admission requirements. A grade of "C" or above is required in all academic courses required for the Technical Certificate in Practical Nursing. Refer to the Practical Nursing Information Guidelines located on the ANC Allied Health website for additional information and admission process.

Prerequisites:	Credit Hours
MA 14023 Mathematical Applications for Allied Health <u>OR</u>	
MA 14043 College Algebra <u>OR</u>	3
MA14123 Quantitative Reasoning	
AH 16084 Body Structure & Function <u>OR</u>	4
BI 24003/24011 Anatomy & Physiology I with Lab AND	
BI 24023/24031 Anatomy & Physiology II with Lab	8

Requirements: (All cohort courses are progressive and must be taken in sequence)

Fall Semester

PN 16051 Care of the Geriatric Patient	1
PN 16025 Basic Nursing Principles and Skills I	5
PN 16035 Basic Nursing Principles and Skills II	5
PN 16042 Pharmacology I	2
PN 16072 Nursing of Children	2
PN 16085 Practical Nursing Clinical I	5
Total Credit Hours	20

Spring Semester

PN 16092 Nursing of Mothers and Infants	2
PN 16104 Pharmacology II	4
PN 16185 Medical/Surgical Nursing I	5
PN 16195 Medical/Surgical Nursing II	5
PN 16125 Practical Nursing Clinical II	5
Total Credit Hours	21

Summer I Semester

PN 16152 Practical Nursing Clinical III	2
PN 16203 Leadership and Delegation	3
Total Credit Hours	5

Total Program Credit Hours 53

TC Practical Nursing Minimum Scores Required			
	Math	English	Reading
ACT	15	17	17
Accuplacer	47A/37E	77	70
Next Gen	236A	246	246

For more information about ANC graduation rates, the median debt of students who completed the program, and other important information, please visit the ANC website at: <http://www.anc.edu/gainfulemployment/index.htm>

Certificate of Proficiency - Emergency Medical Technician (EMT)

The Emergency Medical Technician Program provides training to recognize, assess, and manage medical emergencies of acutely ill or injured patients in a pre-hospital care setting. Students are required to participate in a 48 hour clinical internship and 24 hour field internship. The course content covers anatomy and physiology, initial patient survey and triage, airway management, oxygen therapy, and treatment of bleeding, shock, cardiac arrest, fractures, spinal injuries and other medical emergencies. Additional areas of study include automated external defibrillation, multi-lumen airways and general pharmacology. The course is designed for anyone interested in working in public safety, including fire, police and ambulance operations. Students who successfully complete this program are eligible to take the National Registry Examination. Students must complete the course with a grade of "C" or above.

Course Requirements: EM 18008 Emergency Medical Technician
Credit Hours: 8

CP Emergency Medical Technician Minimum Scores Required			
	Math	English	Reading
ACT	11	11	13
Accuplacer	26A	52	36
Next Gen	216A	224	224

Program Admission Requirements:

Admission to the ANC EMT Program is selective. In order to be considered for admission to the program, applicants must meet the following minimum criteria:

- Must be 18 years of age prior to sitting for the certification exam.
- Be a high school graduate, have a GED, or be within one semester of graduating high school.
- Complete the Basic EMT Application Packet and meet minimal admissions scores as noted
- Must be able to lift, move and perform practical skills.
- Complete ANC application and EMT program admission application.
- Attend mandatory orientation.
- Refer to EMT Information Guidelines for admission information and application process.

Training Course - Health Care Professional (HCP) to Emergency Medical Technician (EMT)

The HCP to Emergency Medical Technician Bridge Course prepares the State approved health care professional to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. This class is offered as a blended learning environment opportunity that includes on-line, classroom, laboratory and clinical requirements. Students are required to complete online work assignments prior to the scheduled class meetings.

Admission Requirements as published by the Arkansas Section of EMS:

1. Students must hold current licensure or registry in good standing that under normal circumstances requires a minimum of two (2) years of education/training (ex. Registered Respiratory Therapist, Registered Nurse - other health care providers may be considered if approved by the Section of EMS).
2. Students must hold current American Heart Association - Healthcare Provider, Advanced Cardiac Life Support, and Pediatric Advanced Life Support or equivalent certification.
3. Student must have two (2) years of critical care experience (Emergency Department, Intensive Care Unit, Flight Nursing, etc. - other specialties can be considered if approved by the Section of EMS).

Preferred Requirements:

Prehospital Trauma Life Support, International Trauma Life Support, or Advanced Medical Life Support

This training course is offered through ANC's [Solutions Group](#) (TSG).

Certificate of Proficiency - Medication Assistant

The Medication Assistant Course at Arkansas Northeastern College combines classroom theory, lab and clinical experiences meeting the requirements of the Arkansas State Board of Nursing for the Medication Assistant-Certified (MA-C) training course. The course includes the role and responsibilities of the MA-C along with the concepts necessary for the safe and effective administration of medications. Supervised clinical experience includes administering medications in a nursing home setting. Students are required to meet College Admission requirements and must have completed at least 1 continuous year of full-time experience as a certified nurse aide (CNA) in the state of Arkansas and currently listed in good standing on the Arkansas Certified Nurse Aid Registry. Students successfully completing course requirements with a “C” or above and a “pass” in the clinical lab and clinical are awarded the certificate of proficiency in Medication Assistant.

Course Requirements

AH 16016 Medication Assistant
AH 16011 Medical Terminology

Credit Hours

6
1
7

CP in Medication Assistant Minimum Scores Required			
	Math	English	Reading
ACT	11	11	13
Accuplacer	26A	52	36
Next Gen	216A	224	224

Program Admission Requirements:

Admission to the ANC Medication Assistant Program is selective. In order to be considered for admission to the program, applicants must meet the following criteria:

- Complete Application for Admission to the MA-C Program and submit as directed.
- Minimum age of 18 years.
- Earned high school diploma or successfully passed the (GED) test.
- Must be a certified nursing assistant (CNA) with at least one (1) continuous year of full-time experience.
- Maintained registration on the Arkansas certified nurse aide registry continuously for a minimum of one (1) year. Persons with a criminal record, substance abuse problems, and or health problems that would interfere with safe practices may be ineligible for placement on the state registry and/or for employment.
- Is currently employed at a designated long-term care facility in Arkansas.

Refer to Medication Assistant Information Guidelines located on the ANC Allied Health web page for additional admission criteria and program application for admission.

Certificate of Proficiency - Nursing Assistant

Successful completion of the Nursing Assistant program qualifies students to work as nursing assistants in hospitals, long term care facilities, rest homes or convalescent homes. The Nursing Assistant Competency Exam offered through the Office of Long-Term Care provides opportunity for those successfully completing the NA program to become a Certified Nursing Assistant (CNA). Students must also complete a medical terminology course as part of the Nursing Assistant curriculum. This course provides structural analysis, suffixes, pronunciation, pluralization, and spelling of medical terms. Students must complete both courses with a grade of "C" or above. Refer to Nursing Assistant Information Guidelines located in the ANC Allied Health Website for additional information.

Program Requirements:	Credit Hours
AH 16076 Nursing Assistant	6
AH 16011 Medical Terminology	1
Total Credit Hours	7

CP Nursing Assistant Minimum Scores Required			
	Math	English	Reading
ACT	11	11	13
Accuplacer	26A	52	36
Next Gen	216A	224	224

Applicants must:

- Be at least 18 years of age.
- High School graduate or GED certificate recommended
- Meet minimal admission scores as noted
- Complete ANC admission application and NA Program application process.
- Attend mandatory orientation for NA.

Certificate of Proficiency - Phlebotomy Technician

The Phlebotomy Technician course prepares students for entry level competencies as phlebotomists in hospitals, clinics, blood donor centers, and other health care settings. Students develop skills in performing phlebotomy procedures, specimen collection and processing using proper techniques and universal precautions. The program is also designed to assist students in enhancing their critical thinking abilities and their interpersonal skills. The program includes 58 hours of theory classroom instruction and clinical laboratory experience on campus, with practice arms and tutorials. During the 120-hour Clinical practicum, students work in healthcare settings under the supervision of professional Medical Technologists and/or Phlebotomists to obtain practical, hands-on experience. The Phlebotomy Certificate Program is a one semester or 16-week course. Students successfully completing the course with a "C" or above are awarded a certificate proficiency in Phlebotomy.

Course Requirements

AH 16006 Phlebotomy Technician
AH 16011 Medical Terminology

Credit Hours

6
1

Total Credit Hours

7

CP Phlebotomy Minimum Scores Required			
	Math	English	Reading
ACT	11	11	13
Accuplacer	26A	52	36
Next Gen	216A	224	224

Program Admission Requirements:

Admission to the ANC Phlebotomy Program is selective. In order to be considered for admission to the program, applicant must meet the following minimum criteria:

- Must be a minimum of 18 years of age.
- Be a high school graduate or completed the GED certificate.
- Must meet minimum admission scores as noted
- Complete the ANC and Phlebotomy admission application forms.

Refer to Phlebotomy Information Guidelines located on the ANC Allied Health webpage for additional admission criteria and program application for admission.

COURSE DESCRIPTIONS

COURSE NUMBERS

ANC uses a five-digit course numbering system. A new numbering system was implemented in fall 1996. The first digit indicates the course level (0-Developmental, 1-freshman, 2-sophomore). The second digit represents the academic division. The next two digits represent the numerical sequence of the course and the fifth digit indicates the credit hour value of the course. It should be emphasized that the change in course numbers will not affect the transferability of courses.

ACTS Equivalent Course numbers are listed in the respective course description.

The following subject legend is used for courses in the catalog:

AC - Accounting	HU - Humanities
AG - Agriculture	HV - Heating, Ventilation, and Air Conditioning
AH - Allied Health	IS - Industrial Science
AN - Anthropology	LA - Language
AR - Art	MA - Mathematics
AS - Automotive	ME - Mechanical
AV - Aviation Maintenance	MG - Management
BI - Biology	MK - Marketing
BU - Business	MT - Manufacturing
CE - Cooperative Education	MU - Music
CH - Chemistry	NA - Nursing Assistant
CJ - Criminal Justice	NU - Nursing
CP - College Preparatory	OT - Office Management
CS - Computer Information Systems	PE - Physical Education and Health
CT - Construction Technology	PH - Philosophy
DA - Dental	PN - Practical Nursing
EC - Economics	PO - Political Science
ED - Education	PS - Physical Science
EL - Electrical	PY - Psychology
EM - Emergency Medical	RE - Real Estate
EN - English	SO - Sociology
ES - Environmental Systems	SP - Speech
GE - Geography	TH - Theater
HI - History	WE - Welding

ACCOUNTING

AC 11003 SURVEY OF ACCOUNTING – This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliations, payroll journal entries, petty cash, and basic financial statement analysis. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization. This course is only offered in the Spring semester.

AC 21003 PRINCIPLES OF ACCOUNTING I – This course examines the complete accounting cycle for merchandising and service-oriented organizations and the present accounting theory and practice relating to assets, liabilities, owners' equity, revenues, and expenses. The course includes basic differences in accounting for single proprietorships and partnerships and differences in how corporation equities are accounted. Prerequisite: Grade of "C" or above in MA14043 College Algebra or MA14123 Quantitative Reasoning. ACTS equivalent course number is ACCT2003. Offered Fall semester.

AC 21013 PRINCIPLES OF ACCOUNTING II – This course is a continuation of Accounting I. Special attention is given to corporations and manufacturing operations. The course also covers the use of accounting information in managerial decisions, costs, and financial statement analysis. Prerequisite: Grade "C" or above in AC21003 Principles of Accounting I. ACTS equivalent course number is ACCT2013. Offered Spring semester.

AC 21033 COMPUTERIZED ACCOUNTING – This course gives the student hands-on experience operating an accounting software package. Students learn to use the computer for common business transactions such as paying bills; purchasing and selling merchandise; processing payroll; and tracking vendors, customers, and inventory. Basic accounting principles and concepts are reinforced. Prerequisite: Grade "C" or above in AC21003 Principles of Accounting I or AC11003 Survey of Accounting. Offered Fall semester.

ALLIED HEALTH

AH 16006 PHLEBOTOMY TECHNICIAN – This course is designed to provide students with the essential knowledge and skills required in the performance of blood and specimen collection. The course covers the latest safety information, techniques, skills, and equipment necessary in the provision of safe and effective collection procedures. Content also addresses the professional role of the Phlebotomist, generational traits, age-specific considerations, transcultural communication and patients with special needs. The course requires a 58- hour lecture/lab and a 120-hour clinical externship.

AH 16011 MEDICAL TERMINOLOGY – The Medical Terminology course is designed to provide the basic structural background of prefixes, suffixes, and roots necessary for analyzing medical and scientific words. The emphasis is on structural analysis, pronunciation, pluralization, and spelling. This one credit hour class is delivered in the classroom along with 50% of the class requirements offered on-line.

AH 16016 MEDICATION ASSISTANT – The Medication Assistant Program is designed to educate qualified individuals to administer certain nonprescription and legend drugs in long term care facilities under the supervision of a licensed nurse. Theory, lab, and practicum will focus on safe medication administration and avoidance of errors. Knowledge of common side effects and adverse reactions of medications are included in addition to the legal aspect of documentation and communication techniques. Concepts of professional ethics are covered. The course practicum will focus on the skill of medication administration and safe application of medication theory and concepts in the long-term care facility. Supervised clinical experience is provided administering medications in nursing home settings. Upon successful completion of this program the student will be eligible to apply to take the Medication Assistant Examination to become a Medication Assistant-Certified (MA-C).

AH 16076 NURSING ASSISTANT – The Nursing Assistant training course provides instruction in the fundamentals of nursing care through lectures, discussion, and audiovisuals, along with demonstration and return demonstration of skills in the clinical lab. CPR/First Aid instruction are included as well as supervised

clinical experiences in a long-term healthcare facility. After successful completion of the course students receive a Certificate of Proficiency and Certificate of Completion and are eligible to complete the state certification/competency test to become a Certified Nursing Assistant (CNA).

AH 16084 BODY STRUCTURE AND FUNCTION – This 4 hour credit course follows the organization of the body from the single cell to the coordinated whole. Body systems covered in this course are an overview of the human body to include respiratory, cardiovascular, digestive, reproductive, excretory, endocrine, nervous, skeletal and muscular systems. A major emphasis is placed on the interaction of all body systems for the maintenance of a stable internal state. A classroom lab provides students opportunity to focus on application of advanced concepts.

ANTHROPOLOGY

AN 23003 INTRODUCTION TO ANTHROPOLOGY – A survey of the origins, development, and culture of man. Topics covered include the scope and nature of anthropology, the concept of culture, evolutionary theory, the emergence of modern man, the development of civilizations, human variations, linguistics, food getting, economic systems, the family and kinship, religion, magic, the arts, culture, and personality. ACTS equivalent course number is ANTH1013.

ART

AR 12003 DRAWING I – This course is an introductory studio class in the discipline of drawing. It involves the investigation and application of various linear approaches to creativity using a variety of media including pencil, charcoal, pastels, chalk, crayon, and pen & ink. Still-life and objects from nature are emphasized as subject matter.

AR 12013 DRAWING II – This course is an intermediate studio class which continues the study of the discipline of drawing. It expands the investigation and application of various linear approaches to creativity by exploring the visual characteristics of different objects and materials regarding texture and structure. Special emphasis is placed on understanding historical drawing styles as inspiration for the development of a personally expressive linear style. Prerequisite: AR12003 Drawing I.

AR 12023 WATERCOLOR I – This course is an introductory studio class which explores the techniques and various means of expression possible with watercolor paint. Different materials and approaches to the application of water-based pigment are investigated. The learning model for the course is experimental with the focus on process rather than product. Subject matter emphasis is on still life and objects from nature. Nonobjective results and collage are also explored.

AR 12033 WATERCOLOR II – This course is an intermediate studio class which continues the study of painting with watercolor. It expands the investigation of materials and techniques across a broad range of subject matter. Experimental and special techniques are emphasized and stylistic development is encouraged. Prerequisite: AR12023 Watercolor I.

AR 12043 FOUNDATIONS I – This course is an introductory studio class which introduces the basic concepts of two-dimensional visual design and how the concepts are used in the composition and creation of works of art. Through various media and techniques and conceptualization, the elements and principles of design are studied and applied as students create works that express each of the design concepts.

AR 12053 COMICS AND SEQUENTIAL ART I – This course is an introductory studio class for comics and sequential art. This course will involve a variety of different techniques involved in the creation of comic books ranging from pen and ink, ink brush, and hand-lettering. The course will also involve learning how to form a story and visual narrative through your created comics and comic strips. Discovery, investigation, creative writing, discussion, studying past comics, and application of various techniques will allow for the student to observe new techniques in creating their visual works and also apply critical thought to assessing their comics and their fellow artists works as well.

AR 22003 ART APPRECIATION – This course is an introductory survey and study of the visual arts in relation to the civilizations and times that produced them. The study includes exploration of the purposes and role of art in various cultures; the media and processes used in creating visual art; the analysis of selected works of art; and other foundational concepts necessary for developing an appreciation of art. This course is often taught online. ACTS equivalent course number is ARTA1003.

AR 22023 GRAPHIC DESIGN I – This course is a studio class which explores the fundamental techniques, concepts, and principles of design that are related to consumerism and concise visual messages. Basic composition, typography, color theory, and stylization are studied and applied. Students create designs for logos, letterheads, packaging, advertisements, posters, and signage.

AR 22033 PRINTMAKING I – This course is an introductory studio class for Printmaking. This course will involve a variety of different printmaking techniques such as dry point, woodcut, linocut reduction, and monotype. The course will also involve learning how to create editions through reproduction, mixing ink and linking the matrix, using the various tools safely, paper handling and press safety and management. Discovery, investigation, conceptual thought, discussion, critique, and application of various approaches will allow for the individual student to create art using new techniques and craft and also to apply critical thought to assessing their art and their fellow artists.

AR 22043 PAINTING I – This course is a studio class which introduces students to the discipline of painting. Terms, methodologies, materials, and techniques involved in painting with opaque media, particularly acrylic paint, are explored. The course emphasizes composition and the preliminary development of paintings with a focus on still-life and varied subject matter from nature.

AR 22053 PAINTING II – This course is an intermediate studio class which continues the study of the discipline of painting using acrylic paint. Techniques, methodologies and subject matter involved in painting are reviewed and further explored. Technical and creative experimentation are emphasized and stylistic understanding and development are pursued. Prerequisite: AR12043 Foundations I and AR22043 Painting I.

AR 22063 DRAWING III – This studio class provides advanced study in the discipline of drawing. Experimental techniques, creative expressiveness and stylistic development are emphasized. Portfolio compilation, analytical critiques, and art exhibit preparation are integral to the course. Prerequisite: AR12013 Drawing II.

AR 22073 PAINTING III – This studio class provides advanced study in the discipline of painting. Experimental techniques, creative expressiveness and stylistic development are emphasized. Portfolio compilation, analytical critiques, and art exhibit preparation are integral to the course. Prerequisites: AR22053 Painting II or AR12033 Watercolor II.

AR 22083 PRINTMAKING II – This course is an intermediate studio class for Printmaking. Printmaking II enhances the skills learned in Printmaking I and introduces more advanced printmaking techniques such as pronto-plate lithography, large-scale monotype, and large-scale relief. The course will also involve learning advanced methods of color mixing, additive and reductive inking methods, how to create larger editions of prints in terms of size and scale, printmaking tool safety, large scale paper handling, large scale work, new mediums of printmaking, and advanced press safety and management. Discovery, investigation, conceptual thought, discussion, critique, and application of various approaches will allow for the individual student to create art using advanced techniques and craft learned in the class. Critical thought will also be applied in assessing their art and the art of fellow artists.

AVIATION

AV 15004 AVIATION MATH & PHYSICS – This course contains the FAA subject areas of Mathematics and Basic Physics. This course provides a review of the basic math and physics needed for the remaining courses in the aviation maintenance program, as well as those required by the FAA. The math section

includes fraction, exponents, roots, algebraic operations area, and applied geometry. The physics section includes kinematics, thermodynamics, fluid dynamics, and atmospheric studies as they apply to aircraft and flight.

AV 15014 AIRCRAFT STRUCTURES I – This course contains the FAA subject areas of *Materials and Processes* including *Nondestructive Testing, Fluid Lines and Fittings, and Cleaning and Corrosion*. In this class, students will learn the proper way to use many of their tools. They will learn about and work with a variety of materials and hardware used in aircraft construction and maintenance. They will learn to use a variety of nondestructive testing techniques to locate and potential problems before a deadly accident occurs. They will learn the proper hardware and techniques to install fuel and hydraulic lines on aircraft. Finally, students learn how to keep an aircraft in safe flying condition as well as how to prevent and treat corrosion in aircraft.

AV 15023 AVIATION FUNDAMENTALS – This course contains the FAA subject areas of *Maintenance Publications, Maintenance Forms and Records, Mechanic Privileges and Limitation, and Human Factors*. They will learn what publications are available for legal maintenance and operation of aircraft, as well as how to properly document aircraft maintenance. They will learn the things that an A&P mechanic may and may not legally do. Finally, they will learn what ergonomic factors have to be taken into account to prevent or minimize human fatigue and facilitate ease of operation.

AV 15033 AIRCRAFT ELECTRICITY I – This course contains the FAA subject area of *Basic Electricity*. This course will provide a thorough introduction to both AC and DC electricity and circuits. Students will learn to calculate and measure volts, amps, watts, and ohms. Students will build and analyze circuits, and learn to use electrical schematics in relation to aircraft application.

AV 15054 AIRCRAFT ELECTRICITY II – This course contains the FAA subject area of *Aircraft Electrical Systems*. This class expands the student's knowledge of electricity, and teaches how electrical components are used in aviation. Students learn to solder, crimp, and install wires safely in aircraft. Students learn to service and troubleshoot generators, alternators, and electric motors.

AV 15076 AIRCRAFT STRUCTURES II – This course contains the FAA subject areas of *Sheet Metal Structures, Wood Structures, and Nonmetallic Structures*. Students will learn how to properly layout and fabricate sheet metal parts and repairs. A variety of fastening techniques will be learned including various specialty riveting. Students then learn about aviation grade wood and its mainly historic use in aircraft. Finally, students learn to service and repair the fiberglass, carbon fiber, and Kevlar based structures that are rapidly becoming the advanced standard of the aviation industry.

AV 15083 AIRCRAFT ASSEMBLY & RIGGING – This course contains the FAA subject area of *Assembly and Rigging*. Students will gain a wide overview of the type of flight structures on an aircraft, as well as their purpose and function. They learn how to properly assemble and rig aircraft for safe operation.

AV 15103 AIRCRAFT INSTRUMENTS – This course contains the FAA subject areas of *Position and Warning Systems, Aircraft Instrument Systems, and Communication and Navigation Systems*. Students will learn how to install, operate, and troubleshoot both required and optional safety and visibility systems on aircraft. They then move on into the systems that allow the pilot of the aircraft to safely operate the aircraft, as well as to navigate and communicate in flight. Students learn about historical systems and modern digital systems.

AV 15114 AIRCRAFT HYDRAULICS & PNEUMATICS – This course contains the FAA subject areas of *Hydraulic and Pneumatic Power Systems and Aircraft Landing Gear Systems*. Students will learn how to install, operate, and troubleshoot hydraulic controls, plumbing, and actuators. They will learn how these systems are used to control various parts of the aircraft, particularly the landing gear systems. Students study plain and antilock braking systems, as well as fixed and retractable landing gear systems.

AV 15143 AIRCRAFT DRAWING AND WEIGHING – This course contains the FAA subject areas of *Ground Operations and Servicing, Aircraft Drawings and Weight and Balance*. Students practice proper techniques used to direct aircraft while taxiing and learn to start and operate aircraft on the ground. Student will learn to read and understand aircraft drawings, and to complete sketches of the repairs that they will

make to aircraft. Students will also learn the procedures for weighing and aircraft and determining if it can be safely flown as it is loaded. Finally, they will learn how to adjust the center of gravity of the aircraft if needed.

AV 15153 AIRCRAFT WELDING AND PAINTING – This course contains the FAA subject areas of Welding, Aircraft Covering, and Aircraft Finishes. This class introduces aircraft welding in a variety of materials. Students primarily learn to recognize a safe weld, but they also learn to perform basic welding operations. Students then learn about the fabric covering systems used on certain small aircraft. Finally, students will learn the proper way to paint and refinish airplanes and parts.

AV 15162 AIRCRAFT ICE AND ATMOSPHERE – This course contains the FAA subject areas of *Ice and Rain Control Systems* and *Cabin Atmosphere Control Systems*. This class deals with the systems which allow aircraft to safely operate in hazardous weather. It covers ground based and inflight deicing. This course then examines simple cabin atmospheric systems such as heating and air conditioning. Finally, the class examines the necessity of cabin pressurization on high performance aircraft, and the complexities this brings to maintenance and operation.

AV 15172 AIRCRAFT FUEL AND FIRE – This course contains the FAA subject areas of *Aircraft Fuel Systems* and *Fire Protection Systems*. Students learn about and service fuel storage and delivery within the aircraft. They then examine the onboard fire detection and extinguishing systems built into many aircraft.

AV 15183 AIRFRAME INSPECTION – This course contains the FAA subject area of *Airframe Inspection*. This class teaches the proper way to complete annual airframe inspection and other required aircraft inspections. Students perform an actual annual airframe inspection, and in doing so, they review all of the airframe section information in preparation for the FAA Airframe Computer Based Test.

AV 25007 RECIPROCATING ENGINES – This course contains the FAA subject areas of *Reciprocating Engines* and *Engine Instrument Systems*. Students will learn piston powered engine theory, and put it into practice in the shop. Students completely tear down a large aircraft engine, and reassemble it in an airworthy fashion.

AV 25015 TURBINE ENGINES – This course contains the FAA subject areas of *Turbine Engines*, *Auxiliary Power Units*, *Unducted Fans*, and *Engine Instrument Systems*. This class teaches students the theory behind gas turbine engines. Students then gain hands on working experience as they tear down and rebuild a gas turbine engine. They apply what they have learned to smaller APUs and a variety of other systems.

AV 25023 AIRCRAFT LUBRICATION & COOLING – This course contains the FAA subject areas of *Lubrication Systems*, *Engine Cooling Systems*, and *Engine Fire Protection Systems*. This class examines the systems that keep an engine from being damaged by excessive heat buildup. In *Lubrication Systems*, students learn how to service and troubleshoot the systems, as well as how to determine which lubricants are compatible with which engines. *Engine Cooling Systems* deals with both air cooling and liquid cooling systems as they apply to internal and external components of the engine. Finally, students learn about the onboard fire detection and extinguishing systems as they apply to some small and most large aircraft engines.

AV 25074 POWERPLANT SUPPORT SYSTEMS – This course contains the FAA subject areas of *Introduction and Engine Airflow Systems*, *Engine Exhaust and Reverser Systems*, *Engine Fuel Systems*, and *Fuel Metering Systems*. This class deals with critical systems on all engines, such as the oxygen and fuel supply required to support combustion. Students will learn to troubleshoot, adjust, and service the complex systems which precisely control the fuel to air ratio for the engine. Students also study exhaust systems and power and safety enhancing systems associated with the exhaust, such as cooling augmentation, turbo charging, and reversing.

AV 25084 POWERPLANT ELECTRICAL SYSTEMS – This course contains the FAA subject areas of *Engine Electrical Systems* and *Ignition and Starting Systems*. Students learn proper wiring and servicing techniques for in front of the firewall.

Students gain familiarity with a wide variety of systems from the relatively delicate thermocouple sensing circuits to the high voltage ignition circuits and the high amperage starting circuits. This class emphasizes vibration protection and fire protection of the wiring.

AV 25093 PROPELLERS – This course contains the FAA subject area of *Propellers*. This class teaches students about what they can and cannot do with aircraft propellers. The class examines many types of propellers, from fixed and variable pitch to composite and aluminum. Students learn to make minor repairs, such as balancing and tracking.

AV 25103 POWERPLANT INSPECTION – This course contains the FAA subject area of *Engine Inspection*. This class teaches the proper way to complete annual and other required engine inspections. Students perform an actual annual engine inspection, and in doing so, they review all of the airframe section information in preparation for their FAA Airframes Computer Based Test.

BIOLOGY

It is strongly recommended that all CP courses should be completed before enrolling in any Biology course.

BI 14033 GENERAL BIOLOGY – A non-major's course that introduces the student to the unifying principles common to all levels of biological organization. Emphasis is at the cellular, organism and population levels with inquiry into the nature of scientific investigation. General Biology (BI14033) must be taken concurrently with General Biology Lab (BI14041). Students should have the same instructor for lecture and lab and will receive the same grade for both lecture and lab. Prerequisite: "C" or above in CP02023 Fundamentals of Language or a minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or "C" or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab. ACTS equivalent course number is BIOL1004.

BI 14041 GENERAL BIOLOGY LAB – Lab extends the concepts of and must be completed with the General Biology course. Students should have the same instructor for lecture and lab and will receive the same grade for both lecture and lab. ACTS equivalent course number is BIOL1004.

BI 14053 BOTANY – Introduction to the study of plant structure, physiology, life histories, economic importance, and evolution. Lab (BI14061) must be taken concurrently and completed as part of the class. Prerequisite: "C" or above in CP02023 Fundamentals of Language or a minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or "C" or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab. ACTS equivalent course number is BIOL1034

BI 14061 BOTANY LAB – Lab extends the concepts of and must be completed with Botany and will provide the student with the opportunity to see and dissect plants to verify and enhance Botany. ACTS equivalent course number is BIOL1034.

BI 14073 ZOOLOGY – Introduces the student to the fundamental concepts and principles of animal biology. It will increase the awareness of the relationships of these principles to man. The approach will be from the single-celled to the complex organism. Lab (BI14081) must be taken concurrently and completed as part of the course. Prerequisite: "C" or above in CP02023 Fundamentals of Language or a minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or "C" or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab. ACTS equivalent course number is BIOL1054.

BI 14081 ZOOLOGY LAB – Lab extends the concepts of and must be completed with Zoology and will include gross and microscopic anatomy, physiology, classification, and ecology of representative animals. ACTS equivalent course number is BIOL1054.

BI 24003 ANATOMY AND PHYSIOLOGY I – Provides the student with knowledge of the structure and function of the human body. The general organization of the body and the structure and function of the integumentary, skeletal, muscular, and nervous systems will be covered. Anatomy & Physiology I Lab

(BI24011) must be taken concurrently and completed as part of the class. Students must have the same instructor for lecture and lab. The Arkansas Course Transfer System (ACTS) requires that Anatomy and Physiology I and II be taken at the same institution to ensure transferability of the Associate of Arts Degree to a four-year institution. Prerequisite: "C" or above in CP02023 Fundamentals of Language or a minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or "C" or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab. ACTS equivalent course number is BIOL2404.

BI 24011 ANATOMY AND PHYSIOLOGY I LAB – Lab extends the concepts of and must be completed with Anatomy and Physiology I. ACTS equivalent course number is BIOL2404.

BI 24023 ANATOMY AND PHYSIOLOGY II – A continuation of the study of the structure and function of the human body. The structure and function of the autonomic nervous system, sense organs, and the endocrine, circulatory, lymphoid, respiratory, digestive, urinary, and reproductive systems will be covered. Lab (BI24031) must be taken concurrently and completed as part of the class. Prerequisite: Grade "C" or above in Anatomy and Physiology I and Lab (BI24003 and BI24011). Students must have the same instructor for lecture and lab. The Arkansas Course Transfer System (ACTS) requires that Anatomy and Physiology I and II be taken at the same institution to ensure transferability. ACTS equivalent course number is BIOL2414.

BI 24031 ANATOMY AND PHYSIOLOGY II LAB – Lab extends the concepts of and must be completed with Anatomy and Physiology II. ACTS equivalent course number is BIOL2414.

BI 24043 MICROBIOLOGY – A study of the bacteria, fungi, yeasts, and protozoa as they relate to man and the environment. Emphasis will be placed on disease causing organisms. Lab (BI 24051) must be taken concurrently and completed as part of the class. Prerequisite: Grade "C" or above in General Biology and Lab (BI 14033 and BI 14041) or Grade "C" or above in Anatomy & Physiology I and Lab (BI 24003 and BI 24011). ACTS equivalent course number is BIOL2004.

BI 24051 MICROBIOLOGY LAB – Lab extends the concepts of and must be taken with Microbiology. The laboratory course will focus on the isolation and identification of some major groups of microorganisms. Culturing techniques will include preparation of culture media, inoculation, transfer of cultures, and maintaining cultures for future need. ACTS equivalent course number is BIOL2004.

BUSINESS

BU 11003 INTRODUCTION TO BUSINESS – This course is designed to give the student a survey of the business world. The student is introduced to the operations of the various business segments of society including the free enterprise system, management, marketing, accounting and finance, information technology, and the role of government. The overview of the fundamentals of business incorporates the terminology of business and potential career fields. Offered Fall Semester. ACTS equivalent course number is BUSI1013.

BU 11013 LEGAL ENVIRONMENT OF BUSINESS – This course is an introduction to the fundamental elements of the Anglo-American legal system and its common law origins. The scope of the course will include the application and operation of the legal system in the remedy of business disputes, the development and operation of the court system, and the regulation of American business and industry by the United States Government. Prerequisite: CP02023 Fundamentals of Language or a minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or "C" or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab. ACTS equivalent course number is BLAW2003. Offered Fall semester.

BU 11016 ENTREPRENEURSHIP - This course introduces students to concepts and practices required for entrepreneurship, small business ownership and management. The course teaches students how to develop a comprehensive business plan, marketing plan, preparation of basic financial supporting documents (cash flow, balance sheets, and income statements),

and knowledge of the fees, taxes, licenses and other important legal information necessary to be a successful entrepreneur in a small business venture.

BU 11023 DECISION STRATEGIES – This course explores the science of making reasoned decisions. Students will improve their ability to make effective decisions as they study decision-making using individual, group, and corporate perspectives and techniques. This critical thinking course is designed to be taken by students pursuing business or technical studies. Prerequisite: CP02023 Fundamentals of Language or a minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or “C” or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab. Offered Spring semester.

BU 11059 CONTACT CENTER OPERATIONS & CUSTOMER SERVICE - This course introduces students to concepts of effective customer service skills and practices for managing a successful contact center. Students will learn from this course: 1) the importance of maintaining good human relations skills, 2) key phrases and language used to foster productive contact center-customer relationships, 3) computer and office technologies required in a contact center and office setting, and 4) planning and tactical decision making for improving efficiency within a contact center.

BU 21013 BUSINESS STATISTICS – This is a statistical methods course covering the collection, analysis, and presentation of data for business purposes. Also, includes the study of averages and dispersions, sampling, statistical inference, probability, tests of hypotheses, estimation, regression and correlation. Prerequisite: Grade “C” or above in MA14043 College Algebra or MA14123 Quantitative Reasoning. ACTS equivalent course number is BUSI2103. Offered Spring semester.

CHEMISTRY

CH 14023 GENERAL CHEMISTRY I – This course is designed to include the basic principles of chemistry, including the correlation between electronic configurations of their elements and their chemical properties. Lab (CH14031) must be taken concurrently and completed as part of the class. Prerequisite: Grade “C” or above in College Algebra (MA14043) or departmental approval. ACTS equivalent course number is CHEM1414.

CH 14031 GENERAL CHEMISTRY I LAB – Lab extends the concept of and must be completed with General Chemistry I. ACTS equivalent course number is CHEM1414.

CH 14043 GENERAL CHEMISTRY II – Continuation of General Chemistry I with a brief survey of organic chemistry. Lab (CH14051) must be taken concurrently and completed as part of the class. Prerequisite: Grade “C” or above in General Chemistry I and Lab (CH14023 and CH14031). ACTS equivalent course is CHEM 1424.

CH 14051 GENERAL CHEMISTRY II LAB – Lab extends the concepts of and must be completed with General Chemistry II. The laboratory emphasizes qualitative analysis. ACTS equivalent course is CHEM1424.

CH 14063 INTRODUCTION TO ORGANIC AND BIOCHEMISTRY – This course is designed to present topics and concepts from organic and biochemistry required by students pursuing degrees in the allied health sciences and related fields. This course is not intended for chemistry majors. Lab (CH14071) must be taken concurrently and completed as part of the course. Prerequisite: CH14023 General Chemistry I and Lab.

CH 14071 INTRODUCTION TO ORGANIC AND BIOCHEMISTRY LAB – Lab extends concepts of and must be completed with Introduction to Organic and Biochemistry course.

CH 14083 CHEMISTRY OF STEELMAKING – The course is an introduction to chemistry with emphasis on chemicals and reactions seen in the steel making industry. Topics will include measurements and calculations, matter, elements, atoms, ions, nomenclature, chemical reactions, reactions in aqueous

solutions, chemical composition, chemical quantities, energy, chemical bonding, gasses, liquids, solids, acids, bases, equilibrium, and organic chemistry.

CH 14133 CHEMISTRY FOR GENERAL EDUCATION – A survey course introducing chemistry as it applies to the real world. Includes basic topics of scientific method, measurement, states of matter, atomic structure, periodic table, chemical properties, and chemical reactions. Appropriate for general education. Not appropriate for science majors. Lab required. Prerequisite: “C” or above in CP04023 Fundamentals of Algebra, MA14043 College Algebra, MA14123 Quantitative Reasoning, or math score of ACT Math 19 or Next Gen Accuplacer Math 260Q. ACTS equivalent course is CHEM1004. Offered Spring semesters.

CH 14141 CHEMISTRY FOR GENERAL EDUCATION LAB – Lab extends concepts of and must be completed with Chemistry for General Education course.

COLLEGE PREPARATORY

NOTE: CP courses are required by state law if placement test results indicate a need for College Prep. CP courses are graded on the following scale: A⁺, B⁺, C⁺, D⁺, and F. In sequential courses a grade of C⁺ or above will be required to advance to the next level course. Courses which carry a CP prefix are not applicable for transfer or graduation, and grades of A⁺, B⁺, C⁺, D⁺ are not figured into the student's GPA.

CP 02023 FUNDAMENTALS OF LANGUAGE – Fundamentals of Language is designed to prepare students for English Composition I and to enhance their skills in correct use of grammar, mechanics, punctuation, usage, composition, and reading comprehension. This course is required for students with the following placement scores in English or reading:

ACT English 15-16 and ACT Reading 15-16
Accuplacer English 67-76 and Accuplacer Reading 53-69
Next Gen English 235-245 and Next Gen reading 235-245

CP 02052 ACCELERATED LEARNING PROGRAM LAB (ALP LAB) – The Accelerated Learning Program (ALP) Lab is designed to aid students in successfully completing English Comp. I and must be taken concurrently with English Comp I with the same instructor. This lab reinforces the concepts of the Composition I class and gives practice to those students who need additional attention from the instructor to improve writing. Offered Fall and Spring semesters. This course is required for students with the following placement scores in English or reading:

ACT English 17-18 and ACT reading 17-18
Accuplacer English 77-82 and Accuplacer reading 70-77
Next Gen English 246-251 and Next Gen reading 246-251

CP 03203 ESL/SPEECH IMPROVEMENT – This course is designed to assist both native and non-native speakers of English in improving their method of speaking. Elements of phonics as well as group practice sessions are used to achieve the goals.

CP 04023 FUNDAMENTALS OF ALGEBRA – Fundamentals of Algebra is a mastery-style, computer-based review of basic mathematical concepts associated with the arithmetic of real numbers and basic algebra with applications. Students work in the math lab at their own pace using a computer program with instructor assistance as needed. Students must also enroll in CP04042 Review Algebra Course for Excellence (RACE). Students must earn a “C” or above to pass Fundamentals of Algebra.

Prerequisite: Minimum ACT Math <19 or
Accuplacer Math 47A or 37E
Next Gen Math Q236

CP 04042 REVIEW ALGEBRA COURSE FOR EXCELLENCE (RACE) – RACE is a two-hour supplementary tutoring lab that must be taken concurrently with Fundamentals of Algebra. In this course, students work in a regular classroom using collaborative and individualized techniques to improve problem-solving skills. Offered Fall, Spring, and Summer semesters.

CP 04052 MATHEMATICAL APPLICATIONS PLUS (MAPs) – This course is a supplemental lab taken concurrently with any Mathematical Applications. Students meet in a regular classroom and use collaborative and individualized techniques to improve their understanding and skills. This course is required for students with the following mathematics placement scores:

ACT Math 15-17 or
Accuplacer Math 47-79A or 37-62E or
Next Gen Math 236-249A or 236-253Q

CP 04062 COLLEGE ALGEBRA PLUS (CAP) – College Algebra Plus is a supplemental class required for students concurrently enrolled in College Algebra with Review. This course adds two hours of class time each week to incorporate a review of prerequisite content needed for success in College Algebra. Offered Fall and Spring semesters. Prerequisites: Minimum ACT Math 19-20 or Accuplacer Math 77-86E or Next Gen Math 254-265Q.

CP 04072 QUANTITATIVE REASONING PLUS (QRP) – Quantitative Reasoning Plus is a supplemental course that must be taken concurrently with Quantitative Reasoning for any student who scores between 15-18 on ACT or between 236-259QA on Accuplacer NextGen. It is intended to help students be successful in Quantitative Reasoning by improving their problem-solving skills and mathematical reasoning at all levels.

COOPERATIVE EDUCATION

CE 11003 WORKPLACE ESSENTIALS – This course is designed to teach employability skills that are required for success in today's ever-changing workplace. Students receive instruction in proper business etiquette, effective communication, appropriate work habits, and additional workplace effectiveness skills such as time management and working in teams. In addition, students have the opportunity to earn a Career Readiness Certificate through the interactive training system Key Train, based on ACT's WorkKeys® assessment system.

CE 21013 INTERNSHIP – A venture between the student, the College, and business/ industry in which students combine classroom theory with on-the-job training. Students work closely with a faculty advisor to develop viable learning objectives that provide learning experiences that are consistent with their overall educational goals. The student will be responsible for completing the objectives, preparing the observation forms, and summarizing the results of the learning experience. Completion of this course requires 120 clock hours of instructor-approved workplace experience. Students should take this course during their last semester of study.

CE 21041 CAREER MANAGEMENT – Career Management prepares the student to meet the expectations of the workplace in finding and securing employment. Students explore job searching techniques, write a professional-looking resume and cover letter, and learn how to prepare for an interview. Note: This course is taken in the last Spring semester of the chosen field of study.

COMPUTER INFORMATION SYSTEMS

CS 11033 COMPUTER APPLICATIONS – This hands-on training in software applications includes word processing, spreadsheet, database, and multimedia presentations along with an introduction to computer and internet basics. Students are advised that typing a minimum of 30 wpm is recommended and OT 11084 Keyboarding/Data Entry is suggested as a co-requisite for those with slower typing speeds. Students may challenge this course through Credit by Examination and payment of related fees. ACTS equivalent course number is CPSI1003. Offered Fall, Spring, and Summer semesters.

CS 11044 INTRODUCTION TO NETWORKS – This course introduces networking vocabulary, concepts, and uses to students. Topics include the Open System Interconnection model; networking topologies, standards, specifications, uses and functions; Internet Protocol addressing; and labs.

CS 11054 SWITCHING, ROUTING & WIRELESS ESSENTIALS – Students will learn necessary knowledge of networking technology and networking practices. Topics include: Ethernet, subnetting, routing, switching, authentication and access control, mitigation of network threats, physical and hardware security, network troubleshooting, and documentation. Prerequisite: Grade “C” or above in CS 11044 INTRO TO NETWORKS.

CS 11533 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS – This course provides introductory computer concepts. Topics include hardware, application and system software, communications and basic networking, the Internet and World Wide Web, e-commerce, the social web and technologies, and data security and privacy.

CS 21003 SPREADSHEET APPLICATIONS – This course is an introduction to electronic spreadsheet concepts and terminology, using current applications software. The fundamentals of worksheets, graphics, and databases are employed to develop good problem-solving skills. A variety of “what if” conditions are explored in business, mathematics, and other areas. Prior to taking this course, students should have some experience working with computer software, Internet, and basic keyboarding skills.

CS 21043 INTRODUCTION TO CODING – This course is designed to teach students how to write structured programs in a personal computer environment. Students will attain a firm knowledge and understanding of the coding basics and will be introduced to an object-oriented programming (OOP) language. Prior to taking this course, student should have basic keyboarding skills and some experience working with computer software. Offered Spring Semester.

CS 21094 DATABASE MANAGEMENT – This course presents an introduction to relational database management systems. It is designed to familiarize the student with Microsoft Access and its application in the business world. Topics include: designing, maintaining, protecting and querying databases; creating forms, reports, and macros; and an introduction and application of SQL (Structured Query Language). Prior to taking this course, student should have some experience working with computer software, Internet, and basic keyboarding skills. Offered Fall semester.

CS 21181 INTRODUCTION TO WORD – This class teaches the student how to use Microsoft Word. Word processing functions such as creating documents, editing, copying, pasting, fonts, and printing. This course is designed to familiarize students with both beginning and intermediate functions.

CS 21191 INTRODUCTION TO POWERPOINT – This course teaches the importance of legibility, simplicity, and clarity in developing and creating effective visual presentations. Students will create slides, customize templates, and create charts, graphs, pictures, and animation for presentations or reports. Students learn to apply visual design criteria as they develop visuals through step-by-step, hands-on practice using PowerPoint.

CS 21201 INTRODUCTION TO EXCEL – This course teaches the student how to use today’s most popular spreadsheet package, providing the student hands-on experience. Creating spreadsheets, using formulas, printing and creating graphs and using database features will be featured.

CS 21231 INTRODUCTION TO ACCESS – This course explores the key concepts, features, and commands of the leading Windows-based database program. Students will learn how to use Microsoft Access to solve almost any business problem.

CS 21334 COMPUTER NETWORKING – The course introduces networking vocabulary, concepts, and uses and provides knowledge in networking technology and practices. Topics include the Open System Interconnection model; networking technologies, standards, specifications, uses and function; Internet Protocol addressing; and labs, ethernet, subnetting, routing, switching, authentication and access control, mitigation of network threats, physical and hardware security, network troubleshooting, and documentation. The course objectives cover the CompTIA Network+ certification exam objectives. Offered Fall semester.

CS 21343 SERVER ADMINISTRATION – This course focuses on skills and knowledge needed for effective work with the Windows Server operating system. Included are LAN server installation, systems

configuration, user and security management, management of file and print-sharing resources, configuration of network clients, and system recovery. Students also learn to manage and configure Active Directory Services, DNS, DHCP, remote access, IP routing, and network address translation in a Windows network. Recommend Computer Networking or experience with networking policies. Offered Spring semester.

CS 21443 COMPUTER HARDWARE / SOFTWARE I – In this course, students are introduced to the fundamentals of supporting and troubleshooting computer hardware and software. This course in conjunction with PC Hardware and Software II maps fully to CompTIA's latest A+ Exam objectives. Recommended: CS 11533 Introduction to Computer Information Systems. Offered Spring semester.

CS 21453 PC HARDWARE AND SOFTWARE II – This course is a continuation of PC Hardware and Software I and expands the student's knowledge and skills in supporting and troubleshooting computer hardware and software. This course in conjunction with PC Hardware and Software I maps fully to CompTIA's latest A+ Exam objectives. Prerequisite: CS 21443 PC Hardware and Software I. Offered Fall semester.

CS 21463 WEBSITE DESIGN – This course introduces students to designing and developing webpages and websites using HTML features such as forms, cascading style sheets, and multimedia. Students also create webpages using the JavaScript language with a strong emphasis on ADA compliance. In addition, students are introduced to popular webpage editing software and webpage design languages. Recommended: CS 11033 Computer Applications. Offered Fall semester.

CS 21473 INTRODUCTION TO CYBERSECURITY – This course provides an introduction to the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; application, data, and host security; access control and identity management; and cryptography. The course also covers new topics in network security, including psychological approaches to social engineering attacks, Web application attacks, penetration testing, data loss prevention, cloud computing security, and application programming development security. The course objectives cover the CompTIA Security+ Certification Exam. Offered Spring semester.

CS 22003 MOBILE APPLICATION DEVELOPMENT – This course introduces mobile app programming concepts, techniques, and design. Topics include accessing device capabilities, industry standards, operating systems and programming for mobile applications using an Operating System Software Development Kit (SDK). Students will develop an app during the course and should be able to create basic apps for mobile devices upon course completion. Offered Fall semester.

CS 22013 LINUX ESSENTIALS – This course covers the basics of the Linux operating system. Topics include: CLI configurations, GUI setup, using Linux as a server, changing permissions and group in Linux, directory structure, system administration, networking and printing, and security.

CS 22023 CYBERDEFENSE – This course covers the basics of cybersecurity and cyberdefense. Topics include: software assurance, threat intelligence and risk mitigation, infrastructure security, vulnerability management, wireless and IOT security, and incident response.

CONSTRUCTION TECHNOLOGY

CT 17003 CONSTRUCTION CRAFT SKILLS – This course includes modules for building foundation skills in construction and provides the tools necessary for achieving workplace success. It focuses on the hand and power tools safety and proper usage. An introduction to construction math and employability skills is also covered. Offered Fall and Spring semesters.

CT 17014 CONSTRUCTION TECHNOLOGY I – This course builds on the student's skills in job-site, construction math, and hand/power tools. Students will also develop skills in rigging techniques and the safe assembly and use of scaffolding.

Additional skills will include the operation and maintenance of light construction equipment used on the construction site including the skid steer, aerial lift, forklift, scissor lift, generators, compressors, and compactors. Offered Fall and Spring semesters.

CT 17024 CONSTRUCTION TECHNOLOGY II – This course is a companion to Construction Technology I and shall provide the student the opportunity to develop skills in site layout, form setting and placement, rebar layout and placement, and the pouring and finishing of concrete. Additional skills will include the use and maintenance of the cut-off saw and the rebar bender. Offered Fall and Spring semesters.

CRIMINAL JUSTICE

CJ 15003 INTRODUCTION TO CRIMINAL JUSTICE – This course is a study of history, development, and philosophy of law enforcement in a democratic society. The course includes an introduction to agencies involved in the administration of criminal justice and provides career orientation. ACTS equivalent course number is CRJU1023. Offered Fall semester.

CJ 15013 INTRODUCTION TO CORRECTIONS – This course is a study of correctional facilities. The purpose and objective is to provide the student with an analysis of the development of correctional systems in terms of organization, administration and function, and to evaluate the effectiveness of modern theoretical foundations and goals of the correctional system. Offered Spring semester.

CJ 15033 INTRODUCTION TO JAIL STANDARDS – This course provides certification for Arkansas jailers. Topics include: Ethics, stress, constitutional rights of prisoners, escape prevention, search of a person, standards, courtroom testimony, communications skills, report writing, prisoner transport, cell searches, special needs inmates, and fingerprinting. This course is taught in a seminar format, using the lesson plan provided by the Arkansas Law Enforcement Training Academy. Traditional students who can fit it into their schedule are invited to take this course as an elective; however, it is primarily geared toward personnel who are within their first year as a jail employee.

CJ 15093 CRIMINAL JUSTICE ETHICS – This course is a study of the ethical aspect of the criminal justice system. The idea is to introduce the student to ethical decision-making in the criminal justice system. The course includes an introduction to ethics, the basic principles behind moral and ethical decisions, and how these concepts are applied to all aspects of the criminal justice system. Offered Spring semester.

CJ 15103 TERRORISM – This course examines domestic and international terrorism, including the historical and philosophical underpinnings of terrorism in general and identified terrorist organizations in particular. Also examined will be the religious ideologies used to justify terrorism as well as the social, political, economic, psychological and legal impacts of terrorism in addition to methods of counter-terrorism. The course will discuss general methods by which terrorism might be confronted and America's specific response to domestic security issues in light of the September 11, 2001 attacks.

CJ 25XX3 BASIC LAW ENFORCEMENT/CORRECTIONS – The Police Academy or Basic Corrections Academy in-service training is provided for police officers to meet the needs of law enforcement today. It provides practical training in note taking, ethics, jurisdiction, law, traffic, arrest, investigation, evidence, firearms, testifying, detention, report writing, race relations, drugs, criminalistics, patrol techniques, communications, photography and contemporary police problems and issues. Successful completion of the Basic Police Training Course at most law enforcement training academies will be evaluated, with three hours of elective college credit to be given for each 90 clock hours of academy training. A maximum of nine hours of elective college credit may be given to the student designated as:

*CJ 25033 Basic Law Enforcement/Corrections I and/or

*CJ 25043 Basic Law Enforcement/Corrections II, and/or

*CJ 25003 Basic Law Enforcement/Corrections III.

All students requesting credit must be currently employed in law enforcement or corrections.

CJ 25013 CRIMINAL INVESTIGATION – This course is an in-depth study of the nature and purpose of investigation. The tools employed and the reasoning and techniques useful in the reconstruction of criminal activity will be discussed. Attention is also given to interrogation and special investigation techniques. Offered Fall semester.

CJ 25023 CRIMINAL EVIDENCE – This course provides an overview of criminal trial procedures; evidence; constitutional rights; presumption, relevance; expert testimony; testimonial privileges; hearsay, confessions; and impeachment. Emphasis will be given to the Arkansas and Federal Rules of Evidence. Offered Spring semester.

CJ 25053 CRIMINAL LAW AND PROCEDURE – This course is an introduction to the study of criminal, common statutory laws, and evidentiary rules within the context of enforcement and admissibility. Particular emphasis will be placed upon the Arkansas Criminal Code and Rules of Criminal Procedure, and recent decisions of the Arkansas and United States Supreme Court. Offered Fall semester.

CJ 25063 COMMUNITY CORRECTIONS – This course provides an analysis and evaluation of the concept of punishment and rehabilitation through probation, parole, diversion, shock treatment, and other measures outside of traditional incarceration. It is also a study of the development, organization, operation and results of probation and parole.

CJ 25093 FORENSIC SCIENCE – This course introduces students to crime scene technology, procedures for sketching and diagramming crime scenes, and using casting materials. It also surveys the concepts of forensic chemistry, fingerprint classification/identification and other latent techniques, drug identification, hair and fiber analysis, death investigation techniques, thin-layer chromatography methods and examination of arson materials. Students may be assigned laboratory times as well. Offered Fall semester.

CJ 25143 JUVENILE LAW AND PROCEDURES – This course gives the student an overview of the procedure for dealing with juvenile violators from a law enforcement prospective. It explores the differences between juvenile offenders charged as juveniles, juvenile offenders charged as adults, and adult offenders as well as pure “status offenses,” which only apply to juveniles. Offered Fall semester.

CJ 25163 FRONTLINE LAW ENFORCEMENT SUPERVISION – This course is designed to prepare law enforcement professionals employed or desirous of employment in positions of frontline leaders and supervisors to lead, motivate, discipline, and evaluate employees.

CJ 25193 POLICE AND SOCIETY – This course is a survey and overview of policing in the United States. It includes a description of the historical development of modern policing, the structure and organization of the police in the United States, and an assessment and analysis of policing in America. In addition, this course explores basic police patrol operations and procedures covering both routine and emergency situations. Offered Spring semester.

CJ 25203 CRIMINOLOGY – This course is designed to be a general introduction into criminal behavior using an interdisciplinary approach. The student will be introduced to the sociological patterns of crime and criminals with an emphasis on classical and contemporary theories. Further attention will be given to the detailed analysis of the causes, affects and prevention of criminal behavior. Offered Spring semester.

CJ 25993 SPECIAL TOPICS IN LAW ENFORCEMENT – This workshop is designed primarily for in-service personnel. It allows the student to focus on current problems and issues, and then develop strategies to provide more effective services and solutions. The topics will be specific to law enforcement and the course will only be offered on a case by case basis for elective credit.

DENTAL ASSISTING

DA 19003 CHAIRSIDE ASSISTING I – Provides background knowledge for clinical practice and prepares students to develop competence in performing assignments in general dentistry, including preparing the student for the Chairside portion of the Dental Assisting National Board certification exam. Offered Fall semester.

DA 19012 DENTAL BIOMEDICAL SCIENCE – This course includes the study of anatomy and physiology, which introduces the student to basic structure and function of each system of the body and their

contributions to the body as a whole. Emphasis is placed on anatomical structures of the head and neck and their effect on chewing, salivation, circulation, and respiration. A unit on dental anatomy includes oral embryology and histology, which is the development of the head, neck, face and oral cavity along with the form and function of the structures of the oral cavity. A unit oral pathology includes the study of disease in the oral cavity. The student will recognize normal and abnormal conditions in the mouth, document and describe the abnormalities using correct terminology. Body defense to inflammation, healing and repair, various types of lesions of the oral cavity, including cancer, and secondary oral disorders is also included. The study of therapeutics includes a brief history of drugs, methods of administration, drug effects, and commonly used drugs in the treatment of oral lesions, anxiety, and pain control. Offered Fall semester.

DA 19021 INFECTION CONTROL – This course focus on the infection control process in the dental office. The microbiology unit provides the necessary foundation to understand the organisms that cause disease, the approaches necessary to destroy them with a special interest in the diseases that are of a concern in dentistry such as herpes, the various forms of hepatitis and the human immunodeficiency virus. The section on infection control prepare the students to seek current evidence-based information to determine the best products, safest methods and most effective techniques to maintain a safe environment for the dental team and patients. The procedures learned will help the student put into daily practice the OSHA requirements and the CDC guidelines in day to day infection control decisions. Offered Fall semester.

DA 19033 DENTAL MATERIALS I – Provides students with an understanding of dental materials used in intraoral and lab procedures, including experience in manipulation. Offered Fall semester.

DA 19042 DENTAL CLINICAL SCIENCE – Includes an orientation of the dental profession, which is historical information on the dental profession from early times to the present. Basic information concerning education and licensure of the dentist and each member of the dental health team with emphasis on the dental assistant is included. A unit on legal and ethical aspects of dentistry introduces the ethical principles and laws that pertain to the state and national practices of dentistry, including the dentist and all members of the dental health team. In the unit on medical and dental emergencies, the fundamental principles, skills, preventive measures and knowledge to function effectively in various emergency situations that may arise in the dental office are studied. Cardiopulmonary resuscitation (CPR) training for certification and registration is included. Offered Fall semester.

DA 19052 DENTAL RADIOLOGY I – Students receive a fundamental knowledge of the basic principles of radiation physics to produce x-rays, biological effects of ionizing radiation, safety, radiographic quality assurance, exposure techniques, processing, mounting, and evaluation of finished radiographic films. Offered Fall semester.

DA 19061 PREVENTIVE DENTISTRY – This course prepares students to provide oral health instruction, focusing on prevention to include: basic nutritional counseling, coronal polish, and sealants. Offered Fall semester.

DA 19073 CHAIRSIDE ASSISTING II – A continuation of DA19004. This course provides the student knowledge with an emphasis on dental specialty practices and improving competency in chairside procedures. This course will cover all nine of the dental specialties preparing the student for the Chairside portion of the Dental Assisting National Board certification exam. Offered Spring semester.

DA 19082 DENTAL MATERIALS II – A continuation of DA19033. This course provides students with an opportunity to gain competence in the manipulation of dental materials. The emphasis of this course will be in the lab setting improving the techniques of temporary crowns, study models and bleaching trays. Offered Spring semester.

DA 19093 DENTAL PRACTICE MANAGEMENT – Introduces the student to applied psychology, principles of the psychological aspects of behavior of the dental patient during treatment, communication between the dentist, patient, and members of the dental health team. Stress-coping mechanisms, verbal, and nonverbal communication is emphasized. The Practice Management course is to provide information and practice in

performing general duties in the typical dental business office. The unit includes maintaining financial records, job application, and gaining and maintaining employment. Offered Spring semester.

DA 19102 DENTAL RADIOLOGY II – A continuation of DA19052. This course provides students with an opportunity to gain competence in exposure, developing, and interpretation skills of dental radiographs. The students will be exposing and processing a complete radiographic series on a patient under the direct supervision of the instructor.

Upon successful completion of DA19052 Dental Radiology I and DA19102 Dental Radiology II the student will meet the requirements to sit for the Radiography portion of the Dental Assisting National Board. Offered Spring semester.

DA 19115 Dental Clinical Experience – This clinical course provides students the opportunity to perform dental assisting duties in off-campus facilities under the supervision of a dentist and his/her staff. During this part of the introductory clinical training the student will be rotated through one or two general dentist or pediatric dental offices. Offered Spring semester.

DA 19136 Dental Clinical Experience Advanced – Students perform dental assisting duties in off-campus facilities under the supervision of a dentist and his/her staff. During this summer capstone clinical course, students complete a six-week dental office rotation for a minimum of 160 clinical hours. The course also includes mandatory participation in scheduled class seminars during the six-week course. Offered Summer semester.

ECONOMICS

EC 21003 MACROECONOMICS – This course is a study of how economic systems operate, with much stress placed on money, banking, and national income. It is designed to increase awareness of economic problems and encourage the student to analyze alternative solutions. Resource allocation in International Trade is investigated. Prerequisite: Grade “C” or above in MA14043 College Algebra or MA14123 Quantitative Reasoning. ACTS equivalent course number is ECON2103. Offered Fall semester.

EC 21013 MICROECONOMICS – This course is a study of how market participants interact to allocate scarce resources to the production of goods and services. Particular emphasis is placed on production cost and revenue and how these factors determine the firm’s output. Market conduct, the economics of human resources and social problems, and alternate economic systems are investigated. Prerequisite: Grade “C” or above in MA14043 College Algebra or MA14123 Quantitative Reasoning. ACTS equivalent course number is ECON2203. Offered Spring semester.

EDUCATION

ED 13013 CURRICULUM AND MATERIALS FOR PRESCHOOL – A wide variety of classroom activities for preschool will be presented. The program is designed to promote developmentally appropriate practices that are creatively expressed in all areas of curriculum. This course will also provide the student with practical “hands-on” experience to develop materials and methods related to the study of preschool child care.

A "curriculum unit" pertinent to the child care profession will be produced. This course is only offered in the Fall semester.

ED 13023 HEALTH/SAFETY/NUTRITION – Three major topical areas are addressed in this course: children's health; safety concerns and management; and nutrition. Emphasis is on the important role teachers play in promoting children's health and fostering their development of healthy attitudes, values, and practices. Basic fundamentals of good health and first aid will be explored as well as preventive measures. The students will prepare and present "curriculum units" on related topics. This course is only offered in the Spring semester.

ED 13043 CHILD GUIDANCE – Students will examine factors that affect the behavior and guidance techniques in group child care settings. Units on developmental factors, indirect guidance, and direct guidance and strategies will be studied. Emphasis will be on "Positive" Child Guidance. The students will explore "Bibliotherapy", the use of literature to promote mental health. This course is only offered in the Spring semester.

ED 13053 CURRICULUM AND MATERIALS FOR INFANTS AND TODDLERS – During this course, students will come to understand how to create goals and plans for every day routines and create developmentally appropriate activities for quality infant/toddler programs. These Classroom activities and experiences include the areas of art, literature, music, and movement. Also, the types of play, sand and water, and outdoor activities will be studied. A file box of student made materials and a collection of lesson activities will be produced and presented. This course explains the aspects of a developmentally appropriate program and leads students through the process of planning and implementing every aspect of caring for and teaching infants and toddlers. This course is only offered in the Spring semester.

ED 13063 PROGRAM PLANNING AND MANAGEMENT – This course includes planning and administering a day care program, personal practices, facility development and maintenance, laws and licensing regulations of day care centers and family homes. Guest speakers will share experiences and information.

ED 13103 ENVIRONMENTS FOR YOUNG CHILDREN – This course is designed to provide the student with a broad knowledge based on how to design a program for children developing both typically and atypically. The course provides the opportunity to plan environments that are physically and emotionally secure. The students will plan and implement activities that are age, stage and culturally appropriate for children from birth to age five. The course content is based upon guidelines established by the Council for Early Childhood Professional Recognition. This course is only offered in the Fall semester.

ED 13123 CHILD CARE PRACTICUM AND ORIENTATION – This course is designed for students who are assuming responsibility of a childcare worker under the guided supervision of a child care center director or early childhood teacher. The student will be required to document 480 clock hours in his/her place of employment as required by the Council for Early Childhood Professional Recognition. This course is only offered in the Spring semester.

ED 13143 LITERACY AND LANGUAGE ARTS FOR EARLY CHILDHOOD – This course is designed to make the early childhood educator aware of the acquisition of language, and how to provide children birth through pre-kindergarten, including children with special needs with language rich environments by incorporating the four areas of language: speaking, listening, writing, and reading. Different genres of children's literature will be explored with activities that promote literacy at school and in the home. This course is only offered in the Fall semester.

ED 13153 ADVANCED FIELD EXPERIENCE – An introductory course designed for those students who plan to work with children ages birth through pre-kindergarten. This class will include lecture and field-based activities that allow the student to observe: environment, personal care, routines, activities, interactions, and other facets of early childcare center daily operation. The class includes 30 hours of observation in a Head Start facility. Students must have a cleared background check and a child maltreatment background check prior to class beginning. This course is only offered in the Fall semester.

ED 13163 MATH AND SCIENCE FOR EARLY CHILDHOOD – This course is designed to make the early childhood educators familiar with a variety of ways to introduce children birth through pre-kindergarten, including children with special needs to concepts related to math and science that are essential to a basic understanding of math and science. Fundamental concepts, skills, and applications will be covered, that are aligned to recognized standards of NCTM and NAEYC. This course is only offered in the Spring semester.

ED 13173 FUTURE PERSPECTIVES IN EARLY CHILDHOOD – (capstone course) This course introduces students to current research in the field of Early Childhood Education. Students will develop a knowledge base of the NAEYC code of conduct through analyzing case studies designed to demonstrate

competencies of current research and practice. The development of a portfolio will demonstrate the skills related to NAEYC standards. This course is only offered in the Spring semester and should be taken in the last spring semester of the A.A.S. degree plan coursework. Students will be required to take the early childhood NOCTI assessment during this course.

ED 23003 INTRODUCTION TO TEACHING – An introductory course designed for those students who plan to teach on the Pre-K-4th grade and Mid-level (4-8 grades). The course includes lecture and field-based laboratory experience and is designed to meet the new standards for accreditation established by the National Council for Accreditation of Teacher Education. This class includes 30 hours of observation in the public schools.

Prerequisites: “C” or above in CP02023 Fundamentals of Language or a minimum ACT English 19 and ACT Reading 19; or Accuplacer English 89 and Accuplacer Reading 78 or Next Gen English 252 and Next Gen Reading 252 or “C” or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab. This course is offered in the Fall and Spring semesters.

ED 23013 SURVEY OF EARLY CHILDHOOD – A survey of the history, curriculum, and program development of early childhood education from birth to age eight. Includes seven (7) hours of field study. This course is only offered in the Fall semester.

ED 23033 SURVEY OF EXCEPTIONAL CHILDREN – An introduction to the causes, effects, and education of children that have physical, emotional/social or mental exceptionalities. This course includes ten hours of observation in classrooms that provide services to students with special needs. This course is required for students seeking the Associate of Science (K-6 and Mid-level) transfer degree in childhood education. This course is only offered in the spring semester.

ED 23103 INTRODUCTION TO EDUCATION TECHNOLOGY – Teachers and professionals operating and working in education are required to use and operate computers for individual and student use daily. This course will allow students to apply and practice tasks that are needed in the classroom to enhance student learning. Students will create activities, while gaining experience with google, word processing, spreadsheets, the Internet and presentation software. Students will have the opportunity to evaluate educational websites and apps for classroom use. This course is offered in the Fall semester.

ED 23133 CHILD GROWTH AND LEARNING – This course involves the development of the elementary grade child, including major theories of development and learning, with a focus on how these are influenced by the child’s sociocultural environment. Four clock hours of child study projects are required. This course is required for students seeking the AS (K-6) transfer degree in Childhood Education. This course is only offered in the Fall semester.

ELECTRICAL

EL 15003 BASIC ELECTRICITY I – This is an introductory course on the fundamentals of electricity and basic circuits. Topics covered include basic direct current (DC) series and parallel circuits, voltage, current, Ohm’s Law, resistors, and electromagnetism. Coursework includes hands-on applications with basic electricity training equipment. Prerequisite: Minimum ACT Math 13, English 11 and Reading 11 or Accuplacer Math 30A, English 52, Reading 33 or Next Gen Math 236A, English 224, Reading 224.

EL 15013 BASIC ELECTRICITY II – This course expands upon Basic Electricity I by introducing the concept of alternating current (AC), capacitors, inductors, AC power, reactance, and power factor.

Single- phase electricity is studied as well as measurement techniques. Coursework includes hands-on applications with basic electricity training equipment. Prerequisite: EL15003 Basic Electricity I.

EL 15023 APPLIED ELECTRICITY & ELECTRONICS – This laboratory-based course provides a study of electrical laws and principles pertaining to DC and AC circuits. Topics covered include current, voltage,

resistance, power, inductance, capacitance, and transformers. Applied activities will stress the use of standard electrical tests, electrical equipment, and troubleshooting procedures. Safety procedures and practices are emphasized. Prerequisite: EL15003 Basic Electricity I.

EL 25003 AC/DC MACHINES – This course introduces the fundamental operation of both static and rotating electrical machines. These include motors, generators, and transformers which all operate on the principles of magnetic induction. Single-phase and three-phase motors and transformers are covered in theory and operation. Coursework includes hands-on applications with AC motors and transformers. Prerequisite: EL15013 Basic Electricity II.

EL 25013 INDUSTRIAL MOTOR CONTROLS I – This course provides the student with a thorough understanding of the theory and operations of electric motor controls. Complete electrical control systems are studied including basic principles of electric motor control, circuit layout and connections, control pilot devices, and basic control circuits. The theory and operation characteristics of motor controls are verified through lab experiments. Prerequisite: EL15003 Basic Electricity I or taken concurrently with EL15003.

EL 25023 INDUSTRIAL MOTOR CONTROLS II – This course continues the study of the principles of the theory and operation of industrial motor controls. Coursework includes AC reduced voltage starters, three-phase multi-speed controllers, wound rotor motor controllers, synchronous machine controls, DC controllers, rectifier circuits, and electronic power controls. The theory and operation characteristics of motor controls are verified through lab experiments. Troubleshooting skills are developed through a number of controlled faults incorporated into the lab experiments. Prerequisites: EL25013 Industrial Motor Controls I and EL25003 AC/DC Machines.

EL 25033 PROGRAMMABLE LOGIC CONTROLLERS – A study of basic PLC hardware and programming used for controlling machines and processes in industry. Emphasis will be placed on the operation and use of programmable logic controllers (PLC). Also included will be the interfacing between low voltage control circuits and higher voltage machines. Troubleshooting of these controls will be included. Prerequisite: EL25013 Industrial Motor Controls I.

EL 25043 INTRODUCTION TO ELECTRONICS – This course is a study of the basic principles of electronic theory and applications. Topics covered include diode basics, rectifier circuits, amplifiers, oscillators, MOS and junction transistors, and SCRs. Experimentation is used to reinforce discussions. Prerequisite: EL15003 Basic Electricity I

EL 25053 INTRODUCTION TO DIGITAL ELECTRONICS – This course is a study of the basic principles of digital electronics theory and applications. Topics covered include logic gates, numbers used in digital electronics, interfacing, counters, encoding, decoding, shift registers, flip-flops, memory, and digital systems. Prerequisite: EL25043 Introduction to Electronics

EL 25063 ADVANCED PLC – This course introduces the student to more advanced programming and application topics related to PLCs. Timer and counter applications will be covered as well as numerous troubleshooting topics, application development, and documentation. More advanced programming projects will be required using practical application scenarios. Prerequisite: EL25033 Basic Programmable Control Logic Controllers.

EL 25073 INSTRUMENTATION AND CONTROL SYSTEMS – This course provides a technician-level approach to the field of instrumentation and process control. Topics include: open and closed-loop systems, pressure instrumentation, temperature control, flow and level control, analytical instrumentation, instrument calibration, and controller tuning. Control and data acquisition topologies will also be covered. Prerequisite: EL15003 Basic Electricity I.

EL 25083 AC VARIABLE SPEED DRIVES – This course provides coverage of electric motor drive theory, operation, and applications. Installation, basic programming, and troubleshooting techniques are integrated into the course. Drive selection and startup procedures will also be covered. Prerequisite: EL25003 AC/DC Machines and EL25013 Industrial Motor Controls I and minimum ACT Reading 11 and Math 13 or Accuplacer Reading 33 and Math 30A or Next Gen Reading 224 and Math 236A.

EMERGENCY MEDICAL

EM 18008 EMERGENCY MEDICAL TECHNICIAN – This program trains students to recognize, assess, and manage medical emergencies of acutely ill or injured patients in a prehospital care setting. Students in this program are required to participate in a 48-hour clinical internship and 24-hour field internship. After successful completion of the program, students are eligible to take the National Registry Certification Exam. Offered Fall and Spring semesters.

EM 18014 HEALTH CARE PROFESSIONAL (HCP) to EMT BRIDGE COURSE – The HCP to Emergency Medical Technician Bridge Course prepares the State approved health care professional to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. This class is offered as a blended learning environment opportunity that includes on-line, classroom, laboratory and clinical requirements. Students are required to complete online work assignments prior to scheduled class meetings. Offered Fall and Spring semesters.

Admission Requirements as published by the Arkansas Section of EMS:

1. Students must hold current licensure or registry in good standing that under normal circumstances requires a minimum of two (2) years of education/training (ex. Registered Respiratory Therapist, Registered Nurse - other health care providers may be considered if approved by the Section of EMS).
2. Students must hold current American Heart Association - Healthcare Provider, Advanced Cardiac Life Support, and Pediatric Advanced Life Support or equivalent certification.
3. Student must have two (2) years of critical care experience (Emergency Department, Intensive Care Unit, Flight Nursing, etc. - other specialties can be considered if approved by the Section of EMS).

Preferred Requirements: Prehospital Trauma Life Support, International Trauma Life Support, or Advanced Medical Life Support

EM 18017 PREPARATORY FOR PARAMEDICS WITH LAB – This course is a combination of classroom and clinical laboratory instruction centered on important areas of the pre-hospital environment to include: an introductory study of modern Emergency Medical Services, basic principles, procedures, and techniques of emergency care along with patient assessment and concepts regarding legal/ethical, care delivery, technologies and patient/family expectations. Offered Spring semester.

EM 18047 MEDICAL EMERGENCIES FOR PARAMEDICS I WITH LAB – At the completion of this course, the Paramedic student will be provided the opportunity to integrate pathophysiological principles and assessment findings to formulate a clinical impression and implement a treatment plan for patients experiencing medical emergencies in the pre-hospital care environment, involving the respiratory, cardiac and nervous systems. This course will also provide students 40 hours of clinical experience with the opportunity to be observed and perform pediatric patient assessments and procedures under the guidance of a professional health care preceptor with expertise in their specific patient care area. Students are required to assess and document age specific care provided on clients with diverse medical complaints while in the assigned clinical area utilizing an online database. Offered Spring semester.

EM 18054 MEDICAL EMERGENCIES FOR PARAMEDICS II W/LAB – At the completion of this course, the Paramedic student will be provided the opportunity to integrate patho-physiologic principles and assessment findings to formulate a field impression and implement a treatment plan for patients experiencing medical emergencies in the pre-hospital care environment, involving the endocrine,

gastroenterological, renal/urinary and gynecologic systems, including toxicological emergencies. Offered Summer semester.

EM 18062 MEDICAL EMERGENCIES CLINICAL FOR PARAMEDICS – Medical Emergencies Clinical will provide students supervised clinical experiences while under supervision of an assigned preceptor and/or clinical coordinator, while applying basic and advanced assessment skills and procedures in the acute care setting of the emergency room, and cath lab. This clinical course provides students the opportunity to be observed and perform patient procedures under the guidance of a professional health care preceptor with expertise in their specific patient care area. Students are required to assess and document age specific

care provided on clients with diverse medical complaints while in the assigned clinical area utilizing an online database. Offered Summer semester.

EM 18074 TRAUMA FOR PARAMEDICS WITH LAB – At the completion of this course, the Paramedic student will be able to integrate the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient's mechanism of injury. Management and treatment of traumatic injuries will include; hemorrhage/shock, soft tissue trauma, burns, head/facial trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculoskeletal trauma. Offered Summer semester.

EM 18092 PARAMEDIC CLINICAL I – Paramedic Clinical I provide students supervised clinical experiences while under supervision of an assigned preceptor and/or clinical coordinator, while applying basic and advanced assessment skills and procedures in the acute care setting of the respiratory department, psychiatric unit, critical care ICU. Students also complete a required 12-hour emergency room rotation under the direct supervision of ANCs Paramedic Medical Director. Offered Fall semester.

EM 18103 SPECIAL CONSIDERATIONS FOR PARAMEDICS WITH LAB – At the completion of this course, the Paramedic student will be able to integrate pathophysiology principles and assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric, geriatric, diverse, and chronically ill patients. Offered Summer semester.

EM 18124 PARAMEDIC OPERATIONS MANAGEMENT WITH LAB – Paramedic Operations Management with Lab provides a blending of student learning methodologies that consist of classroom, online and clinical laboratory instruction centered in the area of the pre-hospital environment including the instruction in pre-hospital care management. This capstone course prepares students to become prehospital care providers by performing in an operations role within the EMS system utilizing concepts of medical direction and protocols, rescue, and mass casualty response. Offered Fall semester.

EM 18132 PARAMEDIC CLINICAL II – Paramedic Clinical II provide students supervised clinical experiences while under supervision of an assigned preceptor and/or clinical coordinator, while applying basic and advanced assessment skills and procedures in the acute care setting of the operating room and labor delivery room, along with a community rotation in the public health department. Students also complete a required 12-hour emergency room rotation under the direct supervision of ANCs Paramedic Medical Director. Offered Fall semester.

EM 18146 PARAMEDIC FIELD INTERNSHIP – This internship will allow supervised experience in the prehospital care setting. Emphasis is on the applications of previous coursework. During this rotation, the student will be able to apply the knowledge and skills learned during the past year. The clinical setting will change from the Hospital to an Ambulance capable of delivering advanced life support services. The student will serve as a Team leader in the advanced care unit. Offered Fall semester.

ENGLISH

EN 12003 ENGLISH COMPOSITION I – This course encourages students to write with purpose and express their ideas logically in writing. The course integrates reading and writing and emphasizes acceptable grammatical options, appropriate usage, sentence and paragraph variety, organizational patterns, and adequate content. Prerequisites: "C" or above in CP02023 Fundamentals of Language or minimum ACT English 19 and Reading 19 or Accuplacer English 83 and Reading 78 or Next Gen English 252 and Reading 252.

Students having an ACT English or Reading score of 17 or above or Accuplacer English 77-82 and Accuplacer Reading 70-77 or Next Gen English 246-251 and Reading 246-251 may enroll in English Composition I ALP (Accelerated Learning Program) with the co-requisite CP02052 ALP Lab.

EN 12013 ENGLISH COMPOSITION II – A continuation of English Composition I with emphasis on more advanced composition, reading, and rhetorical skills. The research paper will also be part of the semester's study.

Prerequisite: Grade “C” or above in EN 12003 English Composition I or English Composition I (ALP) Students must earn “C” or above in this course to earn an associate degree. ACTS equivalent course number is ENGL1023.

EN 12023 TECHNICAL WRITING – This course is designed to improve the communications skills of students seeking a career in technical and scientific fields. It includes writing reports, proposals, and business correspondence. The course ends with a written research project and oral presentation as the final project. Students who are seeking an Associate of Applied Science degree should take this course instead of English Composition II. Prerequisite: a “C” or better in English Composition I and Computer Applications.

EN 22003 WORLD LITERATURE I – Emphasis will be on the reading and discussion of outstanding works selected to represent a variety of forms, centuries, peoples, and philosophies of the world before 1650. Prerequisite: Minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or a grade of “C” or above in English Composition I or taken concurrently with CP02052 English Comp I ALP lab. ACTS equivalent course number is ENGL2113.

EN 22013 WORLD LITERATURE II – A continuation of World Literature I in which the emphasis will also be on the reading and discussion of outstanding works selected to represent a variety of forms, centuries, peoples, and philosophies of the world from 1650 to the present. Prerequisite: Minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or a grade of “C” or above in English Composition I or taken concurrently with CP02052 English Comp I ALP lab. World Literature I and World Literature II do not have to be taken in sequence. ACTS equivalent course number is ENGL2123.

EN 22023 CREATIVE WRITING – A course designed for students who have a desire to write original poetry and fiction. Emphasis will be placed on the student’s interest and skills as a writer with the intent of developing and broadening them. Prerequisite: Grade of “C” or better in EN12003 English Comp I

EN 22033 ENGLISH LITERATURE I – A survey of English Literature which covers the major works from Beowulf through the Eighteenth Century. Emphasis will be on the relationship of the works to literary and intellectual movements.

EN 22043 ENGLISH LITERATURE II – A continuation of English Literature I. This course will encompass the major works from the Eighteenth Century to present. Emphasis will also be on the relationship of the works to literary and intellectual movements.

EN 22073 AFRICAN-AMERICAN LITERATURE – The approach in African-American Literature will be toward involving students in a lively study and discussion of great works of literature by African-American writers, past and present. This study will take a chronological/historical perspective, stressing the important writers and genres in each historical period.

EN 22083 INTRODUCTION TO POETRY AND DRAMA – This course is designed to help students understand the basic elements of poetry and drama with an emphasis on increasing the student’s reading, writing, and analytical skills. The course will concentrate on a variety of poems and specific plays that reveal the emotion, ideas, and changes throughout history.

EN 22093 INTRODUCTION TO FICTION – This course is designed to help students understand the basic elements of the short story with an emphasis on increasing the student’s reading, writing, and analytical skills. The course will concentrate on a variety of literature, including multi-cultural works by a diverse group of authors, revealing the emotions, ideas, and changes throughout history. Prerequisite: Grade of “C” or above in EN 12003 English Composition I.

ENVIRONMENTAL SYSTEMS

ES 15003 INDUSTRIAL SAFETY ADMINISTRATION – This is a course dealing with the role of the safety professional, social, legislative and regulatory requirements as well as the concepts of hazard recognition, evaluation and control.

Safety and health legal issues facing industry in dealing with federal regulations will be covered and what companies must do to comply will be addressed.

ES 15011 INTRODUCTION TO FIRST AID – This course is designed to introduce student to basic first aid concepts and practices in the workplace. Practical application and examination will support lecture topics studied in the course, including cardiopulmonary resuscitation (CPR).

ES 15023 FIRST RESPONDER: MEDICAL – This course is designed to prepare a person to assist Emergency Medical Technicians & assess injuries and provide immediate care. This is the next step after Basic First Aid and CPR.

ES 15041 EMERGENCY RESPONSE PLANNING – This is an introductory course designed to prepare students to identify, evaluate, and control safety and health hazards. The course also provides an overview of emergency response activities.

ES 15051 ACCIDENT INVESTIGATION – This course is designed to equip the student with the knowledge and skill needed to conduct accident investigations and complete mandatory reporting as required by the Occupational Safety & Health Administration (OSHA). An overview of regulations will be provided and investigative procedures, problem solving techniques, and reporting will be studied.

ES 15061 HAZARDOUS MATERIALS – The application of Standard Operating Procedures (SOP) and Material Safety Data Sheets (MSDS) to chemical materials will be covered. Students will participate in the writing of a Hazard Communications program.

ES 15071 INDUSTRIAL RIGGING – This course provides hands-on training on the variety of methods available in the area of industrial rigging. Students will be provided classroom instruction as well as practical application and exercises.

ES 25023 ENVIRONMENTAL MANAGEMENT – This course introduces students to various industrial water treatment processes, as well as basic requirements and procedures for an air pollution control program. Treatment processes covered include boiler water, cooling water, and wastewater. Students will study emission-related compliance issues, pollution control equipment, and the calculation of basic air quality formulas and associated sampling. This course also explores noise level measurement, reduction, and regulatory compliance.

GEOGRAPHY

GE 23003 INTRODUCTION TO GEOGRAPHY – A basic course emphasizing the major physical and cultural regions in the world. (Recommended for education majors.). Prerequisite: A grade of “C” or above in CP 02023 Fundamentals of Language/Lab or a minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or “C” or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab. ACTS equivalent course number is GEOG1103.

HISTORY

HI 13003 WORLD CIVILIZATION TO 1600 – A survey of the major contributions to the development of global civilizations from ancient times to the early modern period. Emphasis is given to those people, movements, and ideas influential in the development of the modern world.

Prerequisite: A grade of “C” or above in CP 02023 Fundamentals of Language/Lab or a minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or “C” or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab. ACTS equivalent course number is HIST1113.

HI 13013 WORLD CIVILIZATION SINCE 1600 – A survey of the development of modern industrial and urban society from its European base in the Seventeenth Century to its worldwide impact in the Twentieth Century. Prerequisite: A grade of “C” or above in CP 02023 Fundamentals of Language/Lab or a minimum

ACT English 19 or Accuplacer English 83 or Next Gen English 252 or “C” or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab. ACTS equivalent course number is HIST1123.

HI 23003 THE U.S. TO 1876 – A survey of the United States from pre-history to the end of Reconstruction. Topics covered include American Indian cultures, the impact of the “discovery,” the colonial period, the American Revolution, the political system, economics and territorial expansion, slavery and sectionalism, and the Civil War and Reconstruction. Prerequisite: A grade of “C” or above in CP 02023 Fundamentals of Language/Lab or a minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or “C” or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab. ACTS equivalent course number is HIST2113.

HI 23013 THE U.S. SINCE 1876 – A survey of the U.S. from Reconstruction to the energy crisis. Topics covered include industrialization, urbanization, immigration, populism, progressivism, the New Empire, World War I, Twenties, the Great Depression and the New Deal, World War II, the Cold War, the Civil Rights Revolution, Vietnam, and the energy crisis. Prerequisite: A grade of “C” or above in CP 02023 Fundamentals of Language/Lab or a minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or “C” or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab. ACTS equivalent course number is HIST2123.

HI 23023 ARKANSAS HISTORY – A study of the historical figures, places, major events, and social and economic factors which have influenced the historical growth and development of the state. This course is recommended for education majors. Prerequisite: A grade of “C” or above in CP 02023 Fundamentals of Language/Lab or a minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or “C” or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab.

HI 23033 AFRICAN-AMERICAN HISTORY – A survey of the total Black experience in America. Prerequisite: A grade of “C” or above in CP 02023 Fundamentals of Language/Lab or a minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or “C” or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab.

HI 23043 INTRODUCTION TO HERITAGE STUDIES – This course provides an introduction to the concerns and issues involved in the studies of heritage, tradition, historic preservation, public archaeology, folklore, history and preservation.

HI 23053 A MODERN GERMAN HISTORY – This course is a survey of modern Germany from the 1871 founding until the present. The class considers political, social, and cultural developments. Key topics include German Unifications, the Second Reich, both World Wars, Nazi rule and seizure of power, and the development of both East and West Germany.

HUMANITIES

HU 12003 WORLD RELIGIONS – This course gives an introduction to the world’s religions, studying conceptual, worship and social factors of religious life from past to present.

HU 22003 HUMANITIES THROUGH THE ARTS – An integrated approach to the humanities through the study of literature, painting, music, sculpture, philosophy, and architecture as interrelated displays of human creativity. The student will be exposed to a variety of arts and ideas to develop a lifelong appreciation for the joy, beauty, and truth that are inherent in all the arts. Prerequisite: English Composition I.

HU 22013 INTRODUCTION TO OLD TESTAMENT – This course is an introduction to the Old Testament and the environment in which it was written. The people, lands, cultures, and beliefs of the ancient world greatly affected the authors and text of the Old Testament. Therefore, deliberate consideration must be given not only to the study of the Old Testament text but also its world.

HU 22023 INTRODUCTION TO NEW TESTAMENT – This course is an introduction to the New Testament and the environment in which it was written. The people, lands, cultures, and beliefs of the ancient world

greatly affected the authors and text of the New Testament. Therefore, deliberate consideration must be given not only to the study of the New Testament text but also its world.

HU 22043 INTRODUCTION TO WORLD MYTHOLOGY – This course surveys selected mythologies of the world, emphasizing their common origins and subsequent influence on human thought and expression. The course involves critical thinking, reading, and writing.

HEATING, VENTILATION, AND AIR CONDITIONING

HV 17004 INTRODUCTION TO AIR CONDITIONING – This course contains a series of lectures and demonstrations on the history and development of refrigeration. General and specific safety rules and school procedures will be stressed. The identification and use of hand and special tools, as well as, principles of measurement using rules and micrometers, will be taught.

HV 17013 TUBING, PIPE, AND WELDING – This course covers the process of identifying tubing and piping with practical applications in sizing and fitting to different configurations using mechanical fittings, soft soldering, silver brazing, aluminum brazing, and equipment usage. Practical application is provided in the laboratory.

HV 17024 HVAC ELECTRICITY – This course provides a study of electricity, its effects, and its behavior. This knowledge of the fundamentals will prepare students to understand the construction and operation of electric motors, controls, and circuits used for refrigeration and air conditioning.

HV 17033 ELECTRICAL COMPONENTS AND MOTORS – This course teaches the characteristics of alternating current waves, phase relations, transfer action and its use with controls, motors and relay resistors. In addition, the student will study a wide variety of motors, single and three phase, used in the air condition and refrigeration field. Practical application is provided in the laboratory.

HV 17043 SCHEMATICS – The student will learn to read, draw, and interpret wiring diagrams, and place the circuitry in operative arrangements with electrical and electronic symbols. The student will develop systems diagrams for a variety of air conditioning and refrigeration equipment.

HV 17054 FUNDAMENTALS OF GAS AND ELECTRIC HEAT – This course provides the student with the basic components of gas and electric heating systems. Students will be required to identify components, disassemble and reassemble the various systems.

HV 17063 AIRFLOW DYNAMICS – This is a study of air properties and the instrumentation to meet the environmental needs of structures, residential and commercial, and the factors involved the calculation of heating and cooling loads.

The distribution mediums such as duct design and sizing are studied. Application is provided.

HV 17073 RESIDENTIAL SYSTEMS – This course is a study of the major components and control devices for cooling systems. The student will be required to assemble components into an operative system. Practical application is provided in the laboratory.

INDUSTRIAL SCIENCE

IS 15001 INTRODUCTION TO ISO/QS 9000 – In this course, training modules are used on an as required basis for specific employee groups. The training and coaching hours depend on the current level of understanding and proficiency within the company. The Implementation Needs Assessment identifies the specific training modules required to fit the situation.

IS 15012 ISO 9000 CERTIFICATION – ISO 9000 is a quality assurance program, designed to allow businesses to install a formal, standardized system to govern the procedural steps of any manufacturing process.

The course will explain the system needed to identify, monitor and record the proper steps which support the order entry, manufacture and testing of products to ensure that compliance with agreed customer or product specification requirements are consistently met.

IS 15021 STATISTICAL TECHNIQUES – This course offers a step-by-step approach to understand Statistical Process Control and the techniques available for its application in industry. The course will provide a Technical Math review to facilitate a clearer understanding as well as application of statistical techniques.

IS 15031 FAILURE MODE AND EFFECTS ANALYSIS – This course is designed to assist the student in identifying areas that could be problematic to the workplace. The student will learn to identify things that have gone wrong and ways to reduce future risk.

IS 15042 INTERNAL QUALITY AUDITING – This course is designed to assist the student in gaining skills through activities and individual participation to successfully conduct system audits.

IS 15053 PROJECT MANAGEMENT – The course is designed to provide the class participant with practical lessons in project management. The course presents an integrated view of the concepts, skills, and techniques involved in project management. Focus is on the five phases of project management: Initiating, Planning, Executing, Controlling, and Closing, and the nine project management knowledge areas: Integration, Scope, Time, Cost, Quality, Human Resources, Quality, Risk, and Procurement. Usage of Microsoft Office Project software as the application tool will be integrated into the lessons.

IS 15063 BASIC METALLURGY – This program is designed to provide the student with: (1) a working knowledge of metallurgical terminology; (2) the conceptual background of material types; (3) an understanding of mechanical properties and tests methods; and (4) a background in heat treatment and property modification. The course will cover an introduction to metals, properties of metals, manufacturing process, iron and steel, standard steels, heat treatment, and other metals.

IS 15073 ULTRASONIC INSPECTION – This course is designed to introduce students to the basics of the ultrasonic inspection field. Coursework consists of theory coupled with practical exercises in which the participants become familiar with the common inspection systems and basic data interpretation.

IS 25003 METALLURGY OF STEEL MAKING & TESTING – This course is intended to introduce the student to the processes of manufacturing steel and to highlight the important characteristics, properties, and applications of steel products. An introduction to basic metallurgy and testing is included, as well as a brief comparison with competing technologies in the steel industry.

IS 25013 TOTAL QUALITY MANAGEMENT – This course is a study of the comparison of traditional detection quality control systems with the contemporary trend for controlling the prevention of defects. This class addresses the commitment of management, and the organization as a whole, to the cultural changes necessary to implement quality improvements throughout the organization.

IS 25023 MANUFACTURING ORGANIZATION/MANAGEMENT – This class focuses on the world of manufacturing and the ever-changing aspect of such. We will address the basic functions and challenges of managers in the manufacturing environment, updated technologies, as well as the latest developments in methodologies and actual practices. We will also focus on Supply Chain, Logistics, Continuous Improvement, Quality Management, Lean Manufacturing concepts.

IS 25033 OPERATIONS MANAGEMENT – This course is an in-depth analysis of the principles and techniques that comprise the Manufacturing Resource Planning philosophy. Topics range from strategic planning to shop floor control and performance management.

IS 25043 PRODUCTION AND INVENTORY CONTROL – This course is designed to create an understanding of the manufacturing process as it relates to the planning and control of the flow of materials through this process.

Primary areas of concern will be production planning, implementation and control, and inventory management.

LANGUAGE

LA 12003 SPANISH I – Teaches the student to read, write, understand, and speak Spanish and at the same time to develop an appreciation of life in and the culture of the Hispanic world. ACTS equivalent course number is SPAN1013.

LA 12013 SPANISH II – Will continue the development of the four fundamental skills of the language: reading, writing, speaking, and comprehending. Spanish II will also include selected readings to introduce students to the Spanish literary world. Prerequisite: Spanish I. ACTS equivalent course number is SPAN1023.

LA 12023 FRENCH I – Teaches the students to read, write, understand and speak French and at the same time to develop an appreciation of the life and culture of the French speaking people. ACTS equivalent course number is FREN1013.

LA 12033 FRENCH II – Will continue the development of the four fundamental skills of the language: reading, writing, speaking, and comprehending. Prerequisite: French I. ACTS equivalent course number is FREN1023.

MATHEMATICS

MA 14023 MATHEMATICAL APPLICATIONS FOR ALLIED HEALTH – This course is a modular based mastery approach to mathematical concepts to those majoring in allied health. Modules cover applications in measurement, using formulas and other allied health related math concepts.

Co-requisite:

Students with the following must also enroll in CP 04052 Mathematical Applications Plus:
ACT Math 15-17 or Accuplacer Math 47-49A/37-63E or Next Gen Math 236-249A/236-253Q

Prerequisite:

Students with the following may enroll without CP 04052 Mathematical Applications Plus:
ACT Math 18+ or Accuplacer Math 80A/63E or Next Gen Math 250A/254Q

MA 14033 INTRODUCTION TO STATISTICS – An introduction to the use and language of statistics which is open to all disciplines. Topics include measures of central tendency, measures of variability, grouping of data and drawing graphs, probability, normal distributions, hypothesis testing, estimation, T-tests, F-tests, regression, correlation, prediction and Chi-square tests. Prerequisite: A “C” or above in MA14043 College Algebra or MA14123 Quantitative Reasoning. ACTS equivalent course number is MATH2103.

MA 14043 COLLEGE ALGEBRA – A study of polynomial, rational, exponential, and logarithmic functions, including graphing techniques, finding zeros, finding inverse and composite functions, and applications of functions. Other topics include solving systems of equations and inequalities, basic operations on matrices, and finding determinants. Students must earn a “C” or above in College Algebra to receive an associate degree. ACTS equivalent course number is MATH 1103. Prerequisites: minimum ACT Math 19 or Next Gen Math 260Q.

Students having a “C” or above in CP04023 Fundamentals of Algebra, ACT Math 15-18 or Next Gen Math Q236-259 must enroll in College Algebra with Review and the co-requisite CP04062 College Algebra PLUS.

MA 14053 PLANE TRIGONOMETRY – A study of the trigonometric functions, their graphs, properties and inverses, and applications including verifying trigonometric identities, solving trigonometric equations, solving triangles, polar coordinates, and vectors. Prerequisite: “C” or above in MA 14043 College Algebra. ACTS equivalent course number is MATH1203.

MA 14065 PRE-CALCULUS – Includes selected topics from algebra and trigonometry such as functions, polynomial and rational functions, exponential and logarithmic functions, the trigonometric functions, analytic trigonometry, systems of equations and inequalities, sequences and series, and analytic geometry. (No credit will be given if the student has already taken College Algebra and Plane Trigonometry.) Prerequisite: ACT Math 21 or Next Gen Math 266Q. ACTS equivalent course number is MATH1305.

MA 14123 QUANTITATIVE REASONING – This course includes topics in finance, probability and statistics, and mathematical modeling with emphasis on critical thinking and problem-solving. Quantitative Reasoning is designed for students in non-STEM fields which do not require College Algebra. Prerequisite: “C” or above in CP 04023 Fundamentals of Algebra, or minimum ACT Math 19 or Next Gen Math 260Q. Students must earn a “C” or above in the course to earn an Associate of Arts Degree. ACTS equivalent course number is MATH 1113.

Students having a “C” or above in CP04023 Fundamentals of Algebra, ACT Math 15-18 or Next Gen Math Q236-259 or A236-259 must enroll in QR with Review and the co-requisite CP04072 QR PLUS.

MA 24003 MATHEMATICS FOR TEACHERS I – Math for Teachers I is a study of set theory, functions, sets of numbers and their properties, number theory, applications, and problem solving. Prerequisite: A grade of “C” or above in MA 14043 College Algebra or MA14123 Quantitative Reasoning. Students must earn a grade of “C” or better in this course to enroll in Math for Teachers II.

MA 24015 CALCULUS I – Selected topics in analytical geometry, the study of limits and continuity, differentiation, applications of differentiation, integration, and applications of integration. Prerequisite: A “C” or above in MA 14043 College Algebra and MA 14053 Plane Trigonometry or MA 14065 Pre-Calculus. This course is offered in the Fall semester. ACTS equivalent course number is MATH2405.

MA 24025 CALCULUS II – A continuation of Calculus I which includes the following topics: logarithmic and exponential functions, trigonometric functions and inverse trigonometric functions, techniques of integration, infinite series, conics, plane curves, parametric equations, and polar coordinates. Prerequisite: A “C” or above in MA 24015 Calculus I. This course is offered in the Spring semester. ACTS equivalent course number is MATH2505.

MA 24033 CALCULUS III – A continuation of Calculus II which includes the following topics: vectors in three-dimensional space, solid analytic geometry, differential calculus of several variables, multiple integration, and vector analysis. Prerequisite: A “C” or above in MA 24025 Calculus II. This course is offered in the summer. ACTS equivalent course number is MATH2603.

MA 24043 MATHEMATICS FOR TEACHERS II – Math for Teachers II is a continuation of Math for Teachers I. Topics studied include probability and statistics, introductory geometry, congruence and similarity, measurement, and decimals and percent’s, with applications. Prerequisite: A “C” or above in MA 24003 Math Teachers I. Students must earn a grade of “C” or better.

MA 24073 BUSINESS CALCULUS – A study of algebraic, exponential and logarithmic functions, their limits, derivatives, and integrals and how this applies in business. Prerequisite: Grade “C” or above in College Algebra (MA 14043). ACTS equivalent course number is MATH2203.

MECHANICAL

ME 15002 BLUEPRINT READING – This course presents an overview of methods used in presenting and interpreting a variety of industrial blueprints and schematics. Topics will include engineering drawings in the machine and electrical fields, construction blueprints including structural fabrication and erection drawings, piping drawings and architectural drawings.

ME 15013 BASIC HYDRAULICS/PNEUMATICS – This course presents the basic principles of hydraulics and pneumatics as they apply to industrial equipment. Complete hydraulic systems are studied including

fluids, reservoirs, pumps, valves and actuators. Complete pneumatic systems are studied including directional control valves, cylinders, regulators, flow control valves, compressors, air preparation units and pneumatic circuits. Course work includes hands-on applications with hydraulic and pneumatic training equipment.

ME 15023 MECHANICAL DRIVES & BEARINGS – This course examines the uses of basic machines in industrial settings.

Topics covered include mechanical drive devices, gears, gear drives, belts, belt drives, chains, chain drives, bearings, sprockets, and lubrication. The proper installation and maintenance procedures for repair and replacement will be demonstrated.

ME 15033 MAINTENANCE WELDING – This course is designed for the basic needs of the manufacturing student, including instruction and practice in gas cutting and welding, brazing, arc welding in various positions and basic MIG welding. Cutting freehand with the cutting torch and operating semi-automatic cutting equipment also enhance the learning experience.

ME 15042 INDUSTRIAL PUMPS – This course is a study of basic industrial pump types and principles. Pump operation and characteristics are covered for the following types of pumps: positive displacement, dynamic, diaphragm, magnetic drive, and centrifugal. Proper installation, maintenance, and troubleshooting procedures involving industrial pumps will be demonstrated.

ME 15054 BASIC MACHINE SHOP – This course provides instruction in the care and precision operation of drilling machines, lathes, vertical mills, and surface grinders. The course of study familiarizes the student with various measuring instruments and techniques. Some of the tools used are vernier and micrometer instruments, gage blocks, indicators, and comparators. Lab exercises incorporate hands-on practice in accurate turning, knurling, threading, and other machine shop operations. Prerequisite: Blueprint Reading.

ME 15063 METROLOGY – This course explores the science of dimensional measurement. Topics to be covered include the proper use of hand-held measurement devices, theory and use of transfer standards, gauge calibration and recall systems, gauge capability studies, gauge accuracy requirements, use of optical comparators, thread measurement, and fixed limit gauges.

ME 15073 GEOMETRIC DIMENSIONING & TOLERANCING – This course deals with quality planning and control techniques utilized in various precision measurement applications. The course includes a review of the coordinate system and ANSI standards. Students will study measurement of form tolerances, orientation tolerances, runout tolerances, datum tolerances, and location tolerances, as well as practical applications of each. Prerequisite: Blueprint Reading or consent of instructor.

ME 15083 CAD FUNDAMENTALS I – This course is designed to introduce the entry level computer/drafting student to the design techniques, program capabilities, and deficiencies of a typical CAD (Computer-Aided-Design) program.

Using simple commands, basic entities will be created and displayed in both 2-D and 3-D modeling. Experience will be gained in both engineering design and architectural drawing.

ME 15093 METAL FABRICATION I – The student will learn the safe and proper method to transport and secure high-pressure cylinders, to install regulators onto the cylinders, and to adjust regulator pressure. Instruction will be given in proper care and use of oxy-fuel torches of several varieties and brand names. Emphasis will be given to proper cleaning of the torch tip. Instruction will be directed toward manual cutting torches.

ME 15103 METAL FABRICATION II – The student's ability to demonstrate the safe and proper procedures taught in Metal Fabrication Phase I will be observed. In addition, the student must advance skill to perform various cuts with the Oxy/Fuel equipment on a variety of structural shapes.

In conjunction with additional and more advanced cutting torch practice the student will receive instruction on the semiautomatic Flux Cored Arc welding process. This course will provide an individual the practice

required to master the skill of performing production fillet welds with the FCAW welding process in the 2 F position.

ME 25012 ADVANCED HYDRAULICS – This course provides hands-on training in hydraulics to those students wishing to advance to a more sophisticated level of hydraulics troubleshooting and maintenance.

ME 25033 CNC PROGRAMMING – This course is designed for individuals with no previous experience in CNC machine tool programming. The course will introduce the students to basic programming languages, G & M codes, as well as discussions on machine terminology, tooling, setup, cutting speeds and feeds, and computer aided off-line programming.

ME 25043 INTRODUCTION TO ROBOTICS – This course provides students with a broad base of robotics competencies in modern manufacturing technology. Educational hardware and software, based on actual industrial components, emulate automated manufacturing environments. The course incorporates hands-on lab experience with simulation, creative design projects, and problem solving. Students work in teams and are exposed to various core technologies on a rotation basis. Prerequisite: A grade of “C” or better in CP04023 Fundamentals of Algebra, MA14123 Quantitative Reasoning, or MA14043 College Algebra.

MANAGEMENT

MG 21003 PRINCIPLES OF SUPERVISION – This course is designed primarily for the foreman/supervisor. Topics covered include how to supervise, leadership styles, employee communications, human relations, and discipline and grievance procedures. Offered Fall or Spring semesters.

MG 21063 PRINCIPLES OF LEADERSHIP – This course is a study of the concepts of Leadership and Teamwork in the workplace. Topics covered include leadership styles and techniques, planning and goal setting, creating consensus, and the fundamentals of the self-directed work team. Emphasis is placed on increasing leadership skills and acquiring the logic, knowledge and understanding of work teams, through role playing and practical experiences. Offered Spring semester.

MG 21073 TEAMWORK AND TEAM BUILDING – Focused on effective team performance, the course addresses the challenges of team leadership to build and develop teams that are productive and results oriented. The importance of communication and conflict management are woven throughout the course as a common thread for team collaboration and success.

Working in groups and teams as well as team roles and processes are emphasized. Offered Spring semester.

MARKETING

MK 21013 MARKETING FUNDAMENTALS – This introductory course is designed to present principles, methods, and problems involved in the distribution and marketing of goods and services. The essential role of marketing in society is studied, as well as specific areas such as consumer motivation, market segmentation, product development, advertising, target markets, and channels of distribution. The marketing mix is examined as an integrated system designed to plan, promote, price, and distribute goods and services. ACTS equivalent course number is MKTG2003.

MK 21043 CUSTOMER SERVICE – This course focuses on the development of skills and attitudes necessary to provide quality customer service. The importance of the customer, satisfying customer needs, the keys to effective customer service, and retention strategies related to customer service are addressed. Students learn effective techniques to resolve problem situations and how to measure the effectiveness of their customer satisfaction programs. Offered Spring semester.

MANUFACTURING

MT 15003 INTRODUCTION TO MANUFACTURING – This course is designed to introduce the student to the world of advanced manufacturing and establish a foundation upon which further studies in manufacturing might rest.

Students will explore basic manufacturing material and processes, tools, techniques, and produce some simple products.

MT 15013 DESIGN FOR MANUFACTURING – This course is designed to expand on the introductory manufacturing course and expose the student to basic design concepts, computer skills, and drawing skills used in product and process design within the field of manufacturing. Additionally, the course is designed to expose students to a number of interpersonal skills and competencies necessary for a sustained career in manufacturing.

MT 15023 MANUFACTURING PRODUCTION PROCESSES – This course is designed to provide the student with a hands-on learning experience with the basic tools, equipment, and operations of manufacturing industries. The student will also understand the relationship between a manufacturing need, a design, materials, processes, as well as tools and equipment. During this course, the student will utilize many of the basic manufacturing processes to produce primary and secondary materials for manufacturing.

MT 15033 MANUFACTURING POWER & EQUIPMENT SYSTEMS – This course will introduce students to manufacturing materials, materials testing, and material science. Additionally, this course will introduce students to primary and secondary processing of manufacturing materials and all the students to construct and conduct various manufacturing experiments.

MT 25003 MANUFACTURING MATERIALS – This course will introduce students to manufacturing materials, materials testing, and material science. Additionally, this course will introduce students to primary and secondary processing in manufacturing and allow the student to construct and conduct experiments with various manufacturing materials.

MT 25013 THE MANUFACTURING ENTERPRISE – This course is designed to expand upon concepts learned in introductory courses while allowing students to further explore how manufacturing enterprises are established, how they maintain control, how they plan, how they produce, package, distribute and market products. As a part of a product development team, students will analyze customer needs and market requirements, conceptualize a design, develop a prototype, production tooling, quality control mechanisms, process control mechanisms, and other procedures necessary to complete a basic production run and distribute a final product.

MT 25023 MANUFACTURING EQUIPMENT MAINTENANCE & OPERATION – This course is designed to provide the student with a comprehensive knowledge of manufacturing equipment, safety, maintenance and operation procedures, control systems as well as leadership abilities in the field.

MT 25033 MANUFACTURING ENGINEERING DESIGN & PROBLEM SOLVING – This course will introduce some new concepts related to engineering design and problem solving, however the primary function of this course will be to serve as a venue for students to place all previous learning into a manufacturing context. Students will solve a given manufacturing challenge that requires the use of advanced manufacturing technology systems, design skills, communication skills, and a thorough understanding of manufacturing materials, processes, and techniques.

MUSIC

NOTE: *All applied music courses may be repeated for credit; however, students may not enroll more than four times in any one type of performance or applied music course and have the credit count in their G.P.A. or to meet graduation requirements. Music courses and lessons offered only to the extent that college resources are available in any semester.*

MU 12003 FUNDAMENTALS OF MUSIC – Study of the elementary materials of music both written and aural. Topics include standard musical notation, intervals, scales, triads, key signatures, and the development of skills in interval discrimination, melodic dictation, and sight-singing. As a co-requisite to Fundamentals of Music, CLASS PIANO I (MU12121) is required. The piano class will provide practical application of materials learned in Fundamentals. A waiver may be obtained by auditioning with the piano instructor demonstrating proficiency at the Class Piano I level.

MU 12011 AURAL THEORY I – Training in the skills of sight-singing and aural perception including melodic and harmonic dictation. Must be taken with Music Theory I.

MU 12023 MUSIC THEORY I – Harmonization of original and given melodies; chord progressions and structure; general analysis of elementary form; chromatic alterations of fundamental harmonies; and beginning composition. Must be taken with Aural Theory I. Prerequisite: Fundamentals of Music or pass a departmental test.

MU 12031 AURAL THEORY II – Continuation of Aural Theory I. Prerequisite: Aural Theory I or permission of the instructor. Must be taken with Music Theory II. Required of all music majors.

MU 12043 MUSIC THEORY II – Continuation of Music Theory I. Required of all music majors.

MU 12051 COMMUNITY CHOIR – Enrollment is open to all students and the public at large. Rehearsals are scheduled for 2½ hours per week. A wide range of music in various styles will be studied and performed in concerts to be scheduled during the school year. Emphasis is given to high performance standards through achievement of good choral blend, intonation, diction, tone quality, and musical interpretation.

MU 12071 COMMUNITY BAND – Enrollment in Community Band is open to all students and the public at large. Rehearsals are scheduled for two hours per week. Students will study a wide range of music in various styles and perform in concerts scheduled during the academic year. High performance standards through achievement of good blend, intonation, tone quality, and musical interpretation are emphasized.

MU 12091 APPLIED INSTRUMENTAL – Private lessons. One half-hour lesson per week in percussion or other Western Art instrument.

MU 12101 APPLIED PIANO – Private lessons. One-half hour lessons per week. No prerequisites. This course required of all students planning a music major.

MU 12111 APPLIED VOICE – Private lessons. One-half hour lesson per week. Prerequisite: audition.

MU 12121 CLASS PIANO I – Meeting two times a week, this course is designed to introduce the fundamentals of keyboard technique to beginning piano students.

MU 12131 CLASS PIANO II – Continuation of Class Piano I.

MU 12151 ANC SINGERS – Enrollment limited to approximately 20 members, by audition only. Rehearsals are scheduled for 2½ hours per week. A wide range of music in various styles will be studied and performed in short and long concerts scheduled throughout each semester. The vocal ensemble can be scheduled for different events throughout the area. Emphasis is given to high performance standards through achievement of good choral blend, intonation, diction, tone quality, and musical interpretation. Students planning a vocal music major are required to participate in either ensemble or community choir. (Audition required.)

MU 12191 APPLIED WOODWINDS – Private lessons. One half-hour lesson per week in flute, clarinet, saxophone, or other woodwind instrument.

MU 12201 APPLIED BRASS – Private lessons. One half-hour lesson per week in trumpet, French horn, trombone, tuba, or other brass instruments.

MU 12211 ENSEMBLE – SMALL GROUP

Small Ensemble is a choral organization which represents the college in performances during the fall and spring semester. Membership is not limited to a specific number. Traditional and contemporary small ensemble choral music will be studied and performed.

MU 12221 CHAMBER CHOIR – Chamber Choir is a choral organization that represents the college in performances during the fall and spring semester. Traditional chamber vocal music will be studied and performed with an emphasis on a cappella literature.

MU 12231 TREBLE CHOIR – Tremble Choir is a choral organization which represents the college in performances during the fall and spring semesters. Membership is not limited to a specific number. Traditional and contemporary treble choral music will be studied and performed.

MU 12241 CLASS VOICE – Meeting two times a week, this course is designed to introduce the fundamentals of Western Art singing to beginning voice students.

The other meeting times are designated LAB experiences, which include the student practicing individually, in groups, or with audio- visual assistance. (There are no prerequisites or co-requisites for this class).

MU 12253 INTRODUCTION TO WESTERN ART MUSIC – This course will give a broad overview of Western music from the Middle Ages to the 20th century, with emphasis on all musical historical periods (Antiquity-1920). It is also meant to enhance students' musical experience by developing listening skills and an understanding of diverse forms and genres. Major composers and their works will be placed in social and cultural contexts.

Weekly lectures feature demonstrations by professional performers and introduce topics to be discussed in sections. The focus of the course is on the weekly listening and reading assignments, lab assimilations, and analysis.

MU 12261 OPERA WORKSHOP – Opera Workshop is an elite group of 8-12 singers that represents the college in an operatic performance during the fall and/or spring semesters. The fundamental purpose of Opera Workshop is the study and performance of opera. Students audition for and are chosen to sing specific operatic roles and/or scenes each academic year. Those scenes are rehearsed and staged throughout the semester, then performed for a public audience. In addition, students prepare and perform operatically centered educational programs in elementary and /or middle and high schools in the greater ANC service area. (Audition required).

MU 12271 APPLIED ORGAN – The students will learn the fundamentals of organ playing. Private Lessons. One-half hour lesson per week. Prerequisite: Two semesters of piano and consent of the instructor.

MU 22003 MUSIC APPRECIATION – A general music course designed to deepen the understanding and enjoyment of the music listener through the cultivation of attentive listening skills. These listening skills may be applied to any piece of music in any style. ACTS equivalent course number is MUSC1003.

MU 22011 CLASS PIANO III – An intermediate level course emphasizing a knowledge of chords, scales, sight-reading, improvising, playing in all keys, and harmonizing melodies. This class also covers a wide variety of piano literature. Prerequisite: Class Piano II.

MU 22072 ADVANCED APPLIED VOICE – This course provides private lessons for one hour per week and is intended for vocalists well versed in classical repertoire who wish to improve their singing in a more rigorous academic environment. Students enrolled in this course should have previous experience studying voice and expect to prepare and present more advanced literature than the typical Applied Voice student.

MU 22082 ADVANCED APPLIED PIANO – Private lessons, one full hour lesson per week. This course is required of all students planning a music major.

NURSING

NU 16008 FUNDAMENTALS OF NURSING – This introductory 16-week course focuses on the assessment of overt client behavior as well as the nursing process, roles of the ADN nurse, and skills basic to activities of daily living. Coping mechanisms, communication, nutrition, pharmacology, and drug administration are integrated into the classroom/lecture component of the course. The lab and clinical

component incorporates the skills taught in the classroom. CPR Certification Level C. (Pre-requisites: general education courses as outlined in the selected ADN Option Curriculum Plan)

NU 16014 PSYCHIATRIC NURSING – This 8-week course examines specific psychosocial responses within the adaptive process. Content includes communication of self- concept and role function which interrupt the holistic stability of the individual. The clinical component provides the student opportunities to assess and intervene with clients demonstrating ineffective psychosocial responses. (Pre-requisite: NU 16008 Fundamentals of Nursing or NU 16063 LPN/RN Transition in Nursing; Must be enrolled in NU 16045 Medical Surgical Nursing)

NU 16045 MEDICAL SURGICAL NURSING – This 8-week course focuses on identifying influencing factors specific to focal stimuli that promote or inhibit adaptation. The student is introduced to basic concepts of health care and nursing interventions to manipulate the focal stimuli. The clinical component directs the student to intervene in those illness problems which are acute-temporary interruptions in adaptive modes. (Pre-requisites: NU 16008 Fundamentals of Nursing or NU 16063 LPN/RN Transition in Nursing; Must be enrolled in NU 16014 Psychiatric Nursing).

NU 16063 LPN/RN TRANSITION IN NURSING – This 16-week course was developed for the LPN to facilitate the transition into the Associate Degree Nursing Program. The course concentrates upon the roles of the Associate Degree Nurse as defined by the National League for Nursing Accrediting Committee. The content is designed to prepare students to participate as primary care providers to promote adaptation of client within a structured health care environment. The focus of the clinical lab is to validate and assess expertise in fundamental skills expected of first level nursing students. (Pre-requisites: general education courses as outlined in the selected ADN Option Curriculum Plan)

NU 26004 PEDIATRIC NURSING – This 8-week course focuses on the adaptive modes of role and self-concept from infancy through adolescence. The physiologic interruptions of adaptive responses commonly exhibited during these years are examined. The clinical component directs the student toward nursing interventions which will alter or interrupt ineffective responses of the child and provide support to enhance the adaptive capacity of the family. (Pre-requisite: All previous first year Nursing courses; Must be enrolled in NU 26014 Maternal Nursing)

NU 26022 NURSING LEADERSHIP AND NCLEX REVIEW – This 16-week, classroom only, course focuses on the professional responsibilities of the registered nurse as a manager of care. Emphasis is placed on legal and ethical issues, collaboration, and promotion of safety in the health care environment. Students are provided the opportunity to prepare for program completion and focused review activities to prepare for the NCLEX-RN. (Pre-requisite: All previous Nursing courses; Must be enrolled in the fourth semester NU 26035 Advanced Medical Surgical Nursing I and/or NU 26045 Advanced Medical Surgical Nursing II.)

NU 26034 MATERNAL NURSING – This 8-week course focuses on a holistic approach to the family in child-bearing years. The development of healthy family-infant relationship is examined according to the adaptive modes of physiologic, self-concept, role, and interdependence. The clinical component provides experiences for the student to support the adaptive capacity of the child-bearing family. (Pre-requisite: All previous first year Nursing courses; Must be enrolled in NU 16014 Psychiatric Nursing)

NU 26035 ADVANCED MEDICAL SURGICAL I – This 8-week course focuses on the signs and symptoms of altered functions of an organ or system for the purpose of recognizing coping responses designated to maintain integrity of the internal environment. The course includes nursing theory basic to diagnosis, planning, intervention, and evaluation of client care. The clinical component is designed to provide integration of nursing theory with clients experiencing moderate to complex interruption in adaptive modes and focuses on role mastery and interdependence for the associate nurse. (Pre-requisite: All previous semester Nursing courses; Must be enrolled in the fourth semester NU 26045 Advanced Medical Surgical Nursing II and NU 26022 Nursing Leadership and NCLEX Review)

NU 26045 ADVANCED MEDICAL SURGICAL II – This 8-week course is a continuation of the study of altered body functions. The nursing process is utilized to promote client adaptation to complex interruptions

in physiologic needs. The course includes continued nursing theory basic to diagnosis, planning, intervention, and evaluation of client care. The clinical component is designed to provide integration of nursing theory with clients experiencing moderate to complex interruption in adaptive modes and focuses on role mastery and interdependence for the associate nurse. (Pre-requisite: All previous semester Nursing courses: Must be enrolled in fourth semester NU 26035 Advanced Medical Surgical Nursing I and NU 26022 Nursing Leadership and NCLEX Review)

OFFICE MANAGEMENT

OT 11043 RECORDS & INFORMATION MANAGEMENT – This course is a study of the importance of managing all types of information. Emphasis is placed on the creation, storage, retention, transfer, and disposition of all types of information/records used in work. Students learn health information records management in addition to manual and computer records management. Students also learn ARMA International standard rules for different filing methods. Successful completion of this course prepares the office management student for module 2, Alpha and Numeric Filing of the Office Proficiency Assessment and Certification (OPAC®) test. Offered Fall semester.

OT 11084 KEYBOARDING/DATA ENTRY – This course is designed for students who have little or no keyboarding experience. Students will learn proper keyboarding techniques for keying alphabetic, numeric and alphanumeric data with speed and accuracy. Keying numeric data on the ten-key keypad will be emphasized. Students will also learn to produce basic business documents using word processing software and will gain experience with data entry activities.

OT 11093 BUSINESS ENGLISH – This course is a study of the grammar, punctuation, and usage guidelines necessary for success in a business or professional career. Document editing and business-related writing skills and techniques are also introduced.

OT 21003 BUSINESS COMMUNICATIONS – This course is designed to give the student communication skills needed for the business world. Students are instructed to properly write and format all types of written business communications, including letters, memos, reports, and resumes.

In addition, the student gains experience in creating an oral presentation and in improving listening skills. Intercultural communications are also explored. Prerequisite: Grade “C” or above in EN 12003 English Composition I. ACTS equivalent course number is BUSI2013. Offered Fall semester.

OT 21033 OFFICE PROCEDURES – This capstone course is designed to help students develop specific professional skills required in modern business offices. Students perform individual and group tasks and solve business problems via cases and simulations. Professionalism, ethics, telephone techniques, travel, and continued professional development are some topics to be examined. Students will successfully complete OPAC testing in composing minutes, proofreading 1 & 2, petty cash, bank deposit, and bank reconciliation. Prerequisite: Demonstrated keying speed of 30 words per minute and knowledge of word processing software. This course is designed to be taken after 30 hours in the Office Management degree are attained. Offered Spring semester.

OT 21083 WORD PROCESSING–MS WORD – This course is designed to provide hands-on training in processing textual information using current Microsoft Word software on microcomputers. Prerequisite: Demonstrated keying speed of 30 words per minute is needed. Offered Fall semester.

PHILOSOPHY

PH 22003 INTRODUCTION TO PHILOSOPHY – An examination of the basic issues and methods in philosophy through the study of selected writings of philosophers from Plato to the present. ACTS equivalent course number is PHIL1103.

PHYSICAL EDUCATION AND HEALTH

NOTE: Physical education activity courses are taught as individualized courses. As such, it is possible to

repeat these activity courses to advance skills; however, no more than two credits may be earned by repeated enrollment in any one activity course. A maximum of four hours of physical education activity hours will count toward graduation. The two-hour physical education activity requirement may be petitioned if the experience and/or physical restrictions warrant a waiver.

PE 17002 FIRST AID – Includes the American Red Cross course in Standard First Aid and Personal Safety, Multi-media Standard First Aid, and Cardio-pulmonary Resuscitation (CPR). This course contains proven life-saving information and techniques effective until adequate medical assistance can be obtained. Multi-media Standard First Aid and CPR certificates will be awarded to those who successfully complete the course.

PE 17013 PERSONAL AND COMMUNITY HEALTH – An overview of scientific facts, basic principles, and desirable practices with emphasis placed on the development of functional attitudes and meaningful concepts for healthful living. Current outside readings and personal experience with community health leaders and their programs are studied. ACTS equivalent course number is HEAL1003.

PE 17031 CONDITIONING AND WEIGHT TRAINING – Student participation in a variety of activities designed to improve physical fitness. These activities will include running, walking, exercise programs, and individualized training programs on the weight machines.

PE 17041 BOWLING – This course is designed to teach the basic skills, techniques, scoring and fundamentals of bowling.

PE 17061 GOLF – Instruction and practice in golf fundamentals, etiquette, & rules.

PE 17091 VOLLEYBALL – In this course, students will learn the fundamental skills, scoring, and game strategy through drills and practice.

PE 17112 FITNESS FOR LIFE – This course takes people from their current levels of fitness toward increased cardiovascular endurance, proper weight control, increased strength and flexibility, and the ability to relax. The individualized approach to physical fitness in this course is designed to do more than teach these principles but provide opportunity for students to apply what they learn by writing and engaging in their own personalized fitness programs.

PE 17121 WALKING FOR FITNESS – A low impact fitness program designed for adapted needs with the older adult in mind. The importance of exercise and fitness in arresting the aging process along with changing dietary needs are stressed.

PE 17141 STEP/BENCH AEROBICS – A moderate to high intensity workout that expends calories comparably to running, while maintaining a low impact stressor to the body and joints. The step workout incorporates cardio-respiratory and muscular strength and endurance, flexibility, and improves body composition.

PE 17151 BODY CONTOURING AND WEIGHT LIFTING – This course is designed to develop firm shapely muscles and improve overall female body contour.

Each student will learn rules and techniques to develop an individualized program. Free weights and specific exercises will be used to enhance fitness and muscle tone.

PE 17161 TENNIS – An introductory course teaching the fundamental skills of tennis. Basic strokes; the forehand and backhand drives, the flat serve, volley, lob, and smash; history, rules, scoring, and court etiquette. Basic singles and doubles court play and game strategies.

PE 17171 RECREATIONAL BASKETBALL – This course offers the opportunity to participate in 5 on 5 full court basketball games, 3 on 3, and 1 on 1 half court games.

PE 17191 INDIVIDUALIZED WELLNESS ACTIVITIES – The Individualized Wellness Activities course provides diverse physical education and wellness activities to meet the specific needs of all students and to develop competency in up to three lifetime wellness activities. Class schedules are flexible and determined by the student and instructor with emphasis on meeting the individualized wellness goals of the student. Improved wellness and fitness is the primary goal for this course. Activities which may be included, but not limited to, are: weight training, and conditioning, aerobics, walking, tennis, badminton, intramurals, and other instructor approved activities. Physical fitness and proper nutrition are emphasized as necessary for maintaining good health and reducing stress throughout life. Assignments include setting individualized goals and keeping an activity journal or record to reflect participation and meeting wellness goals. Activities offered are safe and developmentally appropriate.

PHYSICAL SCIENCE

PS 14003 PHYSICAL SCIENCE – A course designed primarily for students other than those planning a math or science major, it is concerned with concepts of matter and energy involved in the field of astronomy, chemistry, geology, and physics. The application of scientific knowledge to daily life is emphasized and stress is placed on fundamental principles and scientific methods. Lab (PS 14011) must be taken concurrently and completed as part of the class. Prerequisite: “C” or above in CP 04023 Fundamentals of Algebra, MA14123 Quantitative Reasoning, MA14043 College Algebra or a math test score of ACT Math 19 or Accuplacer Math 77E or Next Gen Math 260Q. This course is not open to students enrolled in General Physics I or General Chemistry I. ACTS equivalent course number is PHSC 1004.

PS 14011 PHYSICAL SCIENCE LAB – Lab extends the concepts of and must be completed with Physical Science PS 14003. ACTS equivalent course number is PHSC1004.

PS 14043 PHYSICAL GEOLOGY – A survey of physical features of the earth and the processes which modify its surface and interior. Laboratory activities include the study of minerals and rocks. Landforms are studied through the use of topographic maps, aerial photographs, and field trips. Appropriate attire required. Lab (PS 14051) must be taken concurrently and completed as part of the class. Prerequisite: “C” or above in CP04023 Fundamentals of Algebra, MA14123 Quantitative Reasoning, MA14043 College Algebra or a math test score of ACT Math 19 or Accuplacer Math 77E or Next Gen Math 260Q. This course is not open to students enrolled in General Physics I or General Chemistry I. ACTS equivalent course number is GEOL 1114.

PS 14051 PHYSICAL GEOLOGY LAB – Lab extends the concepts and must be completed with Physical Geology PS 14043. ACTS equivalent course number is GEOL1114.

PS 24023 GENERAL PHYSICS I – The essentials of mechanics, heat, and sound for students of the life sciences and physical sciences. Lab (PS 24031) must be taken concurrently and completed as part of the class. Prerequisite: Grade “C” or above in Plane Trigonometry (MA 14053). ACTS course equivalent PHYS2014.

PS 24031 GENERAL PHYSICS I LAB – Lab extends the concepts of and must be completed with PS 24023 General Physics I. ACTS course equivalent PHYS2014.

PS 24043 GENERAL PHYSICS II – A continuation of General Physics I including electricity, magnetism, light and modern physics. Lab (PS 24051) must be taken concurrently and completed as part of the class. Prerequisite: Grade “C” or above in PS 24023 General Physics I. ACTS course equivalent PHYS2024.

PS 24051 GENERAL PHYSICS II LAB – Lab extends the concepts of and must be completed with PS 24043 General Physics II. ACTS course equivalent PHYS2024.

PS 24123 FUNDAMENTAL PHYSICS I – The essentials of mechanics, heat, light and sound are presented in this course, with the goal of increasing the understanding of the natural laws, along with the development of analytical skills critical for success in both educational under taking and lifetime decision making. Corequisite: MA 24025 Calculus II. ACTS course equivalent PHYS2034.

PS 24131 FUNDAMENTAL PHYSICS LABORATORY I – The lab extends the concepts of Fundamental Physics I and must be completed concurrently with PS 24123. ACTS course equivalent PHYS2034.

PS 24143 FUNDAMENTAL PHYSICS II – The continuation of Fundamental Physics I includes the topics of electricity and magnetism, light and optics, and Modern Physics. Laws and principles that govern the various subject areas are discussed. Prerequisite: A “C” or above in PS 24123 Fundamental Physics I. ACTS course equivalent PHYS2044.

PS 24151 FUNDAMENTAL PHYSICS II LABORATORY – The lab extends the concepts of Fundamental Physics II and must be completed concurrently with PS 24143. ACTS course equivalent PHYS2044.

POLITICAL SCIENCE

PO 23003 AMERICAN NATIONAL GOVERNMENT – A study of U.S. Constitution and its developing expressed and implied institutions. Prerequisite: A grade of “C” or above in CP 02003 Intro to Composition or CP 02023 Fundamentals of Language or a minimum ACT English 19 or Accuplacer English 83 or Next Gen English 252 or “C” or above in EN12003 English Comp I or taken concurrently with CP02052 English Comp I ALP lab. ACTS equivalent course number is PLSC2003.

PRACTICAL NURSING

PN 16025 BASIC NURSING PRINCIPLES AND SKILLS I – This course introduces the principles of personal and professional development including therapeutic communications, legal and ethical concepts, and nursing responsibilities.

Included is a study of growth and development, fundamental skills and principles needed to give nursing care with skill, safety, and comfort for the patient of all ages. Prerequisites: Mathematical Applications for Allied Health and Body Structure & Function or Anatomy and Physiology I w/Lab and Anatomy and Physiology II w/lab. Co-requisite: PN Clinical I

PN 16035 BASIC NURSING PRINCIPLES AND SKILLS II – This course is a continuation of Basic Nursing Principles and Skills I progressing to the more complex skills necessary to give safe, skillful nursing care to clients in a variety of settings and stages of illness. The nursing process, health assessment, and documentation are incorporated. Critical thinking skills will be developed so that students learn to use their knowledge to make clinical decisions and to consider the legal, ethical, social, and cultural aspects of patient care. This course deals with the basic principles of nutrition that are required to evaluate food requirements and to make wise judgements about eating habits. “MyPlate” is taught as well as the importance of good nutrition in supplying body needs. Prerequisites: Mathematical Applications for Allied Health and Body Structure & Function. Co-requisite: PN Clinical I

PN 16042 PHARMACOLOGY I – Using mathematical foundations, this course develops competencies to accurately calculate medication dosages and build necessary skills for the safe preparation and administration of medications to patients of all ages. It reflects legal aspects, current and commonly used practices, procedures, medications and drug preparations. Prerequisites: Mathematical Applications for Allied Health and Body Structure & Function. Co-requisite: PN Clinical I

PN 16051 CARE OF THE GERIATRIC PATIENT – The normal processes related to aging will be taught in order to be able to recognize the individual who is experiencing a deviation from that norm, and to assist that person to meet his/her needs. An introduction of common geriatric disorders and the nursing care of those disorders is included. Knowledge learned will be used as the student cares for the elderly in long-term care facilities. Prerequisites: Mathematical Applications for Allied Health and Body Structure & Function. Co-requisite: PN Clinical I

PN 16072 NURSING OF CHILDREN – This course includes the principles of growth and life span development and the basics of health care of the normal infant through adolescence. Health deviations from normal body structure during the life cycle of infancy through adolescence and common pediatric

disorders, illnesses, and diseases are reviewed. Prerequisites: Mathematical Applications for Allied Health and Body Structure & Function. Co-requisite: PN Clinical I.

PN 16085 PRACTICAL NURSING CLINICAL I – This course covers basic bedside care in the clinical setting. Clinical rotations are scheduled in long-term care facilities, acute care settings, pediatrics, mental health facilities, and physician's offices. The course is designed to assist the student in application of skills learned in the classroom and laboratory setting to actual clients in healthcare settings Prerequisites: Mathematical Applications for Allied Health and Body Structure & Function. If any Fall Semester PN Course is repeated PN Clinical I must be repeated.

PN 16092 NURSING OF MOTHERS AND INFANTS – This course focuses on the holistic approach to modern maternity nursing through the prenatal, antepartal, intrapartal and postpartal periods with emphasis on normal obstetrics and the normal newborn. It also includes complications of pregnancy and childbirth and disorders of the neonate. Prerequisites: Mathematical Applications for Allied Health, Body Structure & Function and all Fall Semester PN Courses. Co-requisite: PN Clinical II

PN 16104 PHARMACOLOGY II – Building on the knowledge and skills obtained in Pharmacology I, this course will enhance pharmacologic and therapeutic principles of medication administration in relation to the treatment of patients with various disease processes. This course emphasizes safety as a primary nursing responsibility as the student administers medications to clients in the clinical setting.

Prerequisites: Mathematical Applications for Allied Health, Body Structure & Function, and all Fall Semester PN Courses. Co-requisite: PN Clinical II

PN 16125 PRACTICAL NURSING CLINICAL II – This course covers medical/surgical and specialty rotations, including mental health, perioperative, maternal/newborn, and emergency nursing. This course is a practical, clinical component with an emphasis on medical and surgical problems for patients throughout the life span. The student is responsible for correlating theory to clinical practice by integrating critical thinking to give safe, skillful, holistic patient care. Prerequisites: Mathematical Applications for Allied Health, Body Structure & Function, and all Fall Semester PN Courses. If any Spring Semester PN Course is repeated PN Clinical II must be repeated.

PN 16152 PRACTICAL NURSING CLINICAL III – This course involves the completion of specialty rotations, team leading, and providing total patient care. Depending on the competencies of the student he/she may be allowed to work alongside a nurse preceptor who will serve as a role model, mentor, and/or direct supervisor. This course is designed to ease the transition of the student as he/she moves from the role of a student to a “new” entry level Licensed Practical Nurse (LPN). Prerequisites: Mathematical Applications for Allied Health, Body Structure & Function, and all Fall and Spring Semester PN Courses. If Summer Leadership and Delegation course must be repeated, Practical Nursing Clinical III must be repeated.

PN 16185 MEDICAL SURGICAL NURSING I – This course is designed to prepare the student in the nursing care of adult clients - developing skills on recognition of physiological signs and symptoms of disease, planning and providing for physical and psychological comfort, and assisting with therapy. Disease processes involving fluids and electrolytes, the reproductive, hematologic, lymphatic, immune, cardiovascular, respiratory, and gastrointestinal systems, as well as care of the oncology client are all covered. Prerequisites: Mathematical Applications for Allied Health, Body Structure & Function, and all Fall Semester PN Courses. Co-requisite: PN Clinical II

PN 16195 MEDICAL SURGICAL NURSING II – This is a continuation course of Medical Surgical Nursing I. The course prepares the student in the nursing care of adult clients-developing skills on recognition of physiological signs and symptoms of disease, planning and providing for physical and psychological comfort, and assisting with therapy. Disease processes involving the neurological, musculoskeletal, urinary, endocrine, sensory, and integumentary systems are covered as well as clients with substance abuse and mental health disorders. Prerequisites: Mathematical Applications for Allied Health, Body Structure & Function, and all Fall Semester PN Courses. Co-requisite: PN16125 PN Clinical II.

PN 16203 LEADERSHIP AND DELEGATION – This course is designed to assist the student in the final preparation for challenging the National Council for Licensure Exam for Practical Nurses (NCLEX-PN). It includes leadership responsibilities and delegation for the Licensed Practical Nurse as outlined in the Arkansas Nurse Practice Act. Co-requisite: PN Clinical III

PSYCHOLOGY

PY 13002 ACADEMIC & CAREER ENRICHMENT – The purpose of the two-credit hour course is to integrate students into the life and culture of Arkansas Northeastern College, its support services and departments, and to prepare students with a foundation for academic and career success. The course addresses the core curriculum competencies of campus environment, academic success, personal management, lifelong learning, and career preparation. Because these skills are transferable, they will enable students to navigate the workplace of the future and become effective leaders in their fields of study.

PY 23003 GENERAL PSYCHOLOGY – A basic introduction to Psychology with an analysis of the foundations of human behavior and their inter-relationships. ACTS equivalent course number is PSYC1103.

PY 23013 CONTEMPORARY PSYCHOLOGY – A second basic course in the field of Psychology with a more contemporary emphasis.

The primary issues that will be covered relate to the following topics: abnormal behavior; approaches to therapy; stress and wellbeing; and personality. Prerequisite: General Psychology.

PY 23023 DEVELOPMENTAL PSYCHOLOGY – An overview of human development from conception through the lifespan. The course analyzes the inter-relationships of the physical, cognitive, and social-emotional domains as one moves through the stages of life. Prerequisite: General Psychology. ACTS equivalent course number is PSYC2103.

SOCIOLOGY

SO 23013 INTRODUCTION TO SOCIOLOGY – A general survey course which introduces the student to the field of sociology. The study includes basic concepts, the relationship of the individual to culture and the group, and the major social institutions. ACTS equivalent course number is SOCI1013.

SO 23023 MINORITIES IN AMERICA – This course involves the study of racial and minority groups in our contemporary society. Emphasis is on the origin, development, and influence of ethnic myths and movements.

SO 23033 MARRIAGE AND FAMILY RELATIONS – Designed to acquaint the student with the many factors which influence family dynamics. Areas covered include history of the family, dating relationships, the engagement period, communication in marriage, parenting, divorce and remarriage, and death.

SO 23043 SOCIAL PROBLEMS – A study of contemporary social problems and their consequences, focusing on topics such as economic inadequacies, family disorganization, crime, and drug addiction. Offered Fall semester. ACTS equivalent course number is SOCI2013.

SPEECH

SP 12103 INTRODUCTION TO COMMUNICATION – An introduction of the dynamics of communication. Students will examine interpersonal, small group, and organizational contexts. Additionally, specific areas of non-verbal communication, listening, public address, and mass communication will be emphasized. ACTS equivalent course number is SPCH1003

SP 22043 PUBLIC SPEAKING – A course that gives the student instruction and practice in the art of public address. The course will include sections on delivery, analysis, invention, and disposition.

SP 22063 HUMAN RELATIONS – A course that investigates human relations in personal, public, and business contexts with concentration on attitudes and motivations that affect our interaction with others.

THEATER

TH 12003 MOTION PICTURE APPRECIATION – A course designed to introduce students to, and broaden their perspectives regarding, the history, scope, and possibilities of film as a medium capable of illuminating the human condition – culturally, ideologically, and aesthetically – as well as providing a common ground for self-expression. Film theories, philosophies, and techniques learned throughout the semester will be exhibited in practical application as students participate in analysis and criticism sessions and the mock-production of a film experience.

TH 22003 BASIC TECHNICAL THEATRE – A course designed to introduce students to technical theatre considerations, such as scenic and costume design and construction, makeup, stage lighting techniques, and special effects.

Stagecraft techniques learned throughout the semester will be exhibited in practical application as students participate in college and community theatrical productions. This course may be repeated once for credit.

TH 22013 FINE ARTS THEATRE – A course that gives the student an introduction to the many aspects of theatre production. The course will touch on areas in the history of theatre, lighting, stage design, casting, make-up, and play production. ACTS equivalent course number is DRAM1003

TH 22023 ACTING I – A course designed to introduce students to basic acting techniques and relaxation exercises. Skills developed throughout the semester will be applied to improvisational situations, monologue presentations, and duet-acting scenes. Individual creativity and imagination developed throughout the course will lead to enhanced presentational capabilities and strengthened self-concept.

TH 22033 ACTING II – A course designed to introduce students to intermediated acting techniques and the Stanislavski method of character embodiment. Skills developed throughout the semester will be applied to audition preparation, repertoire development, and group acting projects. In addition, students will become familiar with techniques for acting before the camera. This expanded insight into the acting profession will lead to enhanced presentational capabilities and strengthened self-concept.

WELDING

WE 17001 OXYGEN/ACETYLENE SAFETY AND ORIENTATION – The students will learn the safe and proper procedure to transport and secure high-pressure cylinders, to install regulators on to the cylinders, and to adjust regulator pressure. Instruction will be given in proper care of oxy/fuel torches of several varieties and brand names. Emphasis will be given to proper cleaning of the torch tip. The instruction will be directed toward manual cutting torches. Throughout the welding curriculum, additional instruction on oxy/fuel cutting will be provided to include the proper use of semi-automatic track torches.

WE 17013 BLUEPRINT READING FOR WELDERS – This course includes introduction to basic lines and views of orthographic projection. Emphasis is put on the ability to interpret welding symbols as recognized by the American Welding Society.

WE 17034 SHIELDED METAL ARC WELDING (SMAW) PIPE WELDING – This course shall provide the student with the required knowledge to fit pipe to be welded with the SMAW welding process. Through an established progression of practice the student should become proficient at welding pipe in the 2-G, 3-G, and 6-G positions. *Qualification will be available to those who achieve that level of expertise. Tests will be conducted in accordance with ASME Sec. IX Pipe Welding Code.*

WE 17044 GAS TUNGSTEN ARC WELDING (GTAW)–PIPE – This course shall provide the student with the required knowledge to fit pipe to be welded with the TIG welding process. Through an established progression of practice, the student should become proficient at welding pipe in the 2-G, 5-G, and 6-G positions. Training should include practice on six-inch pipe, advancing to TIG welding of small diameter

pipe all the way out. Continued practice with the SMAW welding process will be required in this course. *Qualification will be available to those who achieve that level of expertise. Tests will be conducted in accordance with ASME Sec. IX Pipe Welding Code.*

WE 17064 GAS METAL ARC WELDING – This course will provide the student with the required knowledge and skill to set-up and operate GMAW equipment. Through an established progression of practice, the student should become proficient at welding Fillet welds and Groove Weds in all positions. Profession is competency based.

WE 17074 GAS TUNGSTEN ARC WELDING (GTAW)–MANUFACTURING – This course shall provide the student with the required knowledge to set-up and operate TIG welding equipment. Through an established progression of practice, the student should become proficient at welding Fillet welds and Groove welds in all positions, to include High Frequency on Aluminum and Stainless Steel of various thicknesses. *Qualification will be available to those who achieve that level of expertise. Tests will be conducted in accordance with A.W.S. D-1.1 Structural Welding Code.*

WE 17084 FLUX CORE ARC WELDING – This course shall provide the student with the knowledge to set-up and operate FCAW welding equipment. Through an established progression of practice, the student should become proficient at welding fillet welds and groove welds in all positions. Progression is competency based.

WE 17094 SMAW STRUCTURAL WELDING (PARTIAL JOINT PENETRATION) – Through an established progression of practice, the student should become more proficient at making fillet welds in the 1F, 2F, 3F, and 4F positions. The student should become proficient at welding Partial Joint Penetration V-Groove welds in the 1G, 2G, 3G, and 4G positions. Tests are given that meet the specifications set forth in the American Welding Society's (AWS) Structural Welding Code D1.1.

WE 17104 SMAW STRUCTURAL WELDING (COMPLETE JOINT PENETRATION) – Through an established progression of practice, the student should become proficient at open V-Groove and V-Groove with backing in the 1G, 2G, 3G, and 4G positions. Tests are given that meet the specifications set forth in the American Welding Society's (AWS) Structural Welding Code D1.1. Prerequisite: WE 17094 SMAW STRUCTURAL WELDING (PARTIAL JOINT PENETRATION)



Arkansas Northeastern
COLLEGE

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Professional Support Staff

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Harold F. Ohlendorf	1975 - 1986	Mitchell D. Moore	1987 - 1998	Jerry Sims	2003 - 2011
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Nancy C. Balton	1977 - 1984	Bill E. Ross	1984 - 2001	Todd Edwards	2009 - 2014
W. R. Bishop	1981 - 1983	Richard A. Reid	1985 - 2003	Sandra J. Kennett	2015 - 2020
Randall Hall	1981 - 1986	June Malone-Hill	1996 - 2003		

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- To open the Adobe Reader toolbar click the Adobe symbol at the end of the floating bar.

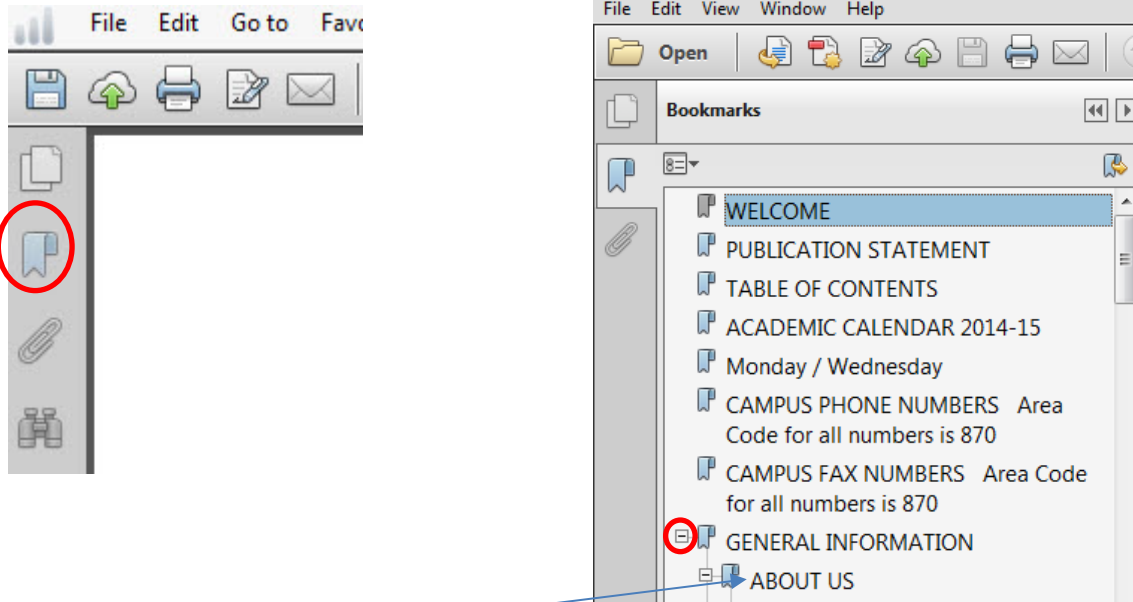


The next page explains how to search using the Adobe Reader toolbar. These tools generally work the same whether you are using it online or on your desktop, although you may notice some slight differences due to browser and Adobe Reader version differences.



Using the Adobe Reader toolbar, open and use the bookmarks to quickly scroll through the catalog contents

Click on the bookmarks button, then expand and collapse catalog sections as desired.



Click the link in the bookmarks section to move rapidly to the specific area you are searching for.



Click on the Edit Menu, then on Find. A search box will appear in the upper right of the handbook.



Type your search into the dialog box and scroll through the “hits” using the Next /Previous buttons.



Click on the Edit Menu, then on Advanced Search (currently the keyboard shortcut is Shift Ctrl F) Online this feature shows as a magnifying glass or set of binoculars along the left side of the screen

Using this advanced search, type into the search dialog box and all the entries that match your search will appear. Quickly browse through them and click on the one you want to jump to.



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Version History:

6/2/2022 – original release

10/7/2022 – Revision / Academic Affairs Committee