

*Welcome to*

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Arkansas  Northeastern  
COLLEGE



**Dr. Robert Myers, President**

We are very proud of Arkansas Northeastern'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 and how the College can help you to accomplish your goals.

Arkansas Northeastern College seeks ways in which the College can provide for the continued development of, and expansion of, the College district as a learning community. Toward this goal, Arkansas Northeastern offers the first two years of a traditional college education transferable to a four-year college or university; job-entry training and occupational preparation programs as well as technical programs. Programs and opportunities for citizens to engage in self-improvement and self-growth are also available. Baccalaureate and graduate degrees are offered by various universities through the College's University Center enabling many students to "stay at home" and realize their higher education goals. Arkansas Northeastern's Solutions Group is one of the state's leading customized industrial training teams and recognized by industries throughout our region for its expertise.

Our past as the former Cotton Boll Technical Institute and the former Mississippi County Community College has been filled with enthusiasm, excitement, growth and success. Our future as Arkansas Northeastern College is expected to also include the discovery of new ways to serve the people and communities of our region.

Again, welcome to Arkansas Northeastern College.

Robert L. Myers  
President

# Arkansas Northeastern College

Blytheville    Burdette    Leachville    Osceola    Paragould

## **2005-2006 Catalog**

Main Campus, Blytheville: (870) 762-1020  
Burdette Center: (870) 763-1486  
Harry L. Crisp Center, Blytheville: (870) 763-6222  
Leachville Center: (870) 539-2393  
Moore Center, Blytheville: (870) 762-1020 Ext. 1192  
Osceola Center: (870) 563-3236  
Paragould Center: (870) 239-3200

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Jerry Sims, Vice Chairman  
Larry Hellums, Secretary

Russell H. Farr	Clifton M. Chitwood
Ronnie Kennett	John N. Newcomb
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## **Profile of Arkansas Northeastern College**

Arkansas Northeastern 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; implementing the College Now (Tech-Prep) Associate Degree Programs with Mississippi County and Missouri Bootheel School Districts; 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 70% of the enrollment. Minority enrollment is approximately 30%. Over 100 high school students each semester are taking classes on one of the Arkansas Northeastern College campuses. The average age of students at Arkansas Northeastern is 28. Approximately 55% of the College's enrollment is full-time. Of current Arkansas Northeastern students, approximately 25% are utilizing off-campus centers. Students living in the Missouri Bootheel account for approximately 20% of the College's enrollment.

### **Accreditation**

Arkansas Northeastern College is accredited by the Higher Learning Commission and a member of the North Central Association. The Nursing Program at the College is accredited by the National League For Nursing Accrediting Commission. Arkansas Northeastern is officially approved by the U.S. Dept. of Education, the State Dept. of Higher Education, the Veterans Administration, and the Arkansas State Board of Nursing. In addition, the College holds memberships in various professional organizations, including the American Association of Community Colleges, and is listed among the Servicemembers Opportunity Colleges. Students may request, from each respective division head, copies of all documents describing the institution's accreditation, approval, or licensing.

**Accredited by The Higher Learning  
Commission and a member of the  
North Central Association**

30 N. LaSalle St.  
Suite 2400  
Chicago, IL 60602-2504  
(312) 263-0456

**National League For Nursing  
Accrediting Commission**

350 Hudson St.  
New York, NY 10014  
(212) 989-9393

**Arkansas State Board of Nursing**

University Tower Building  
1123 S. University, Suite 800  
Little Rock, AR 72204  
(501) 686-2700

## Other Accreditating Acengies

### **Semesters & Terms**

Credit classes are scheduled on a semester and summer 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 summer term beginning in June and ending in July. Some specialized classes in computer science, business and other areas are offered during special periods.

### **Regular Enrollment**

Arkansas Northeastern has an open door policy of admission. The College 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.

### **Earning College Credit While in High School**

Students currently enrolled in high school may enroll in college level work at Arkansas Northeastern. High school students must obtain an approval form from their principal or counselor. Students availing themselves of this legislative approved option can accrue a significant number of college credits prior to their graduation from high school.

### **Modest Cost**

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

	<u>Per Credit Hour</u>
In-County Residents*	\$47
Out-of-County Residents**	\$57
Out-of-State	\$107
International	\$107

The maximum fee is for 15 credit hours. Students enrolled in more than 15 credit hours will not be charged for any hours above the 15.

- \* Includes dually-enrolled students & graduates of Buffalo Island Central High School
- \*\* Includes the Missouri counties of Dunklin, Pemiscot, and New Madrid
- \*\* Includes Obion, Dyer, Lauderdale, Tipton, and Shelby Counties in Tennessee

### **Parking**

Parking is convenient at each of the campus sites. The parking areas are clearly marked for general parking, handicapped parking, and visitor parking. During the evening hours, parking areas are well lighted and patrolled by College security personnel. Parking permits are issued at no cost to students and must be displayed on vehicles parked on any Arkansas Northeastern campus.

### **Governance**

Arkansas Northeastern is governed by a nine member Board of Trustees appointed by the Governor, with advisory counsel from ex-officio members serving temporary terms (see page 2).

### **Faculty**

The Arkansas Northeastern faculty is committed to quality instruction and personal attention to students. The normal teaching load is 15 credit hours per semester. Classes seldom have more than 25 students. Faculty keep abreast of educational and technological changes through attendance at conferences, seminars, and visits to other higher education institutions.

### **Curricula**

Arkansas Northeastern 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 regular courses, Internet courses, compressed video courses, workshops, and seminars.

### **Transfer Programs**

Students should earn the Associate in Arts, Associate in Science, or Associate in Arts in Teaching degree before transferring to another college or university. Courses transfer easily. Arkansas Northeastern has transfer agreements that are certified by the admissions staff and the academic vice president. 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. Arkansas Northeastern has formal transfer agreements with all four-year public colleges in Arkansas, Williams Baptist College, Southeast Missouri State University, Franklin University, and other colleges and universities. These agreements allow students who complete the Associate in Arts degree at Arkansas Northeastern to transfer with junior standing.

### **Career Programs**

Many students enroll in courses leading to certification or to the Associate in 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 year (certificate) or two years. Some students choose to continue and pursue a four-year program.

### **College Now Program**

Arkansas Northeastern College and the school districts of Northeast Arkansas and Southeast Missouri have developed a model Tech-Prep Associate Degree Program (TPAD), whereby students can gain college credit by enrolling in articulated courses at their high schools. Under the College Now program, it is possible for a student graduating from a participating high school to have earned up to 15 hours of college credit toward the Associate of Applied Science degree at the College. Arkansas Northeastern, in 1995, was the recipient of two distinguished national awards: The Excellence in Tech Prep Education Award presented to the College by the U.S. Department of Education; and the Parnell Tech Prep Associate Degree Award presented to Arkansas Northeastern College by the American Association of Community Colleges.

### **Adult Education**

Adult Education provides instruction in basic skills and prepares students for the official GED test by the State of Arkansas for certification of high school equivalency. This program is free. GED instruction is provided at a variety of locations in Mississippi and Greene counties. Arkansas Northeastern College's Adult Education Centers are committed to empowering adult learners through improving their basic literacy skills so that they can achieve their personal goals and can become more productive members of society. Goals of Adult Education include: Assisting adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency, and assisting adults in the completion of secondary school education. Adult Education also offers classes to assist students in job search techniques and English as a second language.

### **Special Services**

The admissions staff and faculty advisors are available and can provide information for enrollment and transfer as well career guidance and exploration.

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. Compass and ASSET Testing are offered at the College at no charge. The admissions office also provides a calendar of test dates for the ACT. In addition, the office provides testing services for CLEP. The Testing Center also administers the Arkansas Assessment of General Education Exam as required by the state.

### **Library Services**

Arkansas Northeastern and the Mississippi County Library form a unique system reaching throughout the service district. Quality services include computer access to millions of books and periodicals in over 41,000 libraries across the nation and other countries as well as instant access to the Arkansas State Library. There are over 300,000 volumes in the collection. The libraries subscribe to over 550 periodicals as well as access to online periodical databases. The Adams/Vines Library opened on the main campus in the fall of 1993. It is open and fully staffed six days a week. It features an automated card catalog system and internet access for its students. Additionally, the Burdette campus has a library centrally located in its facility for the convenience of the students and staff and includes a basic collection of books and holdings in technical fields, periodicals, newspapers and pleasure reading. The Burdette campus library is open from 8:15 a.m. until 4:30 p.m.

### **Learning Assistance (LAC)**

The Learning Assistance Center offers support for students who need help in academic areas. Drop-in assistance, computer tutorials, and audio/visual aids are some of the methods available to students. The multimedia PLATO system is also used for self-paced instruction.

### **Community Education**

Arkansas Northeastern College offers short-term courses, seminars, and workshops throughout the year. 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.

### **Physical Fitness & Recreation**

Arkansas Northeastern has varied programs in physical fitness which include: tennis, golf, weightlifting, jogging, aerobics, and many others. The College is committed to developing activities and programs that promote and sustain health and wellness through the years.

### **Student Financial Aid Services**

The College's Student Financial Aid Office strives to meet student needs. Aid programs include federal grants, loans, and workstudy programs, state grants and scholarships, and institutional and private scholarships. Arkansas Northeastern College is committed to providing access to higher education through established financial aid programs and deferred payment plans.

### **Business & Industry**

Arkansas Northeastern offers on-site management and applied technology training and development services. Customized programs are regularly offered in 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. New courses and programs can be developed to assist businesses and industry. For more information, call 870-763-6222.

### **Performing Arts. Music**

The College's Music Department provides musical opportunities through private instruction, classroom instruction, and performance. Private or group instruction in piano and voice is offered for a nominal fee.

The department features several performing groups: the Community Choir, a vocal ensemble called the Arkansas Northeastern College Singers, and The Show Choir. Student, faculty, and community participation is encouraged and solicited in the performing groups. An audition with the director is required for the Arkansas Northeastern Singers and The Show Choir.

### **Be An Artist**

The opportunity for experienced art instruction is available. Under instruction, beginning artists have developed into quality painters of still lifes, portraits, and landscapes.

### **Food Services**

Consolidated Management Company provides a cafeteria-style food service on the main campus for students and staff. Located in the OutBack, it provides a variety of hot and cold foods. Packaged foods, soft drinks, and other such items are available throughout the different campus sites both day and evening. Additionally, a concession stand offering sandwiches, drinks, candy, and chips is available at the Burdette Center.

### **Bookstore**

The College's Bookstore, operated by Follett College Stores, is located in the Student Center on the main campus. The Bookstore provides students with required textbooks and supplies, as well as supplementary and ancillary materials. In addition to textbooks, the Bookstore also stocks clothing, gifts, greeting cards, novelty items, and various classroom supplies. Bookstore services are also available at the Burdette Center.

### **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 1,000 secondary 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, and life skills; all are designed to assist students with enrollment procedures at the college of their choice.

### **Educational Opportunity Center**

The Educational Opportunity Center is designed specifically for adults who plan to enroll in postsecondary education. Services include assistance with financial aid applications, admissions 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. All services of the EOC are free.

### **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.

**Arkansas Northeastern College University Center**

Through the Arkansas Northeastern College University Center, four-year, accredited institutions of higher education are invited to offer bachelor and master degrees on the Arkansas Northeastern campus. For current program listings, class schedules and other information, check out the University Center link on the college's website at [www.anc.edu](http://www.anc.edu) or by contacting the Arkansas Northeastern University Center Coordinator at extension 1113 or 870-762-3137. Currently, the following universities are offering degrees:

Arkansas State University - Bachelor degrees in Elementary Education, Business Administration, Nursing, and Industrial Technology in Manufacturing. Master degrees in Educational Administration and Elementary Education.

University of Arkansas - Bachelor degree in Industrial Technology with an option in Human Resource Development. Master degree in Operations Management.

Franklin University - Bachelor degrees in Accounting, Applied Management, Business Administration, Computer Science, Digital Communication, Health Care Management, Management Information Sciences, Public Safety Management, Information Technology and management..

# Academic Calendar

## Fall 2005, Spring & Summer 2006

### Fall Semester 2005

July 19-20	Early registration - Fall 2005
Aug. 15	Reconvening
Aug. 15	Main Registration - Osceola
Aug. 16-17	Main registration - Main Campus
Aug. 18	Main registration- Burdette, Leachville & Paragould
Aug. 19	Faculty meetings
Aug. 22	Classes begin
Aug. 26	Late registration ends/last day to add a class or declare audit status
Sept. 5	Labor Day (College closed)
Oct. 14	Mid-term grades due
Nov. 11	Last day to withdraw
Nov. 15-16	Early registration for Spring 2006
Nov. 23-27	Thanksgiving break (no classes)
Dec. 7	Last day of classes
Dec. 8	Final examinations
Dec. 9	Study Day
Dec. 12-14	Final examinations
Dec. 15	Grades due in Registrar's Office

### Spring Semester 2006

Nov. 15-16	Early registration - Spring 2006
Jan. 3	Reconvene
Jan. 3	Main registration - Osceola
Jan. 4-5	Main registration - Main Campus
Jan. 5	Main registration - Burdette, Leachville & Paragould
Jan. 6	Faculty meetings
Jan. 9	Classes begin
Jan. 13	Late registration ends/last day to add a class or declare audit status
Jan. 16	Martin Luther King Day (College closed)
Feb. 20	President's Day (College closed)
Mar. 3	Mid-term grades due
Mar. 20-24	Spring Break (no classes)
Apr. 1	Last Day to Withdraw
Apr. 4-5	Early Summer 2006 registration
Apr. 13	Last day to withdraw
Apr. 14	Good Friday (College closed)
Apr. 18-19	Early Fall 2006 registration
May 3	Last day of classes
May 4	Final examinations
May 5	Study Day
May 8-10	Final Exams
May 11	Grades due in Registrar's Office
May 12	Graduation activities

### Summer I 2006

Apr. 4-5	Early registration
June 1	Main registration
June 5	Classes begin
June 6	Late registration ends/last day to add a class or declare audit status
June 23	Last day to withdraw
July 29	Last day of classes
June 30	Final examinations
July 5	Grades due in Registrar's Office

### Summer II 2006

Apr. 4-5	Early registration
July 4	Independence Day (College closed)
July 5	Main registration
July 6	Classes begin
July 7	Late registration ends/last day to add a class or declare audit status
July 21	Last day to withdraw
Aug. 1	Last day of classes
Aug. 2	Final examinations
Aug. 3	Grades due in Registrar's Office

### Summer Evening 2006

Apr. 5-6	Early registration for Summer
June 1	Main registration
June 5	Classes begin
June 7	Late registration ends/last day to add a class or declare audit status
July 4	Independence Day (college closed)
July 14	Last day to withdraw
July 24	Last day of classes (MW)
July 26	Final examinations (MW)
July 27	Last day of classes (TH)
Aug. 1	Final examinations (TH)
Aug. 2	Grades due in Registrar's Office

## General Information

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### 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, and served until October 1, 1983, when he was succeeded by Dr. John P. Sullins. 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 South 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 at Burdette. The original staff consisted of ten instructors and eight staff members. The school offered training in eight programs: Business Education, Carpentry, Drafting, Air Conditioning/Refrigeration, Machine Shop, Sheet Metal, Auto Mechanics, and Welding.

That facility has grown substantially since its beginning and now consists of over 68,000 square feet of building space and sits on 45.8 acres of land. Instructors and staff members have more than tripled, and a satellite center operates in Paragould.

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 Arkansas Northeastern College. This merger expanded the technical opportunities offered by the College as well as the expansion of physical facilities including the Burdette campus and Paragould (Greene County) Center. Today, the College enrolls students at the main campus in Blytheville, as well as the Harry L. Crisp Center, and the Moore Center. Additionally, students are also enrolled at the Burdette Center, the Leachville Center, the Osceola Center, the Paragould Center, and other locations throughout Mississippi County. An additional 2,500 students are served each semester through the College's non-credit and adult education programs.

## MISSION STATEMENT

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

### PHILOSOPHY

Because Arkansas Northeastern is committed to the ideal of the worth and dignity of individuals, its philosophy is to provide opportunities to youth and adults for development of purposeful, gratifying, and useful lives in a democratic society. The College accepts the national goal of providing at least two years of education beyond the high school level. Paramount in such education are programs of study designed to fit the needs of students of varying educational and vocational goals and those which provide cocurricular 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:

1. 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.
2. To provide programs of study for students who wish to transfer to other institutions to pursue a baccalaureate degree.
3. To provide occupational/vocational/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.
4. To offer programs in general education.
5. To offer credit/noncredit courses which meet community needs.
6. To offer developmental programs to improve basic skills.
7. To offer personalized counseling and support services.
8. To promote the civic and cultural activities and provide for the avocational needs of enrolled students.
9. To promote the civic and cultural activities of the community and provide for the avocational needs of the service community.

## LONG-RANGE PLAN

The development of Arkansas Northeastern College's Long-Range Plan employed the findings and recommendations from timely reviews and assessments of the College's accomplishments. These included the College's North Central Association Self-Study and the Final Report of a visit by an NCA team of consultants/evaluators, an Institutional Effectiveness Study report, and Arkansas Department of Higher Education Program Reviews of the past five years. These and other studies and reports were used to develop a listing of goal statements concerning achievement of mission and purposes. Additional goal statements were solicited from faculty, staff, board, and community representatives and incorporated in a nonduplicated listing. The College community was invited to identify those statements deemed most important and served to combine or eliminate and reduce the numbers of the most important statements for consideration by a group consensus process. Analysis of the results produced the goal statements presented to, and adopted by, the College's Board of Trustees on December 15, 2004.

- 1. The College shall offer relevant curricula and quality educational programs that utilize flexible delivery methods while ensuring academic excellence and integrity.**
- 2. The College shall facilitate the transition of students into higher education by strengthening partnerships and improving communication with secondary schools, governmental agencies, and business/industry.**
- 3. The College shall provide systems and processes to encourage student enrollment, increase retention, and facilitate transition into careers or further learning opportunities.**
- 4. 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.**
- 5. 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.**
- 6. The College shall ensure the efficient and effective use of all available resources by maintaining a high level of stewardship and accountability.**
- 7. The College shall cultivate a learning environment that promotes cultural enrichment, communication, diversity, and lifelong learning opportunities for its constituencies.**
- 8. The College shall increase access to baccalaureate and master degree programs for area citizens.**

## Admissions and Records

Arkansas Northeastern College has an open door policy of admission and 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 Registrar's Office. This office receives and processes all applications for admission, evaluates transcripts and other credentials, and issues notices of acceptance to qualified applicants. Students may enter at the beginning of the fall, spring, or either of the summer semesters. Students wishing to enter any of the Associate in Applied Science programs should check with the appropriate department in order to be familiar with any special admission requirements. **Admission to the College does not ensure admission to any particular program of study.**

### ADMISSION CATEGORIES

Arkansas Northeastern 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 the SAT, ASSET, or COMPASS (Act 520 of 1990).

##### 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 admitted with certain requirements, conditions, or restrictions placed on initial and/or future enrollment status (Act 520 of 1997).

- For a student seeking an associate in arts or associate in science degree and who does not meet the requirements for unconditional admission, completion of twelve (12) hours of core academic courses and any necessary remedial courses with a cumulative grade point average of 2.0.

*\* Act 520 of 1999 requires students graduating from high school May 1, 2002, and after to have completed the core curriculum for unconditional admission to public colleges and universities. All students graduating after May 1, 2002, from Arkansas public high schools, out-of-state high schools, home schooling, private high schools, and GED recipients shall be evaluated for the purpose of being granted conditional or unconditional admission status.*

- For a student seeking a diploma, technical certificate or an associate in applied science degree and who does not meet the requirements for unconditional admission, the completion of six (6) hours of core academic courses and six (6) hours of technical courses required for the diploma, technical certificate or an associate of applied science degree and any necessary remedial courses with a cumulative grade point average of 2.0.
- Students must successfully complete (defined as a 2.0 G.P.A.) the required hours of core academic subjects and technical courses and any remedial courses within the first 30 semester hours, excluding developmental courses.

Specific requirements are available in the Admission's Office or the Registrar's Office. Once these requirements have been satisfied the student's enrollment status will be changed to unconditional first admission.

c. Readmission

Students previously enrolled at Arkansas Northeastern 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 Arkansas Northeastern 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.

d. 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 passing a test chosen by the institution and approved by the Secretary of Education that measures a student's ability to benefit.

e. Transfer Students

Permanent students previously enrolled in other post-secondary institutions must provide evidence of good standing at those institutions. An official transcript should be sent from each institution previously attended to the Registrar's Office at Arkansas Northeastern. Students who are not eligible for readmission to their previous institution will not be considered for admission to Arkansas Northeastern 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 should 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 a maximum of four semester hours per semester, with the written approval of their high school principal or counselor (Act 57 of 1983, Arkansas Legislature).
- b. Currently enrolled high school seniors who are academically qualified may exceed the four-hour maximum with the written permission of their high school principal or counselor. 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, ASSET or COMPASS scores for placement purposes.

## **3. Special**

- a. Students 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 parent institution must be provided prior to enrolling at Arkansas Northeastern.

## **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 immunity against measles and rubella. Forms are available in the Registrar's Office and the Admissions Office.

## **ADMISSION OF INTERNATIONAL STUDENTS**

Arkansas Northeastern is authorized under Federal law to enroll non-immigrant alien students on "F-1" student visas. Citizens of foreign countries who wish to attend the College should request admission information by writing to: Registrar, Arkansas Northeastern College, Post Office Box 1109, Blytheville, Arkansas 72316-1109.

Appropriate forms and instructions regarding admission procedures will be mailed on request. The application for admission should be completed and returned at least six months prior to the beginning of the semester of enrollment. All supporting documentation must be received at least three months prior to the beginning of the semester of enrollment. The applicant will be mailed a notification of acceptance or rejection of the application.

International applicants must meet the following requirements:

1. Submit a completed Application for Admission to the Registrar's Office.
2. Certified copies of all the student's academic records, with English translation of these documents, must accompany the application. The applicant's academic background must be at least equivalent to U.S. high school graduation.

3. If the applicant's native language is other than English, an official transcript of the score for the Test of English as a Foreign Language (TOEFL) must be submitted from Educational Testing Service, Princeton, New Jersey 08540, to the Registrar's Office at Arkansas Northeastern. This test may be taken at various test centers throughout the world, but it is the applicant's responsibility to obtain the necessary information and application forms, and to arrange to take the test by a date which will assure that the results are reported to Arkansas Northeastern by the required deadlines. Arkansas Northeastern requires a minimum score of 500 on the TOEFL.
4. The applicant must submit a certified statement from a local U.S. bank certifying that the applicant has on deposit a minimum of \$15,000 for each academic year of planned attendance. No Arkansas Northeastern funds are available for financial aid to students who are not U.S. citizens. In the event that the student is being sponsored by another person, institution, or agency, the sponsor shall deposit funds in escrow with Arkansas Northeastern sufficient to cover the costs of books, tuition, and fees for each year of attendance and provide certifications described above for the remainder of funds for living expenses.
5. International applicants must be in good health, as certified by a licensed physician.
6. An international applicant must purchase health insurance, and present evidence of this, before he/she is eligible to enroll. The applicant must show proof of medical insurance coverage for a minimum of one year.
7. Arkansas Northeastern's academic requirements for admission must be met, and all documents related to academic records, financial ability, competency in the English language, and physical health must be received before eligibility for admission can be determined. For I-20A, "Certificate of Eligibility for Non-Immigrant F-1 Student Status" will be issued only after eligibility for admission has been established.
8. International applicants who are seeking admission as transfers from another college or university in the U.S. must also submit to the Registrar's Office a Form I-20-AB, or other appropriate form, which must be approved by the U.S. Department of Justice, Immigration, and Naturalization Service. Transfer students must be in good standing at the institution from which they are transferring, and must have a minimum G.P.A. of 2.00.
9. It is the responsibility of the international student to become familiar with the regulations of the Immigration and Naturalization Service and to assume responsibility for complying with these regulations.
10. Arkansas Northeastern does not provide:
  - a. Student housing (dormitories are not available).
  - b. Transportation to and from the college.

## **ADVISEMENT AND PLACEMENT**

Students entering Arkansas Northeastern for the purpose of obtaining a certificate or degree are required to submit placement scores before registering. The Arkansas State Legislature established in Section 19 of Act 1052 of 1987 a testing and evaluation program for all degree seeking students in the state. The Arkansas Department 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), the Scholastic Aptitude Test (SAT), the ASSET, or the COMPASS.

Students transferring to Arkansas Northeastern 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. Arkansas Northeastern requires ACT, SAT, ASSET, or COMPASS scores prior to enrollment in college level math, English composition, and selected occupational courses.

Students without one of these test scores at the time of registration will be required to take the ASSET or COMPASS evaluation at Arkansas Northeastern. Students should arrange to take the ASSET or COMPASS before registration. Students may schedule the COMPASS assessment, at their convenience, through the *Admissions Office*. This evaluation, advisement, and placement service is free to the student.

*\* Exception: See requirements for admission into the Nursing program.*

## **REGISTRATION PROCEDURES**

Students should:

1. Obtain and complete an Application for Admission form and return it to the Registrar's Office. Application forms are available in the Registrar's Office, the Admissions Office, and extended campus centers.
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). Transfer students should request that official transcripts from all colleges or other post-secondary institutions previously attended be sent to the Registrar's Office.
3. Contact an admissions counselor or faculty advisor for academic advising, and complete a class schedule/registration form.
4. Take all completed papers to the Registrar's Office for residency determination to be made.
5. Students on scholarships and grant recipients should contact the Student Financial Aid Office regarding fee deferments.
6. Take all copies of class schedule/registration form to the Business Office for assessment and payment of fees. Registration is completed when all fees have been paid, or deferments authorized. All courses listed in the schedule are subject to change or cancellation.

## **TRANSFER POLICY**

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Students transferring to Arkansas Northeastern from another college or university should 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 Arkansas Northeastern 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 better. Transfer credit will be accepted for college level courses completed with a grade of "C" or better for which Arkansas Northeastern offers equivalent courses. Transfer courses with no Arkansas Northeastern equivalent offerings will be evaluated for possible general elective credit. Transcripts from nonaccredited 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 Arkansas Northeastern'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 Arkansas Northeastern in order to have transfer credit evaluated and added to their permanent record.

Grades earned in transfer courses are not considered in calculating students' grade point averages. The cumulative grade point average at Arkansas Northeastern is computed only on Arkansas Northeastern courses completed. Transfer credit will be recorded showing the equivalent Arkansas Northeastern course title and credit hours.

Vocational or technically oriented courses will be accepted when directly related to a particular applied science program at Arkansas Northeastern and will be applicable only toward the appropriate Associate in Applied Science degree.

### **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.

## **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 Arkansas Northeastern 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 Department of Higher Education. Such guidelines are on file in the Registrar's Office and are available for review upon request.

## **EDUCATIONAL RECORDS**

The Registrar's Office maintains a permanent record on each student which contains his or her application for admission, copies of grade reports, class schedules, 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) Arkansas Northeastern 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's name, 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 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 Arkansas Northeastern's Educational Records Policy is available in the Registrar's Office.

## **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:

1. Unpaid financial obligations to the college--including parking fines.
2. Incomplete records, including transcripts from other institutions, and immunization records.
3. Failure to register with the Selective Service.
4. Other obligations to the college such as library materials, equipment, and textbooks which have not been returned.

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

1. Further enrollment at Arkansas Northeastern will be denied.
2. Records will not be released.
3. Transcripts will not be released.
4. Graduation will be denied.
5. Enrollment may not be certified to the V.A., Social Security Administration, employers, or other outside agencies.

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

## **TRANSCRIPTS**

Students transferring from Arkansas Northeastern to another college or university should request that an official transcript of credits earned here be sent to the Registrar's Office at the institution to which they plan to transfer. "Request for Transcript" forms are provided for this purpose in the Registrar's Office. No transcript may be released without the written consent of the student. Students with outstanding financial obligations to Arkansas Northeastern may not have transcripts released.

## **Academic Policies & Information**

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### **THE STUDENT'S RESPONSIBILITY**

Arkansas Northeastern 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.

### **EVENING AND WEEKEND CLASSES**

In addition to day classes, Arkansas Northeastern provides equivalent college credit courses during the evenings, Monday through Thursday, and on weekends. The evening and weekend academic courses are taught by college staff and contain the same material as the regular day sessions, as approved in institutional syllabi. Students may elect to enroll in day classes, evening classes, weekend classes, or a combination of classes. The bookstore remains open in the evenings on Monday through Thursday. An evening administrator is available Monday through Thursday to assist students and instructors, and security is available any time classes are in session.

### **SUMMER SESSIONS**

Arkansas Northeastern College offers two day sessions and one evening session each summer. Students may earn up to 12 semester hours during the summer.

### **CREDIT FOR COURSES**

The standard unit of college work is called the credit hour. Credit hours are not always equal to contact or classroom hours.

### **CREDIT TRANSFER**

Arkansas Northeastern emphasizes the transferability of courses to other colleges and universities. Arkansas Northeastern is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools; therefore, courses transfer to all colleges and universities within the state and to other post-secondary institutions in the United States. The College has written transfer agreements with Arkansas State University, Williams Baptist College, Southeast Missouri State University, Franklin University, and most importantly, Arkansas Northeastern has engaged in an articulation agreement with all public four-year institutions in the State of Arkansas. Thus, an Arkansas Northeastern student who completes the Associate in Arts degree will transfer to the participating university with junior status. Arkansas Northeastern complies in the General Education Curriculum with the 46-credit-hour core approved by Arkansas public colleges and universities.

Arkansas Northeastern 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.

## **COURSE NUMBERING SYSTEM**

Arkansas Northeastern College uses a five-digit course numbering system. A new course numbering system was implemented in fall 1996. The first digit indicates the course level (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.

## **COURSE LOAD**

Part-time Student - One who has a course load of less than 12 semester hours in one 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 Vice President of Instruction, but in no case may the total exceed 21 semester hours. These course load definitions are prorated for shorter summer sessions.

## **CLASS ATTENDANCE**

Regular class attendance and punctuality are required for all classes and laboratory sessions. When absent because of illness or emergency, 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 a MTWH sequence.

2 classes in a MW or TH sequence.

1 class in the evening (6:15-8:45 p.m.).

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

## **SCHEDULE CHANGES**

**Adding Courses** - Courses may be added only during the first five days of class (this will be prorated for shorter sessions). Students may add classes by contacting their academic advisor and completing the Registrar, Financial Aid and Business Office procedures.

**Dropping/Withdrawing Course(s)** - 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 dropped 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 a course or who are unable to continue attending a course must initiate the drop 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 attending on the G.I. Bill). 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 college calendar for that semester.**

**Withdrawing from College** - If a student finds it necessary to withdraw from 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 attending on the G.I. Bill). 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 college calendar for that semester.**

## **SCHOLASTIC STANDARDS**

### **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.

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

**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.

<b>Attempted Semester Hours</b>	<b>Cumulative G.P.A.</b>
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 above table.

**Removed from Academic Probation** - A student previously on probation who raises his cumulative grade point average above the level stated in the above table 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 Arkansas Northeastern 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 Arkansas Northeastern College for degree credit.**

#### **ACADEMIC AFFAIRS COMMITTEE**

Within the policies established by Arkansas Northeastern College, 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	

The Committee shall function as a referral board for other academic decisions as might be referred to them by the Vice President for Administration, the Vice President for Student Services, or the Vice President of Instruction. 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.

#### **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). Petitions must be discussed with a counselor or faculty adviser prior to submission to the committee. The decision of the Committee is considered final.

## 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 the grade point average (G.P.A.).

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
W	Withdrawal	*
AU	Audit	*

\* Grades of W and AU are not included in the computation of the grade point average. Grades in college preparatory courses are calculated as hours earned, but accrue no grade points.

The "F" grade is recorded when: (1) the student has failed on the combined evaluation of work through the semester and the final examination; (2) the student stopped attending the course without completing the proper drop procedure, as outlined in the catalog; (3) the 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 makes an "F" on the first semester of a continuous two semester course is not allowed to continue in that course until the "F" has been repeated for a passing grade. College preparatory courses are graded A<sup>^</sup>, B<sup>^</sup>, C<sup>^</sup>, D<sup>^</sup>, or F. Credit hours earned in these courses will not be applied toward graduation.

## 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.

## 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 fifth day of the semester or the end of the add period for that term as stated in the College catalog. Audit students will be charged the current tuition and fee rate.

## ARKANSAS ASSESSMENT OF GENERAL EDUCATION

Act 874 of 1993 of the Arkansas Legislature requires that students in Arkansas public colleges must be evaluated to measure college-level math, writing, reading, and scientific reasoning skills needed to succeed at the junior level. Students enrolled at Arkansas Northeastern College in transfer degree programs must take the tests no earlier than accumulating 45 college-level credits (excluding developmental education credits) and no later than completing the College's official application for graduation. Failure to complete this testing requirement may interrupt graduation and/or transfer plans by students. Each institution is required to include on the student's transcript a statement indicating that the student has taken the Arkansas Assessment of General Education, also known as the "Rising Junior Examination."

## **MANDATORY REMEDIATION OF DEFICIENCIES IN BASIC SKILLS**

Arkansas Northeastern College 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, SAT, ASSET, or COMPASS.

A student who is deficient in any area (mathematics, English, 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.

## **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<sup>-</sup>, B<sup>-</sup>, C<sup>-</sup>, D<sup>-</sup> 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 Campus Connect on the College's website at [www.anc.edu](http://www.anc.edu). Other services are also available to students via the website.

Final grades will be issued to all students at the end of each semester or the final 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.

## **GRADE CHANGES**

Grades can be changed only by the instructor who assigned them and must be approved by the Dean or Division Chairperson and the Vice President of Instruction. 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.

## **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 semester will be assigned an "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 receiving a grade of “D” or “F” in a course may repeat the course in an attempt to improve the grade. The grade earned the last time the course is taken will be the final grade. Only the final grade will be considered in computing the grade point average. Grades of “C” and above may not be repeated for a higher grade. In the event such courses are repeated, the original grade will stand and the repeated grade and credit will be ignored.

A student who enrolls in a physical education or applied music course for which he or she has been enrolled previously must establish, at the time of registration, if the enrollment is for the purpose of improving a previously earned grade of “D” or “F.”

### **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 Vice President of Instruction. 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 students are granted clemency and those credits will not count toward graduation.

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

1. Been separated from all academic institutions for a period of at least 5 consecutive years;
2. Met all assessment/placement requirements for entering freshman at Arkansas Northeastern College at the time of reentry;
3. Reenrolled at Arkansas Northeastern College and demonstrated acceptable academic performance by completing at least 12 credit hours with a grade point average of 2.00, or better;
4. Upon completion of the above validation period, filed a Petition for Academic Clemency with the Vice President of Instruction.

Academic clemency will cover all credits earned during the terms prior to the date of the prolonged separation. Transfer students who have received clemency at another institution will be allowed to petition for clemency at Arkansas Northeastern under the above policy.

The date of clemency will coincide with the date of reentry following the prolonged separation. The permanent record (transcript) will note "Academic Clemency Granted" and the effective date.

## **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 Arkansas Northeastern. The computer software on the hard disks 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.

## **GRADUATION**

Arkansas Northeastern College awards certificates of proficiency, technical certificates and associate degrees.

Certificates of Proficiency - Certification of this type is awarded to students who have demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. Credit hours required for completion of certificates of proficiency range from 7 to 16 credit hours.

Technical Certificates - Certification of this type is completed through a planned and coherent program of classroom and laboratory work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field. The program of study may be part of an associate of applied science curriculum or a stand alone program. Credit hours required for completion of a technical certificate range from 24 to 58 credit hours.

Associate Degree - The degree represents the successful attempt on the part of the College to guide students through learning experiences designed to develop proficiencies and insights. The associate degree reflects the conviction of the faculty and staff that the recipients possess certain basic principles, ideas, and skills both unique to, and common to, the various academic disciplines.

Students receiving the associate degree are expected to evidence the ability to think and to communicate effectively and clearly both orally and in writing; to apply mathematics; to be aware of our culture and other cultures; to understand the modes of inquiry; to develop the capacity for self-understanding; to develop an appreciation for the arts; and finally, to gain sufficient knowledge in the field in order to contribute to the progress of society.

*Current Arkansas Northeastern College associate degrees include:*

- Associate in Arts Degree - Designed for students who wish to complete the first two years of a baccalaureate degree and transfer to a senior institution.
- Associate in Science Degree - Designed for students who wish to earn the first two years of a science-based baccalaureate degree and transfer to a senior institution.
- Associate in Arts in Teaching Degree - Designed for students who wish to complete the first two years of a baccalaureate degree in teaching and transfer to a senior institution.
- Associate in Applied Science Degree - Designed for students who wish to gain skills in a specific occupational area and enter directly into employment upon completion of the degree.

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.

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 sixth 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 Arkansas Northeastern must complete the last 15 semester hours in residence at Arkansas Northeastern. Arkansas Northeastern students who transfer to other colleges 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 Arkansas Northeastern. Commencement for the College's graduates is held once a year at the end of the spring semester. Eligible participants are those students who have completed requirements for the Associate in Arts Degree, Associate in Science Degree, Associate of Arts in Teaching Degree, and the Associate in Applied Science Degree during the previous summer term, the previous fall semester, or the current spring semester.

Associate Degree candidates are expected to participate in commencement; exceptions may be approved by the Vice President of Instruction. Commencement is a time of celebration, reflecting honor upon those students who have successfully completed their programs of study.

**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. In order to be eligible for honors a student must have earned a minimum of 35 semester hours at Arkansas Northeastern College.

## **CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE**

Arkansas Northeastern College 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.”

When considering whether one possesses experiential learning which may be credited toward a degree, it is best to begin discussions with a faculty advisor. They are trained to assist students in the various methods available for experiential credit. A student may earn a maximum of 15 semester hours by any or all methods combined, as follows:

### **Institutional Assessment for Credit**

A student may not seek credit by institutional assessment after attending that particular course and receiving a grade of A, B, C, or I at the College or after earning credit for an advanced course in that area. Students are required to be currently enrolled at Arkansas Northeastern College in order to seek credit by assessment.

Upon conclusion of the institutional assessment for credit, a copy of the results (exam, portfolio, etc.) shall accompany the appropriate forms to the Vice President of Instruction. Request forms will be validated and the examination, portfolio, etc., filed.

***Credit by Examination*** - Requirements for credit in a number of college courses may be satisfied by successful completion of a departmental examination. If a CLEP examination is available for a course, the student may not apply for a discipline-made examination for credit. The departmental examinations are constructed and graded by instructors based on goals and objectives stated in departmental course syllabi. Due to the content of certain courses, a discipline may elect not to offer an examination for these courses. A non-refundable fee of \$20 for each credit hour requested is charged for this assessment.

Credit by examinations may be attempted for the second time after a lapse of one full academic term beyond the term in which the first attempt was made. A student may not attempt credit by examination more than twice in the same course. Credit by examination will not be available during the period between official College terms or during official College holidays. Credit by examination will not be counted in the student’s load or G.P.A.

***Portfolio Development***-Students with prior educational experience not suited for assessment through other methods may wish to develop a portfolio which will be assessed by other faculty members who will judge the content and will assess whether or not credit for a course will be given (normally, faculty members interview the students in addition to reviewing any written document). A non-refundable fee of \$25 will be assessed upon portfolio submission. An additional fee equal to the existing credit hour tuition rate will be required for each hour of credit awarded through portfolio evaluation. The department involved, the appropriate division chairperson, and the Vice President of Instruction will award credit on the basis of the results of the assessment.

**Technical Advanced Placement** - College Now (Tech Prep) is a program of studies designed to meet the need for high school graduates to have a more technically oriented educational experience. Through a blending of higher level academic and vocational courses, College Now (Tech Prep) prepares students for the advanced courses required by two-year colleges.

Arkansas Northeastern College has developed articulation agreements with several regional high schools in the area of occupational education. High school students, who are enrolled in a technical advanced placement course(s), can earn college credit .

**Other Assessment**-Students holding licenses, certificates, diplomas, and other documented learning which has previously been assessed and accepted as Arkansas Northeastern College credit should officially petition for the credit by completing a "Request for Credit for Previous Training or Experience" form. The student will pay a \$5.00 processing fee for each course for which credit is requested. Current examples of such awarding of credit include Standard First Aid and Safety, Cardio-Pulmonary Resuscitation, Red Cross Safety Certificate, and training at the Arkansas Law Enforcement Academy.

**NLN Nursing Mobility Profile I/Book I** - A standardized exam is available for LPN's or LPTN's who do not meet statewide articulation guidelines. The exam is constructed and graded by the National League for Nursing. There is a \$40 non-refundable fee for the test booklet. The fee is set by the NLN and subject to change. The test is administered in the nursing department by the nursing personnel. (Statewide articulation guidelines are available upon request from the nursing department.)

**Advanced Placement Program** - Students enrolled at Arkansas Northeastern may earn college credit for acceptable scores in the advanced Placement Program. Advanced Placement Examinations are offered annually to give high school students opportunities to demonstrate college-level achievement and be awarded appropriate credit for that achievement. The College will award some level of AP credit, provided the student scores 4 or 5 on the AP exam and meets any other requirements designated by the department offering the course.

If a student has received AP credit from another college or university for a score of 4 or 5, Arkansas Northeastern will accept credit for that course or courses in the same manner in which course credit is accepted for other courses transferred from an accredited institution of higher education. Advanced Placement exam scores on the basis of which Arkansas Northeastern awards credit, placement, or exemption (including scores lower than 4 or 5) will be entered on the transcript along with the number of credit hours equivalent to credit hour value of the corresponding course.

<b><i>Courses for Advanced Placement</i></b>			<b><i>Advanced Placement Exam</i></b>
EN	12003	English Composition I	English Language & Composition
EN	12013	English Composition II	
BI	14033	General Biology	Biology
BI	14041	General Biology Lab	
HI	23003	The U.S. to 1876	United States History
HI	23013	The U.S. Since 1876	

**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 Arkansas Northeastern College course. Students requesting credit for formal service schools should follow the procedures for portfolio assessment.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)** - Arkansas Northeastern students may earn up to 30 semester hours through the College Level Examination Program, and may take the General Examinations or the Subject Examinations. Tests are ordered from the Educational Testing Service in Princeton, New Jersey, and are administered by the Testing Center at the College. Copies of test results are mailed to students from ETS. 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 GENERAL EXAMINATIONS:

<u>CLEP Exam</u>	<u>Passing Score</u>	<u>Arkansas Northeastern Credit Awarded In</u>	<u>Sem. Hrs. Credit</u>
English	420	EN 12003 English Comp. I	3*
Humanities/ Fine Arts	420	MU 22003 Music Appreciation <u>or</u> AR 22003 Art Appreciation	3**
Literature	420	EN 22003 World Literature I, EN 22013 World Literature II, <u>or</u> HU 22003 Humanities through the Arts	3

CLEP SUBJECT EXAMINATIONS:

<u>CLEP Exam</u>	<u>Passing Score</u>	<u>Arkansas Northeastern Credit Awarded In</u>	<u>Sem. Hrs. Credit</u>
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. Func	50	MA 24015/24025 Calculus I/II	10

\* Essay required

\*\* Students must choose the subject in which they wish credit.

Credit may be awarded in one area only. Students previously enrolled in Art Appreciation or Music Appreciation are not eligible for credit in this area; however, students who receive CLEP credit in one area may enroll for credit in the other area.

- \* Arkansas Northeastern College subscribes to the American Council on Education recommendations.
- \* English Composition tests must be accompanied by an essay, which will be graded by faculty in the College's English department.
  - a) Students who pass the objective portion but fail the essay must take both courses of English Composition.
  - b) Students who fail the objective portion but pass the essay portion must take both courses of English Composition.
  - c) Students who pass both the objective and essay portions of the exam will receive credit for English Comp. I. All students are required to take English Comp. II.
  - d) Students may take the essay portion only once. If they fail the essay portion they must take both classes.

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.

### **ARKANSAS NORTHEASTERN COLLEGE EXTENDED CAMPUS CENTERS**

**Burdette Center, Interstate 55 and Highway 148, Burdette** - This facility is fully equipped with classroom, laboratory, and computer space and offers a wide array of vocational and technical courses and programs.

**Harry L. Crisp Center, Highway 18 East in the Blytheville Industrial Park** - The Crisp Center offers credit and non-credit courses and houses the industrial training arm of the College--the Solutions Group.

**Leachville Center, North Main Street, Leachville** - This fully equipped center reopened after being destroyed by fire in 1995. It houses a computer laboratory, and offers college credit classes and adult education classes as well as housing the city library.

**Moore Center, 500 West Chickasawba Avenue, Blytheville** - This downtown center, across from the city library, provides space for the College to offer adult education and physical education classes.

**Osceola Center- Located on the grounds of the Osceola High School** - The Osceola Center provides a broad range of both credit and non-credit offerings and is equipped with distance learning technology which allows for the expansion of course availability. Because of a unique partnership, the College shares space with the Osceola High School in offering a wide array of courses.

**Paragould Center, 1032 West Kingshighway, Paragould** - This facility is home to several occupational programs including Practical Nursing, Emergency Medical Technician, Paramedic, and Nursing Assistant. This center includes distance learning equipment.

**Other Sites-** The College offers courses at other locations throughout the service area, including Manila, Leachville, Rivercrest, Wilson, Dyess, Joiner, and others. 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 those stated in the catalog for on-campus offerings.

# **Mississippi County Library System & Adams/Vines Library**

## **LIBRARY SERVICES**

The Adams/Vines Library and the Mississippi County Library System have joined together to form an innovative, multi-type library system to serve both the students and the residents of Mississippi County. This combined approach allows for the best materials, services, and facilities at the lowest cost. There are over 300,000 volumes housed in the libraries, with over 550 periodicals.

### **Adams/ Vines Library**

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. It is open six days a week and is staffed with personnel trained to help students access materials housed in the library. The collection includes books, periodicals, microfilm, CD-Roms, video and audio cassettes.

Automated Card Catalog: The Adams/Vines Library is fully automated with an online card catalog and circulation system. Students use the OPAC to access the library collection.

Computer Databases: The library subscribes to 7 online and CD-Rom databases including SIRS Researcher, Proquest, Education Complete and Health Resources. This allows the students access to a large collection of current full-text periodical articles.

Internet Access: The library provides access to the Internet for students. These computers also provide word processing capabilities for students.

Online Computer Library Center: As a member of OCLC, the library has access to over 41 million books and periodicals housed in libraries across the nation and in other countries. The library staff will borrow books, periodical articles or other materials on interlibrary loan for students, faculty and staff.

Study Rooms: Private study rooms are provided within the library for students. Some are equipped to view videotapes or listen to music.

Copy Machine: Regular and microfilm copies are provided at 10 cents each.

### **Burdette Center Library**

The Burdette Center library is centrally located in the main building of that campus for the convenience of the students and staff. The facility is adequate to meet the reading needs of students and faculty from research to recreation. The basic collection of books includes holdings in technical fields, periodicals, newspapers and pleasure reading.

### **Mississippi County Library System**

Arkansas State Library: Provides instant access to books, periodicals and reference questions for material not found locally.

Vertical File: Newspaper clippings and short articles on hard-to-find subjects as a partial depository of the Arkansas State documents, the library maintains a collection of interesting and informative information in this collection.

Media: Videos and books are available on cassettes.

Large Print Books: A large collection of both fiction and non-fiction large print materials are available.

Library Programming: Activities for adults and children including the summer reading program and story hours.

Meeting Rooms: Seating for more than 100 people on a scheduled basis for educational and non-profit civic organizations.

### **Production Center**

The Production Center provides duplication and other services to faculty and staff. The specific services include video cassette duplication, teleconference downlinking, duplication of tests and syllabi, binding, and laminating.

### **Learning Assistance Center**

The Arkansas Northeastern College Learning Assistance Center (LAC) housed in the Adams/Vines Library Complex provides the following services:

1. Individualized and group instruction in mathematics, reading, and writing for students at all levels.
2. Tutorial services, academic intervention, and immediate drop-in assistance for students at all levels. The regular staff of the Center, certified tutors, and volunteers work with individuals needing help, both on a drop-in and appointment basis. The staff also maintains a shelf of free materials addressing specific problems, such as procedures for writing essays and term papers, punctuation reviews, and other useful materials.
3. Learning Labs : Learning Labs offer individualized instruction in the areas of mathematics, reading, writing, vocabulary development, and college study methods. Students lacking basic skills in any or all of these areas are enrolled in order to achieve competency. The LAC provides basic skills introduction through the state-of-the-art computerized PLATO system.

# CONTINUING & COMMUNITY EDUCATION

The Continuing and 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 at a reasonable cost.

## COMMUNITY EDUCATION CLASSES

Continuing and Community Education brings exciting lifelong learning opportunities and professional development through **non-credit classes for children and adults**. 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.

Summer is a special time of the year for children and the Department of Community Education offers a variety of quality classes that are designed to provide a season of fun and discovery through our “**Summer Fest**” program. The children enjoy learning new things and meeting other students from all over the area. The parents delight in seeing their children on stage, attending a tea, or just hearing about all of the exciting and fun things they have experienced and learned. Children have fun learning at Arkansas Northeastern College!

In addition to the summer program a **Summer Enrichment Camp and Saturday Scholars** program is offered. Both programs are designed for a student, who demonstrates a high interest in some specific area; who must be cooperative and self-disciplined; who shows a strong motivation to succeed, and who displays curiosity about the world around him/her and have a thirst for learning. Students meeting certain criteria may be recommended by principals, counselors or teachers.

The Division of Continuing Education, in partnership with Education To Go, offers **Online Classes**. Update your skills, discover a new talent or chart a career path at your own pace and at your convenience. The classes run for six weeks, 12 on-line lessons. The lessons are supplemented by interactive quizzes, assignments, tutorials and online discussion areas available via the World Wide Web.

The **Travelogue Travel and Adventure Film Series** is your passport to adventure. Travelogues are 16-mm film productions narrated live by world travelers and adventurers. Anyone who enjoys traveling, learning about new cultures and viewing exciting lands. Travelogues are family entertainment enjoyed by persons of all ages. Travelogue "armchair travel" is the next best thing to being there!

## REGISTRATION FEES FOR NON-CREDIT COURSES

Community education course fees will vary according to the kind of instruction or activity.

## REFUND OF FEES FOR NON-CREDIT COURSES

A full refund will be granted to any student enrolled in a community education course who withdraws from the course prior to the first class meeting. No refunds will be granted after the first meeting of the class.

## **EDUCATIONAL TRAVEL OPPORTUNITIES**

Travel is an important cultural and learning tool. Arkansas Northeastern College offers tours as a part of the Department of Continuing and Community Education. Both domestic and international trips to destinations of unusual interest and beauty are available. These trips are carefully planned for dollar value and are open to all area residents and their friends. Information about the trips is available in area newspapers when the planning is complete. This is an invitation to take advantage of opportunities to broaden cultural experiences by travel. For information about trips before they are publicized in the newspaper, please call our office at 870-762-3167 and we will gladly send you our current travel newsletter. Some of the exciting travel destinations have been Europe, New York City, Hawaii, New England, Mackinac Island, Holly Springs Pilgrimage, Texas Hill Country, and Broadway plays in St. Louis. Memphis attracts groups for cultural opportunities closer to home.

## **SCHEDULES OF CLASSES**

Schedules of non-credit classes are published three times a year – January, May, and August. The schedules are readily available in area newspapers, libraries and through the Continuing and Community Education office which is located in the Adams/Vines Building on the Main Campus in Blytheville.

## **The Solutions Group**

The overwhelming expansion of technology has converted a once regional marketplace into a global competition for economic survival. Businesses and industries gaining competitive advantages are those that are strengthening the ability levels of their employees. Individuals must work smarter with more quality and productivity than ever before.

The Solutions Group, a professional support division of Arkansas Northeastern College, provides customized training and consulting to help businesses and industries keep pace with changes in technology and the workforce. 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 does not operate on the College schedule, but on the schedule of the particular business or industry to which services are being provided.

The Solutions Group offers non-credit courses and courses for credit, which may be applied to associate degrees in industrial management systems, steel industry technology, and industrial technology. 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.

The Solutions Group is located in the Harry L. Crisp Center on Highway 18 East in the Blytheville Industrial Park 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.

Customized training can be delivered through The Solutions Group in subject areas such as management, supervision, quality/productivity, electrical and mechanical systems, computer software, health and safety, and many other topics.

## Administrative Affairs

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### TUITION AND FEES

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.

<b>PER SEM HR.</b> (maximum of 15 sem. hrs.)	<b>In-County</b>	<b>Out-of-County</b>	<b>Out-of-State*</b>	<b>International</b>
	\$47.00	\$57.00	\$107.00	\$107.00

### **TUITION**

Tuition-In-County	\$47 per credit hour**
Out-of-County Residents	\$57 per credit hour**
Out-of-State for Missouri Bootheel & Tennessee Border Counties*	\$57 per credit hour**
Out-of-State Residents	\$107 per credit hour**
International Students	\$107 per credit hour**

\*Residents of Dunklin, New Madrid, and Pemiscot Counties, Missouri, and residents of Obion, Dyer, Lauderdale, Tipton, and Shelby Counties, Tennessee, will be charged \$57.00 per semester hour. 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 Department of Higher Education.

### **ADDITIONAL FEES**

Registration/Infrastructure Fees	\$20 per term
Technology Fee	\$6 per credit hour**
Art Fees	\$40 per course
AC & Refrigeration Industry Competency Exam Fee	\$32
AC & Refrigeration EPA Exam Fee	\$58
Air Conditioning/Refrigeration Course Fee	\$10 per AC/Ref. course
Automotive Course Fees	\$10 per Auto course
Bowling Fees	\$60 per course
CAV-R Course Fee	\$40 per credit hour
College Prep Fee	\$30 per course
Commencement Fees	\$40
Computer Lab Fees	\$40 per course
Decision Strategies Fee	\$40 per course
Dental Asst. Student Insurance Fee	\$25
Dental Asst. ADAA Dues Fee	\$35
Dental Asst. Part I Certification Exam Fee	\$120
Dental Asst. Part II Certification Exam Fee	\$120
Dental Asst. Part III Certification Exam Fee	\$120
Dental Asst. Contin. Ed. Course Fall Fee	\$40
Dental Asst. Contin. Ed. Course Spring Fee	\$40
Dental Assistance Course Fees	\$10 per Dental Asst. course

\*\*Tuition/Technology fees are assessed to a maximum of 15 credit hours.

Emergency Medical Dispatch Fee	\$80 per course
Emergency Medical Technician CPR Fee	\$20
Emergency Medical Technician AR Cert. Fee	\$10
Emergency Medical Technician Nat'l Reg. Cert. Fee	\$15
Emergency Medical Technician Liability Ins. Fee	\$70
Early Childhood Dev. Student Insurance Fee	\$70
Early Childhood Dev. Associate Exam Fee	\$350
Early Childhood Dev. CDA Application	\$30
Golf Fees	\$60 per course
IC <sup>3</sup> Testing Fee	\$75 per Internet App. II course
Internet Course Fee	\$40 per credit hour
LP Nursing Fees	\$20 per nursing course
LP Nursing Student Malpractice Insurance Fee	\$25
Music Fees	\$65 for each ½-hour lesson per wk; \$90 per 1 hr. lesson.
Microsoft Word Testing Fee	\$60 per Word Processing course
Microsoft Excel Testing Fee	\$60 per Spreadsheet Applications course
Microsoft Access Testing Fee	\$60 per Database Management course
Microsoft Power Point Testing Fee	\$60 per Intro to Multimedia course
Networking Supplies Fee	\$10 per Networking course
Paramedic Student Insurance	\$70
Public Safety Dispatch Fee	\$80 per course
Racquetball Fees	\$60 per course
Returned Check Fees	\$30 per check
RN Nursing Fees	\$40 per nursing course
Science Fees	\$40 per laboratory course
Truck Driving Fee	\$351
Welding Certification (Structural) Test Fees	\$50
Welding Certification (Pipe) Test Fees	\$100
Welding Course Fees	\$20 per Welding 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 from the 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.

	Fall or Spring Semester	Summer Term or Shorter Courses
1st/2nd Weeks	100%	1st Week 100%
3rd Week	50%	2nd Week 25%
4th Week	25%	3rd Week & Thereafter 0%
5th Week & thereafter	0%	

## **BUSINESS REGULATIONS**

Fees are payable at the time of registration each term. Registration is not complete until all fees have been paid or a deferment has been completed in the Office of Student Financial Aid and been submitted to the Business Office. Students are not admitted to classes until the financial obligations have been satisfied. A student may not re-enroll, graduate, or receive a transcript of his record until all financial obligations to the institution have been paid. Checks may be issued to the College in payment of fees. The College will accept Visa, MasterCard, Discover, and American Express credit cards as a convenience and to allow students to pay for fees in installments.

## **Student Services and Activities**

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Arkansas Northeastern College recognizes that the total college experience extends beyond the formal classroom. The student's personal and social development is supported by varied cocurricular programs.

### **COUNSELING CENTER**

The purpose of the Counseling Center is to aid students in defining, planning, and achieving their educational goals. Professional counselors are available to assist students with academic and career concerns. Services available through the center include: testing (CLEP, ACT, and a variety of interest inventories), and Career Information System, along with academic advisement. Students planning to transfer to senior colleges and universities should work closely with the professional staff. The counselors work directly with registrars and counselors at Arkansas State University, University of Memphis, the University of Arkansas, Southeast Missouri State University, and other institutions to assure the transfer of credits.

**Career Counseling** - To assist students in career planning, the College provides career information services. Both general and specific information about a wide range of careers and individual and career assessment services are available to assist students in defining their career and educational goals.

**Internship** - Internship at the College is a required program of interrelated work between the student and business/industry in which students combine classroom theory with on-the-job training. The student's work experience must be related to his or her field of study and is a required element in attaining the AAS degree. Internships may or may not be paid positions.

Arkansas Northeastern College students earn credit for internship experience and work a minimum of 40 clock hours during the semester of or prior to graduation. Meetings with student workers' supervisors must be finalized the semester before the internship assignment. Students must have completed 48 credit hours prior to enrollment. Students may be enrolled in no more than 12 hours of additional classes during the internship period and be currently enrolled in the Career Management course. To participate in the program, the student must maintain a minimum 2.00 cumulative GPA and perform work to the satisfaction of the employer. Internship assignments will be coordinated with the College's academic calendar. During this time all college regulations will apply to the student. However, employer job requirements will supersede academic holidays and vacations.

## **Student Activities**

Arkansas Northeastern College Times -The College's newsletter is published regularly and distributed through the local newspaper, as well as to students, faculty, and staff on the main campus and centers. To place announcements in this publication, students and organizations must provide information to the Dean for Development and College Relations or the publication editor. Only official and approved information may be inserted.

Open Door - *The Open Door* is a weekly, internal newsletter for faculty and staff of Arkansas Northeastern College 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.

Intramural Recreation - Students may participate in a variety of intramural sports activities provided each year. The development of this program is directed by staff and student interest. Fall and Spring Fun Fests highlight the intramural activities with games and club projects.

## **Student Organizations**

Adult Student Association- The Adult Student Association is an organization which serves as a support and advocacy group for the re-entry adult student who has needs, both academic and social, which differ from those of traditionally aged students. The association is open to adults who are considering enrollment or are enrolled at ANC.

Gamma Beta Phi - Gamma Beta Phi is an honor society established to recognize those students who have excelled academically and who also have demonstrated high personal characteristics in leadership and service. Membership into Gamma Beta Phi is by invitation, extended at the beginning of each semester. To be considered, students must have completed 12 college-level semester hours at the College with a cumulative G.P.A. of at least 3.4. Teacher appreciation activities and service projects add to the success of the College's chapter which receives regional and national attention and respect for its quality.

Association for the Childhood Education International Club - The primary purpose for this organization is to promote and support in the global community the optimal education and development of children, from birth through early adolescence, and to influence the professional growth of educators and the efforts of others who are committed to the needs of children in a changing society. Club members participate in the Fall Fest, Spring Eggstravaganza, book fairs, and celebrate the week of the child.

Business Professionals of America- Business Professionals of America is a business organization primarily for students pursuing a career in business. The purpose of BPA is to provide opportunities for college students to develop vocational competencies for business and office occupations.

Cultural Diversity Association -The Cultural Diversity Association (CDA) is an organization designed to share, explore, and experience elements of different races and cultures in American society. Its main purpose is to promote racial equality and racial harmony among students and faculty, as well as in the community. CDA will provide an environment for all students of various ethnic backgrounds to express their cultural heritage, opinions, and concerns about college life, as well as the society in which we all live.

Association of Information Technology Professionals -The AITP is organized to generate an awareness of and appreciation for computers in our society. Acting as an agency to interact with the business and industrial community, the club sponsors field trips to local computer facilities. Membership is open to any student.

International Association of Administrative Professionals -This organization encourages excellence among office technology students and promotes professionalism. Fund raising activities are held to finance workshops, speakers, and seminars for the club. Membership is open to any interested student. Participation in regional, state, and national meetings highlights activities.

Student Nurses Association - The Student Nurses Association encourages and promotes professionalism in nursing through community health programs. Any student admitted to the nursing program is eligible to join the SNA. Blood pressure screenings and career day activities are annual events for this group.

Soft Hopes - The Soft Hopes Club is a service and awareness group. Their main purpose is to identify and serve students with disabilities and work toward total awareness on the part of others. Projects in the past have included the installation of an automatic door, collection of food for the needy, assistance with transportation for visually impaired students, and related activities.

Baptist Collegiate Ministries-The BCM is an interdenominational organization which gives interested students opportunities for Bible study, prayer, and fellowship on campus. Weekly Bible studies are conducted and special projects are carried out through the year. BCM is sponsored by area Baptist churches and is active when student interest, faculty sponsorship, and area ministers provide the organization and leadership.

Wildlife Etcetera - Wildlife Etcetera is dedicated to the preservation of wildlife and wildlife habitats. The organization is involved in several community activities, including United States Bicentennial's "Plant A Living Legacy Program," the PRIDE clean-up campaign, and other similar activities. A major effort is the establishment and maintenance of a wetlands area for migrating waterfowl. Throughout the year, field trips are taken to Reelfoot Lake, Big Lake Wildlife Refuge, Crowley's Ridge, and other places of interest. The organization is open to the community as well as students.

Horticulture Club - The purpose of the Horticulture Club is to foster a greater appreciation of the horticultural sciences through group activities and community projects.

Skills USA/VICA - The purpose of VICA 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.

Phi Beta Lambda - This national organization is made up of students enrolled in programs of business or business education on the postsecondary level. The organization, composed of more than 450 chapters, operates as an integral part of the educational program under the guidance of business instructors, state supervisors, school administrators, and members of the business community.

National Association For Practical Nurse Education and Service - The purpose of the Arkansas Licensed Practical Nurses Association is to promote the licensed practical nurse as an important member of the health team and is concerned with the health standards for all people. Activities for ALPNA provides leadership skills and involves the members in community oriented and career related development activities. All affiliated state associations conduct state leadership training and chapter management workshops.

National Vocational-Technical Honor Society - This organization is a non-profit honor society for students enrolled in occupational, vocational-technical programs. Its purpose is to promote service, leadership, honesty, career development, and skilled workmanship. It also looks to reward student achievement, to encourage and assist student educational and career goal seeking, to promote a stronger linkage between local vocational-technical institutions and the business and industry sector, and to promote the image of vocational-technical education in America.

## **Student Services, Information, & Referrals**

Identification - All students must present a valid student id when positive student identification is necessary.

Telephone Service - Pay telephones are located on the east wall at the north entrance of the concourse and in the OutBack. 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.

Food Services - Food services on campus are available in the Student Center, commonly referred to as the OutBack. 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.

Lost and Found - Misplaced articles are held in the Physical Plant Office located in the Student Center adjacent to the Outback. Positive identification is necessary for claiming an item. Unclaimed articles are normally discarded at the end of each semester. Evening students may contact the Night Services Coordinator for lost and found articles.

Bookstore - The College's bookstore provides the textbooks and supplies needed for Arkansas Northeastern College courses. All bookstore purchases must be on a cash, check, or credit card basis. Eligible students may defer the cost of books and supplies through the Office of Financial Aid. Bookstore services are also provided during registration periods on the Burdette, Osceola, Leachville and Paragould locations.

Facilities for the Disabled - An important feature of the campus involves the provision of facilities and services to disabled students. 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. Motorized doors are provided at the main entrance of the John P. Sullins Administration Building and on the south end of Statehouse Hall.

Student Medical Services - Arkansas Northeastern College does not provide medical related services, nor does the College assume responsibility for injuries incurred by students during any College activity. Medical services may be obtained from local doctors, clinics, and hospitals. Physical examinations, which may be required for some courses or activities, must be verified in writing by the examining physician.

Student Housing Referral - Arkansas Northeastern College 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.

Child Care Services - Mississippi County HeadStart 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 new facility operates while classes are in session at the College. Parents of infants, toddlers, and preschoolers are encouraged to apply early. You may check with the Nibco Children's Care Center on the main campus or by calling the program director of the Mississippi County HeadStart at 870-532-2348.

\*Child care is also available on a limited basis at the Burdette Center through the Early Childhood Development Program and the Mississippi County HeadStart Program.

## **ARKANSAS NORTHEASTERN COLLEGE FOUNDATION**

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The College's Foundation, which was created in 1977, is one of the most successful two-year college foundations in the state. The foundation has received more than \$5,000,000 in donations to date and has increased its worth with the acquisition of property in the area, including the Ark/Mo Center, the Moore Center, and the Harry L. Crisp Center.

The Foundation is directed by a Board of Governors with interest in providing Arkansas Northeastern College financial assistance. The Foundation directly helps students through a large pool of privately funded scholarships. Currently the Foundation has over \$500,000 in endowed scholarship funds as well as many annually funded scholarships. Because many students have financial issues, the Foundation works closely with the Financial Aid Office and the Admissions Office to help students remedy these problems. Hundreds of students are helped each year through Arkansas Northeastern College Foundation scholarships.

In addition, the Foundation along with a donor company—Yamato Kogyo, Ltd. of Japan—works to increase student opportunities and enrichment through the Arkansas Northeastern

College Ambassadors to Japan Program. The Foundation co-sponsors two Arkansas Northeastern 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.

The College's Foundation also works to build friendships and support for the College in the community by hosting activities and events each year. Such involvement also increases visibility and awareness of Arkansas Northeastern and the many opportunities it makes available to the constituency it serves.

## **ARKANSAS NORTHEASTERN COLLEGE ALUMNI ASSOCIATION**

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The joining of Mississippi County Community College and Cotton Boll Technical Institute brings more than 35 years of postsecondary education experiences to this region. Upon MCCC's 25 year anniversary, the MCCC Alumni Association was formed as an entity under the auspices of the College's Foundation for the purposes of providing added value to former and current students and to assist the Foundation in raising funds. With the creation of the merged college, the alumni association changed its name to encompass the past and future alumni of the institution. The Arkansas Northeastern College Alumni Association is represented by a 10-person board of directors. In addition, the Dean for Development and College Relations serves as the association's liaison to the College. The association has its own website, and actively recruits members while also participating/assisting in College and Foundation functions.

## STUDENT CONDUCT

Arkansas Northeastern College 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. Arkansas Northeastern 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 phone 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.

### **Sexual Harassment Policy**

Arkansas Northeastern College 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. The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as repeated and unwanted sexual behavior, such as physical contact and verbal comments or suggestions which adversely affect the working or learning environment. Instances of gender harassment include discriminatory comments or behavior which create feelings of inferiority in individuals who belong to a gender group. 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.

## **STUDENT APPEALS COMMITTEE**

The Student Appeals Committee exists to review and recommend matters regarding misconduct or student grievances. The Student Appeals 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.

## **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., 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*.

## **FINANCIAL AID AND SCHOLARSHIPS**

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Arkansas Northeastern College acknowledges that providing an educational opportunity for all interested citizens implies an attempt to provide financial assistance to eligible applicants. Various forms of financial aid are available, including scholarships, grants, loans, and college work study. The primary responsibility for financing a college education rests with the student and the student's family. Consequently, in determining a student's financial need, consideration is given to (1) the amount of money the student and his/her family is expected to contribute to the student's education, and (2) the cost of attending college. The following criteria are used to determine student eligibility for most financial aid programs available at the College.

1. Financial need as determined by the Department of Education.
2. Be admitted as a regular student as defined in the Arkansas Northeastern catalog.
3. Be enrolled in a technical certificate or degree program.
4. Make satisfactory academic progress as defined on the next page.

Financial aid programs and eligibility guidelines (scholarships, grants, loans, and work-study) are explained in the *Student Handbook* available in the Financial Aid Office.

\* Students completing and submitting the Free Application for Federal Student Aid (FAFSA) by the April 15th priority deadline are offered a financial aid package which may include one or more types of aid (mentioned above) to meet a student's demonstrated financial need.

## **SATISFACTORY ACADEMIC PROGRESS STATEMENT**

These regulations apply to the determination of whether a student is maintaining satisfactory academic progress for the receipt of any Title IV student financial assistance programs at ANC. To receive financial assistance under Title IV programs at Arkansas Northeastern, a student must be determined to be a regular student and 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. In addition, the College 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.

Federal regulations governing the Title IV Student Financial Aid programs (including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Arkansas Student Assistance Grant, Student Support Services, and the Federal Stafford Loan Program) 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 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 *Student and Financial Aid Handbook*. Copies are available in the Student Financial Aid Office and provided to each student during each registration period.

### **How to Apply for Financial Aid**

To apply for financial aid the student may:

1. Obtain the appropriate forms from the Financial Aid Office.
2. Submit completed forms according to the instructions to the processing center.
3. Submit an electronic application via the web.

Students should apply for financial aid well in advance of the beginning of the semester since processing the application usually requires four to six weeks. Admissions Counselors can assist in electronically filing the Free Application for Federal Student Aid (FAFSA) and reduce the usual processing time in half. Applications received after April 15 will be considered only if campus based funds are still available.

### **Federal Pell Grant**

The largest federal student aid program is the Federal Pell Grant 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. The range for Federal Pell Grants during the 2005-2006 academic year is from \$400 to \$4,050. A Federal Pell Grant is often combined with other types of aid. For more information, students are encouraged to contact the Financial Aid Office.

### **Federal Supplemental Educational Opportunity Grant**

Students demonstrating exceptional financial need may receive a Federal Supplemental Educational Opportunity Grant. To apply, students must complete the Free Application for Federal Student Aid (FAFSA).

### **Arkansas Student Assistance Grant Program**

To be eligible to receive an Arkansas Student Assistance Grant, a student must:

1. Be a resident of Arkansas.
2. Be enrolled full-time in an eligible technical, associate or bachelor degree program.
3. Be enrolled in an approved post-secondary educational institution.
4. Demonstrate financial need as documented by an approved needs analysis service. (FAFSA)
5. Be enrolled full-time (12 hours or more).

Scholarships are \$600 per year or \$300 per semester.

## **Scholarships Available**

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**SCHOLARSHIPS AND TUITION GRANTS** - A number of scholarships and tuition grants are provided to recognize academically gifted students, students with special abilities, and students demonstrating unmet financial need. Through private donations and contributions, scholarships are available to deserving students. Students interested in these awards should contact the Financial Aid Office at the College and complete application forms for consideration. *Priority Deadline: April 15.*

**PERFORMING ARTS SCHOLARSHIP** - The College will award a maximum of 15 equivalent fee waivers for students gifted in the performing arts. The recipients of these awards will be recommended by the Division of Communications and Humanities. The major area of study is not limited to music. Scholarship recipients, based on musical performance, will perform in various choral groups for the service district. Interested students should contact the Dean for Arts and Sciences for an audition.

**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 tuition and mandatory fees (limited to the current in-county tuition rate 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 high level of academic achievement. Specifically, the student must maintain a cumulative G.P.A. of 3.0. If the student transfers to another institution prior to completing degree work at the College, 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 an 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 score 39 or above on every section of the ASSET Test, or the equivalent, and be recommended for the scholarship by a high school counselor or be recommended by a high school vocational/occupational instructor. 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 and makes satisfactory progress toward the certificate. Specifically, the student must maintain 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.

## **Arkansas Northeastern College Foundation Scholarships**

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**ARKANSAS NORTHEASTERN COLLEGE FOUNDATION SCHOLARSHIPS** - The Foundation (a private, 501 C-3 tax exempt, nonprofit corporation) provides scholarships to students attending the College. Gifts may be made at any time by contacting the Development Office. Memorials and gifts are acknowledged to both the donor and the person or family being honored. Awards of various amounts are made to students who have demonstrated high academic performance and/or financial need. Scholarships are constantly being sought and one-time opportunities occur on a regular basis. Students may apply for these awards by completing the Free application for Federal Student Aid and the Foundation Scholarship application. Recipients are selected by the College's Scholarship Committee. Interested individuals should complete the application process and return it to the Office of the Vice President of Student Services on or before April 15 each year. Sponsored scholarships to date include:

**SAM BENNETT, JR. MEMORIAL SCHOLARSHIP** - This scholarship, made possible through the Spirit of Excellence Ministries, is available to at least one student each semester. Elder Bennett recognized the need of education and was an ardent worker in the civil rights area. It was his mission to make conditions better for African American people in the educational and civil rights fields. The last years of his life were spent in the Mississippi County area. Elder Bennett was a pastor, a mentor, a leader, a counselor, a radio personality, a father, a grandfather, a brother, and a friend to all who knew him. His memory is honored through this scholarship opportunity. Eligible students must maintain a 2.5 G.P.A. and be a resident of Mississippi County.

BLYTHEVILLE ROSE SOCIETY HORTICULTURE SCHOLARSHIP - The Blytheville Rose Society donates \$500 annually for scholarships. These funds are used for horticulture students with financial need, satisfactory grades, and involvement in College projects.

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.

GEORGE MOORE TRIMUE AND NANCY MCCAULEY TRIMUE SCHOLARSHIP - It is with great honor that Arkansas Northeastern College recognizes the late George Moore and Nancy McCauley Trimue for the lasting contribution that they have left to our College and its students. The Trimue's purchased a 1,500 acre farm near Frenchmans Bayou in the early sixties, not long before Mr. Trimue's death on October 26, 1964. His wife, Nancy, stayed on their plantation in Frenchmans 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 Arkansas Northeastern College with the request that the College establish a scholarship in her family's name that could benefit many students throughout the future of Arkansas Northeastern College.

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 Arkansas Northeastern College student with preference being given to music majors.

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.

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.

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. Awards will be given following the general application process.

EDDIE WARD FORD, JR. MEMORIAL SCHOLARSHIP - This scholarship is funded annually by the family of Eddie Ford, Jr. Mr. Ford was a strong supporter of the College, and during the time of the College's involvement in athletics, he served as President of the Booster Club. Mr. Ford's dedication to the College is continued through this scholarship in his memory. It is a \$250 per semester scholarship open to students who are active members of the First Baptist Church in Blytheville with a minimum cumulative G.P.A. of 2.5.

ELECTRICAL AND INDUSTRIAL SUPPLY CO. SCHOLARSHIP - This scholarship is funded annually by Ronny Goff, Gary Burris, and Mike Pate. The scholarship was established in memory of their fathers: Preston Goff, Max Burris, and Carl Pate. Both full-time and part-time students are eligible for this scholarship, to the limit of available funds.

GEORGE GERALD GUIDRY MEMORIAL SCHOLARSHIP - This scholarship is endowed by Nucor-Yamato Steel as a memorial to George Gerald Guidry. The scholarship annually provides financial assistance for tuition and books for one student enrolled in Computer Repair and Networking Technology. The recipient will be selected based upon his/her need for the scholarship and his/her desire and ability to become an electronic technician. This scholarship is awarded from interest received from an endowed fund.

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.

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.

L.D. AND REEDIE HARRIS SCHOLARSHIP - Upon his retirement from Arkansas Northeastern College 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.

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 Arkansas Northeastern College. This scholarship is available to any full-time or part-time student and is awarded following the general application and selection 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.

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.

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.

KATIE JOHNSON MEMORIAL SCHOLARSHIP - This scholarship was established by Ronnie and Sandra Kennett in memory of Mrs. Kennett's grandmother. This fund is intended as a sponsored scholarship, and by special permission is currently being utilized for emergency short-term loans. This provides flexibility for decisions agreed upon by the Student Financial Aid Office and the Vice President for Student Services. Signed promissory notes are utilized with the loan program.

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.

CHAPTER N PEO MEMORIAL SCHOLARSHIP - P.E.O. is a women's philanthropic organization whose purpose is to provide educational opportunities for women. The Chapter N PEO Memorial Scholarship is awarded to a female resident of Mississippi County enrolled in a minimum of 6 hours and with a minimum 2.5 cumulative G.P.A. The \$500 scholarship can be used toward tuition, books and fees up to \$250 per fall and spring semesters. Special consideration will be given to single parents.

NELSON NURSING SCHOLARSHIP - The Nelson Nursing Scholarship sponsored by 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 - Blan Newcomb was the son of Guy and Evelyn Jean Newcomb. He died in a tragic fire in 1979, at the age of 21. After the death of Guy Newcomb in 1985, the scholarship fund 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.)

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 the recipient. Funds will be paid to the institution for tuition.

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.

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.

CHARLES PAYNE SCHOLARSHIP - The family of Charles Henry Payne has established an honorary humanitarian scholarship fund in Rev. Payne's honor. He is a minister, veteran and retired educator. The list of accolades for his work in his home and community is impressive. Rev. Payne loves music and is an avid supporter of higher education. This scholarship provides \$300 annually for any full-time or part-time economically challenged student and is awarded following the general application process.

ANNA LOIS SIMS MEMORIAL SCHOLARSHIP - The family of Anna Lois Sims has established this scholarship in her memory. 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. These scholarships will be funded annually and may be used for students entering the field of business.

MINNIE VINES SCHOLARSHIP - The Minnie Vines Scholarship was established in December of 1991 following her death. This lady loved life and people, and funds will be used to help make life more rewarding for the selected students. Funds for tuition, books, or transportation will be awarded to the limit of availability. Mrs. Vines' daughter, Mrs. Myrna Adams, is very committed to education and educational opportunities for citizens of Mississippi County.

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 Arkansas Northeastern College. 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. The standard scholarship form is used for applicants.

MISCELLANEOUS - Other individuals provide funding on an annual basis for scholarships which are not endowed. Interested students should contact the Financial Aid Office prior to April 15 each year in order to have the greatest opportunity for consideration.

### **Fee Waivers/Waiver Scholarships/Loans**

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. Waivers are for credit classes only (excluding physical education activity). The Financial Aid Office administers the waiver through the superintendents of the designated school districts.

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.

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 the 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.

ACT 678 SCHOLARSHIPS - 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.

ACT 188 SCHOLARSHIPS - 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.

FEDERAL STAFFORD LOAN PROGRAM - This program enables a student to borrow from a bank or other lending institution and the federal government guarantees the loan to the lender. The federal government pays the interest on the loan while the student is in school on Subsidized Stafford Loans. (The student is responsible for the interest while in school on Unsubsidized Stafford Loans.) Repayment begins six months after the student graduates, leaves school, or drops below half-time enrollment.

### **Employment Opportunities**

FEDERAL WORK STUDY - Work-study jobs are available at the College. Most positions are on campus, but some may be available in local community service agencies. Students generally work part-time while enrolled in school. The basic pay rate is the current minimum wage. If accepted for FWS, students are interviewed for employment. The number of hours a student works per week depends upon: (1) the financial need, (2) the student's schedule, and (3) the job requirements. To apply, the student must complete the Free Application for Federal Student Aid (FAFSA) approved by the Department of Education.

### **Other Available Programs**

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 Officer or from the Division of Vocational Rehabilitation, State Department of Education, Little Rock, Arkansas 72201.

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.

VETERAN BENEFITS - Arkansas Northeastern College is approved by the State Approving Agency for Veterans as a college whereby veterans and dependents or spouses of deceased or 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 which are paid to veterans for training time 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 which are paid to veterans for training time during a Summer I or Summer II session are based upon the number of weeks a course meets. See the Financial Aid Office for more information. *Note: Official transcripts from previous colleges attended should be received by the Registrar's Office prior to certification for VA benefits.*

All VA students must be working toward an approved degree or certificate and should follow the curriculum outline for their degree objectives, since only required courses may be applied toward VA certification and graduation. A counselor is available in the Counseling Center for educational and career counseling of veteran students.

## **Transfer Scholarships**

ARKANSAS STATE UNIVERSITY ACADEMIC DISTINCTION TRANSFER SCHOLARSHIP - Qualified applicants are eligible to apply for the ASU Academic Distinction Transfer Scholarship. ASU offers two of these scholarships annually, contingent upon funding. The deadline for applications is June 15 preceding the academic year in which enrollment at ASU is planned. The purpose of this scholarship is to provide the opportunity for students to continue on scholarship when entering Arkansas State University. The criteria for continuing the scholarship are:

1. Students are eligible for an Academic Distinction Transfer scholarship only if they were originally on academic scholarship at the College.
2. Students awarded an academic scholarship at Arkansas Northeastern must have been able to meet Arkansas State University's criteria for the Academic Distinction Scholarship as freshmen in order to transfer on scholarship to Arkansas State University. These criteria are:
  - A. Arkansas residents and graduates of accredited Arkansas high schools.
  - B. 24 composite on the ACT -or- 3.0 G.P.A. and rank in top 10%.
  - C. Enroll in college within the first year after graduating from high school.
3. Students wishing to transfer to Arkansas State University must:
  - A. Complete two or three consecutive regular semesters immediately preceding enrollment at Arkansas State University. Twelve or more transferable credit hours must be completed each semester with a minimum cumulative G.P.A. of 3.0.

-or-

  - B. Complete at least four consecutive regular semesters immediately preceding enrollment at ASU. Twelve or more transferable credit hours must be completed each semester with a minimum cumulative G.P.A. of 3.25 by the end of the fourth semester.

SOUTHEAST MISSOURI STATE UNIVERSITY COMMUNITY COLLEGE SCHOLARSHIP -

The Community College Scholarship is available to students transferring from a community college to the University. Students must be accepted to the University and meet the following criteria:

- A. Achieve a minimum 3.25 cumulative G.P.A., and complete 24 transferable credit hours.
- B. Maintain full-time enrollment status (12-16 hours) while attending the University. The scholarship pays \$1,000 per academic year (\$500 per semester). This scholarship is renewable each year up to a maximum of two years if the recipient maintains a 3.5 cumulative G.P.A. and completes a minimum of 24 credit hours per academic year. Scholarship awards are for the fall and spring semesters. Scholarship application must be completed and post-marked by June 1.

UNIVERSITY OF ARKANSAS AT LITTLE ROCK SHELBY BREEDLOVE ENTERING JUNIOR SCHOLARSHIP -

The Shelby Breedlove Entering Junior Scholarship Program is designed to provide tuition assistance to graduates of eligible Arkansas two-year public junior/community colleges in pursuit of a baccalaureate degree. UALR grants three full-tuition scholarships for the academic year to Arkansas Northeastern students. Eligibility requirements are as follows: (1) graduate of Arkansas Northeastern, (2) minimum 3.25 cumulative G.P.A., and (3) financial need. The application deadline is March 15.

UNIVERSITY OF ARKANSAS AT LITTLE ROCK TRANSFER SCHOLARSHIP - This scholarship is available to students meeting the following criteria: graduate with an Associate degree, 3.0 or higher G.P.A., and enrolled full-time. This scholarship pays a one-time \$500 stipend.

UNIVERSITY OF ARKANSAS FAYETTEVILLE COMMUNITY COLLEGE TRANSFER SCHOLARSHIP -The U of A at Fayetteville offers two transfer scholarships each year to graduates of Arkansas Northeastern. Students must have completed 60 credit hours with a 3.25 G.P.A. The award is for \$625 a semester or \$1,250 for a year. It is limited to the junior year. Also, the Robert C. Anderson Scholarship within the Fulbright College is available to transfer students.

UNION UNIVERSITY COMMUNITY COLLEGE TRANSFER GRANTS - A limited number of \$1,000 per year grants are available to students who transfer to Union from a community college.

HENDERSON STATE UNIVERSITY COMMUNITY COLLEGE PRESIDENT'S SCHOLARSHIP

- A scholarship will be available to the President of each Arkansas public community college to award to a selected student to attend Henderson State University in Arkadelphia, Arkansas. The scholarship will pay basic registration fees for the student's junior and senior year at HSU. The recipient must complete 15 hours and maintain a cumulative G.P.A. of 3.00 to have the scholarship renewed each semester.

Other Arkansas colleges and universities offering transfer scholarships to community college students are as follows: Arkansas Tech University, Southern Arkansas University, Lyon College, Central Baptist, Harding University, Williams Baptist College, University of the Ozarks, and University of Central Arkansas.

## STUDENT ASSESSMENT AT ARKANSAS NORTHEASTERN

### Student Population

### Assessment Tools

Entering Students

ASSET (reading, writing, math) with writing sample  
COMPASS  
Writing sample - Fundamentals of Composition, English Composition I for accurate placement  
ACT score  
SAT score

College Preparatory

Nelson-Denny Pre & Post test for reading proficiency  
Pre & Post test (English 2200) for writing proficiency  
Pre & Post tests (Plato computer based and departmental exams) for math proficiency

General Education

Arkansas Assessment of General Education/  
CAAP  
Pre and Post testing in composition and  
COMPASS pre and post testing in Algebra

A.A.S

(Associate of Applied Science)

Employer Assessment Surveys  
Internship Completion  
Proficiency Exams  
Comprehensive Finals

Nursing

National League of Nursing ACE I  
NLN Exams  
Unit and Comprehensive Finals  
HESI Exit Exam  
PAX-RN  
Campus & Clinical Performance Evaluation of Skills  
NCLEX-RN Exam for RN Licensure  
ATInc. Assessment Technology Exams for Progression  
NET  
NCLEX-PN for PN Licensure

# Academic Programs --- ---

## **The Associate in Arts Degree (A.A.)**

The Associate in 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 in Arts Degree requires successful completion of 62 credit hours with a minimum cumulative 2.0 G.P.A. and the completion of the General Education Requirements. The last fifteen (15) hours of regular course work (excluding credit-by-examination, independent study, and CLEP credit) must be completed at the College unless a student has completed 30 or more credit hours at the College. In that case, an exception may be granted based upon the recommendation of the Petitions Committee and the approval of the Vice President of Instruction.

Students planning to complete graduation requirements at the end of any given semester will be required to file an application for graduation with the Registrar's Office no later than the end of the 6th week of that semester.

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

### **Students who are successful in the general education program will be able to:**

- \* Speak, listen, write, and read competently in a critical and organized manner.
- \* Use mathematical skills appropriate to the task.
- \* Reason logically, develop independent thinking, use creative processes and scientific inquiry to analyze and make decisions.
- \* Use information technology to locate, process, and present information effectively and ethically.
- \* Set goals, learn independently, and develop human relation skills.
- \* Understand the social, political, economic, and cultural diversities of a global society.
- \* Recognize the essential worth of the individual person as a responsible and active participant in social and political change.
- \* Understand the creative process, aesthetic principles and the historical and cultural perspective of the literary and fine arts.
- \* Develop lifelong attitudinal and recreational skills for maintaining physical and mental fitness.

Arkansas Northeastern College has developed a rationale and a program of General Education that is appropriate to the curriculum and directly related to the mission of the College. These courses were approved through the General Education Review and the Quality Review Project. It is an ongoing process to guarantee that these courses shall provide for the establishment of "common knowledge, intellectual concepts, and attitudes that every educated person should possess." (Executive Board of the Commission on Higher Education for the North Central Association of Colleges and Schools).

**ADVANCED LEARNING SKILLS**.....12 HOURS (English Comp I - 3 hrs, English Comp II - 3 hrs, Intro to Speech - 3 hrs, and College Algebra - 3 hrs.)

**Rationale:** Advanced learning skills will provide students with the competencies that are required in academic and professional careers. To speak, listen, 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.

**NATURAL SCIENCES**.....8 HOURS  
(A minimum of 4 semester hours of life sciences and 4 semester hours of physical sciences.)

<u>Life Sciences</u>	<u>Physical Sciences</u>
General Biology	Physical Science
Botany	General Chemistry I
Zoology	General Chemistry II
Anatomy & Physiology I	General Physics I
Anatomy & Physiology II	General Physics II
Microbiology	Physical Geology

**Rationale:** The Natural Sciences provide the opportunity for the development of independent, creative, and logical thinking while they enhance 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.

**HUMANITIES**.....9 HOURS (A 3 semester hour integrative course, a 3 semester hour appreciation course, and one additional 3 semester hour course from either of the lists below if not selected to meet the requirement.)

<u>Integrative</u>	<u>Appreciation</u>
World Literature I	Art Appreciation
World Literature II	Music Appreciation
Humanities through the Arts	Fine Arts Theatre
Introduction to Philosophy	

**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.

**SOCIAL, ECONOMIC, & HISTORICAL PERSPECTIVES .....15 HOURS**  
 (3 semester hours of World Civilization required plus 3 semester hours of American Government or U.S. History; 6 semester hours from among Sociology, Psychology, Anthropology or Economics. Three additional semester hours from World Civilization, U.S. History or American National Government not selected to fulfill history requirement.)

World Civilization

- HI 13003 World Civilization to 1600
- HI 13013 World Civilization since 1600

Social Science

- SO 23013 Introduction to Sociology
- PY 23003 General Psychology I
- AN 23003 Introduction to Anthropology
- EC 21003 Macroeconomics

U.S. History/American Government

- HI 23003 U.S. History to 1876
- HI 23013 U.S. History since 1876
- PO 23003 American National Government

**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.

**PHYSICAL FITNESS AND RECREATION.....2 HOURS**

**Rationale:** Physical fitness and recreation provide students the opportunity to understand and participate in physical fitness and health maintenance activities while exploring lifelong leisure and recreational options. Such opportunities help develop lifelong attitudinal and recreational skills for maintaining physical and mental fitness.

## Summary of Associate in Arts Degree Requirements:

<b><u>GENERAL EDUCATION</u></b>	<b><u>46 Hours</u></b>
Advanced Learning Skills	12 hours
Natural Sciences	8 hours
Humanities	9 hours
Social, Economic, and Historical Perspectives	15 hours
Physical Fitness & Recreation	2 hours
<b><u>ELECTIVES*</u></b>	<b><u>16 Hours</u></b>
<b>TOTAL</b>	<b>62 Hours</b>

\* Electives should be selected according to the student's chosen major and the school he or she plans to attend after graduating from Arkansas Northeastern. (For assistance, see your advisor.)

### Associate in Arts Degree: University Parallel Programs

Forestry	Biological Sciences	Accounting	Pre-Engineering
Mathematics	Art	Pre-Medicine	English
Pre-Optometry	Foreign Language	Pre-Pharmacy	Journalism
Physical Sciences	Library Science	Elem. Education	Law Enforc./Police Science
Music	Secondary Ed.	History	Speech/Comm.
Psychology	Pre-Law	Sociology	Pre-Veterinary Medicine
Political Science	Social Work Ed.	Business Admin.	

### PRE-PROFESSIONAL MAJORS

Students who are majoring in pre-architecture, pre-engineering, pre-medicine, or pre-dental should coordinate their work at the College with the entrance and transfer requirements of the four-year institution to which they intend to transfer. These requirements may vary institution to institution.

# Associate in Arts Degree - Business Emphasis

## The Associate in Arts Degree with an emphasis in business (A.A.)

The Associate in Arts Degree, Business Emphasis, is designed for students who wish to complete the first two years of a business-related baccalaureate degree and transfer to a senior institution. The Associate in Arts degree, Business Emphasis, requires successful completion of 64 credit hours with a minimum cumulative 2.0 G.P.A. and the completion of the General Education Requirements, The last fifteen (15) credit hours of regular course work (excluding credit-by-examination, independent study, and CLEP credit) must be completed at the College unless a student has completed 30 or more credit hours at the College. In that case, an exception may be granted based upon the recommendation of the Petitions Committee and the approval of the Vice President of Instruction.

### **Advanced Learning Skills (12 Credit Hours)**

EN 11003 English Composition I	SP 11003 Introduction to Speech
EN 11013 English Composition II	MA 11003 College Algebra*

### **Natural Science (8 Credit Hours)**

*Select one life science course and one physical science course. Lab must be taken in the same semester as the lecture.*

#### Life Science (4 Credit Hours)

BI 14033/14041 General Biology & Lab
BI 14053/14061 Botany & Lab
BI 24003/24011 Anatomy & Physiology I & Lab
BI 14073/14081 Zoology & Lab

#### Physical Science (4 Credit Hours)

PS 14003/14001 Physical Science & Lab
CH 14023/14031 General Chemistry I & Lab
PS 24023/24011 General Physics I & Lab
CH 14043/14051 Physical Geology & Lab

### **Humanities (9 Credit Hours)**

*Select one integrative course, one appreciation course, and one additional course from either category.*

#### Integrative

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

#### Appreciation

AR 22003 Art Appreciation
MU22003 Music Appreciation
SP 22013 Fine Arts Theater

### **Social, Economic, and Historical Perspectives (15 Credit hours)**

*Select one World Civilization course, one U.S. History/American Government course, and one additional course from World Civilization or U.S. History/American Government. Additionally, select one course from the Social Science category.*

*Macroeconomics is required.*

#### World Civilization

HI 13003 World Civilization to 1600
HI 13013 World Civilization since 1600

#### Social Science

SO 23013 Introduction to Sociology
PY 23003 General Psychology I
AN 23003 Introduction to Anthropology

#### U.S. History/American Government

HI 23003 U.S. History to 1876
HI 23013 U.S. History since 1876
PO 23003 American National Government

#### Economics

EC 21003 Macroeconomics
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**Physical Fitness & Recreation (2 Credit Hours)**

PE 17112 Fitness for Life OR Two one-credit hour P.E. activity courses

**Business Core (18 Credit Hours)**

AC 21003	Principles of Accounting I	BU 21003	Business Statistics
AC 21013	Principles of Accounting II	EC 21013	Microeconomics
BU 11013	Legal Environment of Business	OT21003	Business Communications

**Total Credit Hours: 64**

\* Many universities require a math course higher than College Algebra, such as 24073 Business Calculus.

\*\* Many universities require a computer applications competency course such as CS 11033 Computer Fundamentals.

## **Associate in Arts Degree in Teaching (A.A.T.)**

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

The Associate in Arts Degree in Teaching is designed for students who wish to complete the first two years of a baccalaureate degree and transfer to a senior institution. This suggested curriculum is designed for persons who plan to obtain a Bachelor of Science in Education degree. Arkansas Northeastern College has articulated this degree with Arkansas State University in order to provide a seamless transition between the two colleges. The department strives to provide balanced teacher education programs that embody institutional and college goals, the Arkansas Department of Education certification requirements, guidelines of learned societies and professional associations, and contemporary education philosophies and practices. There are two (2) degree track options that are available: A.A.T. in Midlevel-Language Arts/Social Studies, and A.A.T. in Midlevel-Math/Science. Other course options are available for Arkansas senior institutions and Missouri. Students wishing to obtain the Early Childhood Education P-4 Track should complete the Associate in Arts Degree with a an emphasis on P-4 education. This Associate in Arts Degree is displayed with the Associate in Arts in Teaching Degree options to provide students with a comparison of the degree program contents.

## Associate in Arts Degree Early Childhood Education - P-4 Emphasis

This two-year Associate in Arts degree, Early Childhood P-4 Emphasis is designed for the student who is interested in transferring to a senior institution and completing a Bachelor of Science Degree in Elementary Education. This program combines a broad background of courses in elementary education with a sound liberal arts education.

### General Education Core:

EN 12003	English Composition I	3
EN 12013	English Composition II	3
SP 12103	Introduction to Speech	3
MA 14043	College Algebra	3
BI 14033	General Biology	3
BI 14041	General Biology Lab	1
PS 14003	*Physical Science	3
PS 14011	*Physical Science Lab	1
PE 17112	Fitness for Life	2
<b>ARTS - 3 hours (choose 1 course)</b>		<b>3</b>

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

### HUMANITIES - 6 hours (choose 2 courses) 6

EN 22003	World Literature I
EN 22013	World Literature II
PH 22003	Introduction to Philosophy

### SOCIAL SCIENCES - 15 hours

3 hours (choose 1 course) 3

HI 13003	World Civ. to 1600
HI 13013	World Civ. since 1600

3 hours (choose 1 course) 3

HI 23003	U.S. History to 1876
HI 23013	U.S. History since 1876

9 hours (all courses listed below)

PO 23003	American National Gov't	3
PY 23003	General Psychology	3
SO 23013	Introduction to Sociology	3

**Total Credit Hours 46**

### Electives:

ED 23002	Intro. to Elementary Education	2
ED 23013	Early Childhood Education	3
ED 23053	Child Development	3
ED 23103	Technology for Teachers	3
MA 24003	*Math for Teachers I	3
MA 24043	*Math for Teachers II	3
HI 23023	Arkansas History	3
<b>Total Credit Hours</b>		<b>20</b>

NOTE: There are no course options in the Associate in Arts Degree Early Childhood Education P-4 Emphasis.

### Curriculum Summary:

General Education Requirements:	46
Elementary Education Elective Requirements:	20
<b>Total Credit Hours:</b>	<b>66</b>

\* Indicates prerequisite may be recommended or required.

## Associate in Arts in Teaching Degree Midlevel (4-8) Math & Science

This two-year Associate in Arts in Teaching degree 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 Midlevel (4-8). This program combines a broad background of courses in elementary education with a concentration in math and science in addition to a sound liberal arts education.

### General Education Core:

EN 12003	English Composition I	3
EN 12013	English Composition II	3
SP 12103	Introduction to Speech	3
MA 14043	College Algebra	3
BI 14033	General Biology	3
BI 14041	General Biology Lab	1
PS 14003	*Physical Science	3
PS 14011	*Physical Science Lab	1
EN 22003	World Literature I	3
EN 22013	World Literature II	3
PE 17112	Fitness for Life	2
<b>ARTS - 3 hours (choose 1 course)</b>		<b>3</b>
AR 22003	Art Appreciation	
MU 22003	Music Appreciation	
SP 22013	Fine Arts Theatre	
<b>SOCIAL SCIENCES - 15 hours</b>		
3 hours (choose 1 course)		3
HI 13003	World Civ. to 1600	
HI 13013	World Civ. since 1600	
3 hours (choose 1 course)		3
HI 23003	U.S. History to 1876	
HI 23013	U.S. History since 1876	
9 hours (all courses listed below)		
PO 23003	American National Gov't	3
PY 23003	General Psychology	3
SO 23013	Introduction to Sociology	3
<b>Total Credit Hours</b>		<b>46</b>

*\* Indicates prerequisite may be recommended or required. Eleven (11) hours of content electives in both math and science are required. Note: Area of specialty electives must be selected with the prior approval for the mid-level advisor. Stress will be placed on developing a broad-based background while selecting courses appropriate for teaching in the middle grades.*

### Electives:

ED 23002	Intro. to Elementary Education	2
ED 23103	Technology for Teachers	3
MA 24003	*Math for Teachers I	3
MA 24043	*Math for Teachers II	3
HI 23023	Arkansas History	3
3 hours Math or Science Elective (select from list)		3
<b>Total Credit Hours</b>		<b>17</b>

<b>Curriculum Summary:</b>	
General Education Requirements:	46
Elementary Education Elective Requirements:	17
<b>Total Credit Hours:</b>	<b>63</b>

74 \_\_\_\_\_ See advisor for list of approved Math and Science electives (6 hours)

## Associate in Arts in Teaching Degree Midlevel (4-8) Language Arts & Social Studies

This two-year Associate in Arts in Teaching degree 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 Midlevel (4-8). This program combines a broad background of courses in elementary education with a concentration in language arts and social studies in addition to a sound liberal arts education.

### General Education Core:

EN	12003	English Composition I	3
EN	12013	English Composition II	3
SP	12103	Introduction to Speech	3
MA	14043	College Algebra	3
BI	14033	General Biology	3
BI	14041	General Biology Lab	1
PS	14003	*Physical Science	3
PS	14011	*Physical Science Lab	1
PE	17112	Fitness for Life	2
<b>ARTS - 3 hours (choose 1 course)</b>			<b>3</b>
AR	22003	Art Appreciation	
MU	22003	Music Appreciation	
SP	22013	Fine Arts Theatre	

### HUMANITIES - 6 hours

EN	22003	World Literature I	3
EN	22013	World Literature II	3

### SOCIAL SCIENCES - 21 hours

HI	13003	World Civ. to 1600	3
HI	13013	World Civ. since 1600	3
HI	23003	U.S. History to 1876	3
HI	23013	U.S. History since 1876	3
PO	23003	American National Gov't	3
PY	23003	General Psychology	3
SO	23013	Introduction to Sociology	3

**Total Credit Hours** **52**

### Electives (choose 11 hours):

ED	23002	Intro. to Elementary Education	2
GE	23003	Introduction to Geography	3
MA	24003	*Math for Teachers I	3
HI	23023	Arkansas History	3
ED	23103	Technology for Teachers	3

**Total Credit Hours** **14**

### Curriculum Summary:

General Education Requirements:	52
Elementary Education Elective Requirements:	14
<b>Total Credit Hours:</b>	<b>66</b>

\* Indicates prerequisite may be recommended or required

# Associate in Science Degree (A.S.)

## Agriculture, Food, and Life Science

This program provides students with a science-based transfer degree with enough latitude in course work to allow students to major in a variety of fields and to have their entire A.S. degree transfer into a senior institution. The degree also includes 5 credit hours of orientation and Introductory Agriculture/Food/Life Science courses. The orientation and introductory courses are planned to be shared consortium courses utilizing distance learning technology. Students who follow this curriculum will meet the state core curriculum guidelines for distribution requirements in general education while introducing students to the study of some area of Agriculture (introductory Agriculture course) and acquainting students with careers in Agriculture and Agriculture-related fields. The Associate of Science in Agriculture, Food and Life Sciences (A.S.) will be comprised of the following courses which will contribute directly to related Bachelor of Science degrees.

### General Core Credit Hours

EN 12003	English Composition I	3
EN 12013	English Composition II	3
SP 12103	Introduction to Speech	3

### Humanities - 6 Credit Hours (choose 2 from the following)

EN 22003	World Literature I	3	AR 22003	Art Appreciation	3
EN 22013	World Literature II	3	MU 22003	Music Appreciation	3
HU 22003	Humanities Through the Arts	3	SP 22013	Fine Arts Theatre	3
			PH 22003	Intro. to Philosophy	3

### Social & Behavioral Science - 6 Credit Hours (Choose 2 from the following)

HI 13003	World Civ. to 1600	3	PO 23003	American Government	3
HI 13013	World Civ. Since 1600	3	SO 23013	Intro. to Sociology	3
AN 23003	Anthropology	3	PY 23003	General Psychology	3
EC 21003	Macroeconomics	3			

### History - 3 Credit Hours (Choose 1 from the following)

HI 23003	U.S. History to 1876	3	HI 23013	U.S. History Since 1876	3
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### Physical Science and Biology Credit Hours

Lab Sciences 8-16

(Must include at least one (1) 4-hour course from the Physical Sciences and one (1) 4-hour course from the Life Sciences. The number and type of other science courses depend on the student's intended major.)

<u>Physical Sciences</u>		<u>Life Sciences</u>	
General Chemistry I	Physical Science	General Biology	Anatomy & Physiology I
General Chemistry II	General Physics I	Botany	Anatomy & Physiology II
Physical Geology	General Physics II	Zoology	Microbiology

### Math - 3 Credit Hours

MA 14043 College Algebra (or higher level)

### Careers Course - 2 Credit Hours

AG 18002 Careers in Agriculture, Food and Life Sciences

### Introduction Course in Agriculture, Food, or Life Science - 3 Credit Hours

Electives - 14-25 Credit Hours (Must be related to intended major or to College-specific requirements)

76 **TOTAL HOURS** **62**

## **Associate in Applied Science Degree (A.A.S.) & Certificate Programs**

The Associate in Applied Science Degree is a technical degree designed to prepare the student in a specific occupational area. Persons receiving the A.A.S. normally enter directly into employment in the area of specialization. The A.A.S. is a terminal degree; therefore, it is not designed to transfer to a four-year institution. Students to whom transfer is important should obtain assurance in advance from the institution to which they wish to transfer.

The A.A.S. degree requires successful completion of one of the prescribed curricula that appear on the following pages. This will include the completion of the number of hours specified in that curriculum with a minimum grade point average of 2.00.

All candidates for a degree taken within the Division of Technical Programs and Training must have the following requirements: (1) A minimum grade point average of 2.0 in all courses listed under the major requirements; (2) in addition to meeting the first requirement, students majoring in Computer Information Systems, Business Administration, and Office Technology must have a minimum grade point average of 2.0 in the business core; (3) additionally, students completing the Computer Information Systems Degree must have a 2.5 G.P.A. or higher in all coursework and a grade of C or better for all major requirement courses.

The last 15 hours of regular course work (excludes credit by examination, independent study, and CLEP credit) must be completed at the College unless a student has completed 30 or more credit hours at Arkansas Northeastern College. In that case, an exception may be granted upon the recommendation of the Petitions Committee and the approval of the Vice President of Instruction.

Students who plan to complete graduation requirements at the end of any given semester must file an application for graduation with the Registrar's Office no later than the end of the sixth week of that semester.

*Note: 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.*

## **PROGRAMS OF STUDY**

### **Associate in Applied Science Degrees Offered at Arkansas Northeastern College**

Business Administration	Industrial Management Systems
Computer Information Systems	Industrial Technology
Criminal Justice	Nursing
Crime Scene Investigation	Office Technology
Early Childhood Education	Steel Industry Technology
Horticulture, Landscaping & Nursery Operations	

### **Technical Certificates Offered at Arkansas Northeastern College**

Air Conditioning & Refrigeration	Early Childhood Development
Automotive Service Technology	Paramedic
Computer Aided Drafting & Design Technology	Office Technology
Computer Repair & Networking	Practical Nursing
Computerized Accounting	Welding
Dental Assisting Technology	

One year certificates are available in certain technical areas as listed on the following pages. Each certificate requires the completion of at least 30 semester hours as listed with a 2.0 minimum grade point average. Exceptions to the following programs must have the approval of the Dean for Technical Programs and Training and the Vice President of Instruction. The last 15 hours of regular course work must be completed at the College. If a student plans to complete certificate requirements at the end of any given semester, it will be necessary for him/her to file an application with the Registrar's Office no later than the end of the sixth week of that semester.

### **Certificates of Proficiency Offered at Arkansas Northeastern College**

- Industrial Electrical Systems
- Industrial Mechanical Systems
- Industrial Machining
- Landscaping

The Certificate of Proficiency is awarded to students who have demonstrated mastery of skills and knowledge against specified performance standards in a specific area or discipline. The Certificate of Proficiency is awarded for approximately 15 hours of coursework.

### **Job Training Programs Offered at Arkansas Northeastern College**

- Commercial Truck Driving
- Emergency Medical Technician
- Nursing Assistant

## **Division of Technical Programs and Training**

### **Mission Statement**

The College is committed to providing the best occupational education possible by utilizing available financial and physical resources. The mission of the Division of Technical Programs and Training is to prepare 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.

Student organizational activities within this division encourage civic pride and responsible citizenship through community service. The goal is to produce a well-rounded individual who appreciates the value of diverse cultures.

The Division Technical Programs and Training is committed to maintaining highly qualified faculty dedicated to teaching excellence and professional development. The faculty continually updates and strengthens programs through input from advisory council members. The curriculum is responsive to the employment needs of business, industry, public agencies, and entrepreneurship.

### **Outcomes Assessment**

All business and technical program majors must take the proficiency exam adopted for their specific program area before they will be awarded their Associate degrees.

All candidates for the Associate in Applied Science in Office Technology must successfully complete the Office Proficiency Assessment and Evaluation, utilizing standards recommended by International Association of Administrative Professionals and the College's Division of Technical Programs and Training.

### **Professional Credentials/Certification Testing**

Computer Information Systems and Office Technology students have an opportunity to enhance their professional credentials by successfully passing certification examinations from nationally recognized entities such as Microsoft Corporation, CompTIA, and Novell. All students may sit for various national certification examinations on campus at the College's Testing Center. All tests will be scheduled on an appointment basis. Please see the Division of Technical Programs and Training 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 Proficient	\$60
Microsoft Word Expert	\$60
Microsoft Excel Proficient	\$60
Microsoft Excel Expert	\$60
Microsoft Access Expert	\$60
Microsoft Powerpoint Expert	\$60
IC3	\$75

## TECHNICAL CERTIFICATE PROGRAM:

### 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, and installing air conditioning and refrigeration equipment, along with sizing air conditioning and heating equipment for residential applications. All candidates for the Technical Certificate in Air Conditioning and Refrigeration will be required to take at least one HVAC Excellence Certification Exam; this includes any of the following: air conditioning, heat pump, gas heat, and HVAC electrical or the standardized American Refrigeration Institute ICE exam. Also candidates will be required to take the ESCO Environmental Protection Agency Section 608 Certification Exam. Students wishing to enter this program should discuss their career objectives with the HVAC instructor and their advisors to ensure this is the appropriate track for them.

#### Requirements:

#### Credit Hours

##### ***Fall Semester***

MA 14073	Technical Mathematics	OR	
DS 17003	Directed Study		3
HV 17003	Introduction to Air Conditioning		3
HV 17013	Tubing, Pipe, and Welding		3
HV 17023	HVAC Electricity		3
HV 17033	Electrical Components and Motors		3
<b>Total Credit Hours</b>			<b>15</b>

##### ***Spring Semester***

EN 10013	Technical Communications	OR	
DS 17003	Directed Study		3
HV 17043	Schematics		3
HV 17053	Fundamentals of Gas and Electric Heat		3
HV 17063	Heat Gain and Loss		3
HV 17073	Residential Systems		3
<b>Total Credit Hours</b>			<b>15</b>

**Total Program Credit Hours** **30**

## TECHNICAL CERTIFICATE PROGRAM:

### Automotive Service Technology

The certificate in Automotive Service Technology is designed to prepare students for careers in this trade. Students will be provided with the basic fundamentals and skills necessary to enter the field of automotive mechanics. Students have an opportunity to explore many phases of mechanics, pneumatics, hydraulics, and electricity. The course instruction is designed so the student will receive maximum benefits, basic fundamentals and sound shop practices. This is an eighteen month program. Students wishing to enter this program should discuss their career objectives with an advisor to ensure this is the appropriate track for them.

#### Requirements:

#### Credit Hours

##### ***Fall 2005***

EN 10013	Technical Communications OR	
DS 17003	Directed Study	3
AS 17025	Automotive PowerTrains	5
AS 17034	Automotive Brake Systems	4
AS 17044	Automotive Transmissions	4
<b>Total Credit Hours</b>		<b>16</b>

##### ***Spring 2006***

AS 17075	Gasoline Engine Repair	5
AS 17089	Automotive Electronics	9
<b>Total Credit Hours</b>		<b>14</b>

##### ***Summer 2006***

AS 17054	Automotive Chassis and Steering	4
AS 17064	Automotive Climate Control	4
<b>Total Credit Hours</b>		<b>8</b>

##### ***Fall 2006***

AS 17006	Engine Performance	6
AS 17016	Engine Performance Lab	6
MA 14073	Technical Mathematics OR	
DS 17003	Directed Study	3
<b>Total Credit Hours</b>		<b>15</b>

<b>Total Program Credit Hours</b>		<b>53</b>
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## Associate in Applied Science Degree - Business Technology Business Administration Option

This program is designed for students who wish to enter the job market after completing approximately two years of study. The Associate in Applied Science Degree prepares students to assume entry level administrative support positions or to update and enhance current job skills. Upon attaining work experience, individuals with this degree are better equipped to move into leadership positions. The Business Administration option provides students with the background needed to meet the challenges of today's workplace. Students pursuing the AAS degree must satisfy all assessment, remediation, and prerequisite course requirements. 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.

	<u>Credit Hours</u>				
<b>FIRST SEMESTER:</b>		<b>FOURTH SEMESTER:</b>			
EN 12003	English Composition I	3	EC 21003	Macroeconomics	3
MA 14013	Mathematics for Business and Technical Programs OR		AC 21013	Principles of Accounting II	3
MA 14043	College Algebra	3		Approved Elective	3
CS 11033	Computer Fundamentals	3		Approved Elective	3
SP 22063	Human Relations	3	MG 21063	Leadership/Teamwork	3
BU 11003	Intro. to Business	3	<b>Total Credit Hours</b>		<b>15</b>
BU 11023	Decision Strategies	3			
<b>Total Credit Hours</b>		<b>18</b>	<b>ELECTIVE OPTIONS:</b>		
<b>SECOND SEMESTER:</b>			<u>List of Approved Electives:</u>		
EN 12023	Technical Writing OR		<i>Consult with your advisor to select 12 hours from the following list</i>		
EN 12013	English Composition II	3	AC 21033	Computerized Accounting	
CS 21003	Spreadsheet Applications	3	AC 21053	Income Tax Preparation	
MG 21003	Principles of Supervision	3	AC 21064	Professional Bookkeeping	
BU 11013	Legal Envir. of Business	3	BU 21013	Business Statistics	
MK 21013	Marketing Fundamentals	3	CS 21093	Database Management	
<b>Total Credit Hours</b>		<b>15</b>	EC 21013	Microeconomics	
<b>THIRD SEMESTER:</b>			MG 21023	Staffing & Human Resources	
OT 21003	Business Communications	3	MG 21033	Small Business Management	
AC 21003	Principles of Accounting I	3	MK 21043	Customer Service	
BU 21003	Personal Finance	3	MK 21053	Sales Strategy	
	Approved Elective	3	PY 13001	Personal Development	
	Approved Elective	3			
<b>Total Credit Hours</b>		<b>15</b>	<b>Curriculum Summary:</b>		
			General Education Requirements 18		
			Division Requirements 18		
			Major Requirements 15		
			Electives: 12		
			<b>Total Credit Hours 63</b>		

**TECHNICAL CERTIFICATE PROGRAM:  
Computerized Accounting**

The one year certificate in Computerized Accounting is designed to prepare students for careers in the accounting profession as well as general office work. Students learn the elements of double-entry bookkeeping for all types and sizes of business enterprises. The curriculum trains persons for positions such as bookkeeper, clerk, account clerk, payroll clerk, posting clerk, accounts receivable/payable clerk, bank teller, and audit clerk. Students wishing to enter this program should discuss their career objectives with an advisor to ensure this is the appropriate track for them.

<b>Requirements:</b>	<u>Credit Hours</u>
EN 10003 Fundamentals of Composition or	
EN 12003 English Composition I	3*
MA 14003 Applied Mathematics or	
MA 14013 Math for Business & Technical Programs or	
MA 14043 College Algebra	3**
SP 22063 Human Relations	3
CS 11033 Computer Fundamentals	3
AC 21003 Principles of Accounting I	3
AC 21013 Principles of Accounting II	3
AC 21033 Computerized Accounting	3
AC 21064 Professional Bookkeeping	4
CS 21003 Spreadsheet Applications	3
OT 21003 Business Communications	3
<b>Total Credit Hours</b>	<b>31</b>

\* Students scoring 45 or higher on the ASSET Test, 75 or higher on the COMPASS Test, or 19 or higher on the ACT are encouraged to enroll in EN 12003 English Composition I.

\*\* Students scoring 43 or higher on the ASSET Intermediate Algebra Test, 59 or higher on the COMPASS Algebra Test, or 19 or higher on the ACT are encouraged to enroll in MA 14013 Mathematics for Business & Technical Programs or MA 14043 College Algebra.

**TECHNICAL CERTIFICATE PROGRAM:  
Computer Aided Drafting and Design Technology**

The one year certificate in Computer Aided Drafting and Design Technology is designed to prepare students for careers in this trade. Students are trained in this program to perform the duties in a modern drafting department. The formal training contains technical knowledge and applications of this knowledge. Mechanical drafting deals with components that are used in constructing various types of mechanical units and parts. Students wishing to enter this program should discuss their career objectives with an advisor to ensure this is the appropriate track for them.

<b>Requirements:</b>		<u>Credit Hours</u>
<b><i>Fall Semester</i></b>		
DR 17003	Basic Drafting and Blueprint Reading	3
DR 17013	Introduction to Industrial Machine Drafting	3
DR 17023	Introduction to Engineering Drafting Technology	3
DR 17033	Basic Computer Aided Drafting	3
MA 14073	Technical Mathematics OR	
DS 17003	Directed Study	3
<b>Total Credit Hours</b>		<b>15</b>
 <b><i>Spring Semester</i></b>		
DR 17046	Engineering Drafting	6
DR 17053	Industrial Machine Drafting	3
DR 17063	Intermediate CADD	3
EN 10013	Technical Communications OR	
DS 17003	Directed Study	3
<b>Total Credit Hours</b>		<b>15</b>
 <b>Total Program Credit Hours</b>		 <b>30</b>

## Associate in Applied Science Degree - Business Technology Computer Information Systems Option

This program is designed for students who wish to enter the information-processing field. The program provides a solid foundation in business and computer courses that will expose the student to many aspects of the ever-changing world of computers in society. Students earning this degree may enter directly into a variety of positions in the business and industrial community with knowledge of various software packages, programming languages, network capabilities, web page design, and/or technical hardware skills. A grade of "C" or above is required for all major requirement courses in this degree program. Students must have an overall grade point average of 2.5 or above in all coursework in order to receive this degree.

### FIRST SEMESTER: Credit Hours

EN 12003 English Composition I	3
MA 14013 Mathematics for Business and Technical Programs OR	
MA 14043 College Algebra	3
BU 11023 Decision Strategies	3
CS 11033 Computer Fundamentals	3
SP 22063 Human Relations	3
<b>Total Credit Hours</b>	<b>15</b>

### SECOND SEMESTER:

EN 12023 Technical Writing OR	
EN 12013 English Composition II	3
CS 21123 Networking I	3**
CS 21353 PC Maintenance-Hardware	3**
CS 21383 Internet Applications I	3**
BU 11013 Legal Envir. of Business	3
<b>Total Credit Hours</b>	<b>15</b>

### THIRD SEMESTER:

OT 21003 Business Communications	3
AC 21003 Principles of Accounting I	3
CS 21333 Networking II	3**
CS 21363 PC Maintenance-Software	3**
CS 21423 Internet Applications II	3**
Approved Elective	3
<b>Total Credit Hours</b>	<b>18</b>

### FOURTH SEMESTER:

CS 21003 Spreadsheet Applications	3**
CS 21093 Database Management	3**
BU 21003 Personal Finance	3
Approved Elective	3
Approved Elective	3
<b>Total Credit Hours</b>	<b>15</b>

### ELECTIVE OPTIONS:

#### List of Approved Electives:

*Consult with your advisor to select 9 hours of electives from this list*

CE 21013 Internship
CS 21393 System Analysis & Design
CS 21043 Visual Basic Programming
CS 21123 Networking I
CS 21133 C++ Programming
CS 21343 Networking III
CS 21433 Internet Applications III
MG 21063 Leadership/Teamwork
MK 21043 Customer Service
PY 13001 Personal Development

### Curriculum Summary:

General Education Requirements	15
Division Requirements	15
**Major Requirements	24
Electives:	9
<b>Total Credit Hours</b>	<b>63</b>

**TECHNICAL CERTIFICATE PROGRAM:  
Computer Repair & Networking**

The one year certificate in Computer Repair and Networking is designed to prepare students for careers in computer hardware and operating systems repair. Students will also develop proficiencies in configuration and administration of computer networks. The elective component may be utilized to tailor courses to meet a specific career objective. All candidates for the Technical Certificate in Computer Repair & Networking will be required to sit for various certification tests as part of certificate completion requirements. Career opportunities include computer repair technician, computer customer service technician, and computer field service technician. Students wishing to enter this program should discuss their career objectives with an advisor to ensure this is the appropriate track for them. A grade of “C” or above is required for all major requirement courses in this certificate program. Students must have an overall grade point average of 2.5 or above in all coursework in order to receive this certificate.

<b>Requirements:</b>	<b><u>Credit Hours</u></b>
MA 14013      Math for Business & Technical Programs    OR	
MA 14043      College Algebra	3*
SP 22063      Human Relations	3
CS 11033      Computer Fundamentals	3
CS 21383      Internet Applications I	3***
CS 21363      PC Maintenance-Software	3***
CS 21353      PC Maintenance-Hardware	3***
CS 21123      Networking I	3***
CS 21333      Networking II	3***
CS 21343      Networking III	3***
 Elective (choose 1 of the following):	
CS 21003      Spreadsheet Applications	3
CS 21093      Database Management	3
CS 21043      Visual Basic Programming	3
CS 21423      Internet Applications II	3
 <b>Total Credit Hours</b>	 <b>30**</b>

\* Students scoring 43 or higher on the ASSET Intermediate Algebra Test, 59 or higher on the COMPASS Algebra Test, or 19 or higher on the ACT are encouraged to enroll in MA 14013 Mathematics for Business & Technical Programs or MA 14043 College Algebra.

\*\* Students scoring less than 38 on the ASSET Test, 42 on the COMPASS Writing Skills Test, or 14 on the ACT are required to take and make a grade of C or better in CP 02003 College Writing Skills in addition to the above Certificate requirements.

\*\*\* Major Requirement

## Associate in Applied Science Degree Criminal Justice

This two-year Associate in Applied Science Degree program in Criminal Justice is designed for the student, with or without police experience, who is interested in the career of law enforcement and criminal justice. The program combines a broad background of courses in the area of law enforcement with a sound liberal arts education; however, it is not designed as a substitute for regular in-service or recruit training but is geared to complement practical police knowledge. Employment opportunities for graduates are available in city, county, state, and federal agencies, private industry, education, and the armed forces.

	Credit Hours
<b>General Education Core:</b>	
EN 12003 English Composition I	3
EN 12023 Technical Writing OR	
EN 12013 English Composition II	3
MA 14013 Mathematics for Business and Technical Programs OR	
MA 14043 College Algebra	3
CS 11033 Computer Fundamentals	3
PY 23003 General Psychology	3
SP 22063 Human Relations	3
<b>Total Credit Hours</b>	<b>18</b>
<b>Division Requirements:</b>	
BU 11023 Decision Strategies	3
<b>Total Credit Hours</b>	<b>3</b>
<b>Major Requirements:</b>	
CJ 15003 Intro. to Criminal Justice	3
CJ 15013 Intro. to Corrections	3
CJ 25013 Criminal Investigation	3
CJ 25023 Criminal Evidence	3
CJ 25053 Criminal Law & Procedure	3
CJ 25083 Police Procedures	3
CJ 25093 Forensic Science	3
CJ 25113 Law Enforcement Admin./Mgmt.	3
CJ 25103 Legal Issues in Corrections OR	
CJ 25183 Legal Issues of Policing	3
CJ 25163 Frontline Law Enforcement Supervision	3
<b>Total Credit Hours</b>	<b>30</b>
<b>Approved Electives</b>	<b>12</b>

### ELECTIVE OPTIONS:

#### List of Approved Electives:

CE 21013	Internship
CJ 15033	Intro. to Jail Standards
CJ 15053	Public Safety Dispatch
CJ 15063	Emergency Medical Dispatch
CJ 25063	Community Corrections
CJ 25143	Juvenile Law & Procedures
CJ 25153	Community Policing
ES 15011	Intro. to First Aid
ES 15023	First Responder: Medical
LA 12003	Spanish I
LA 12013	Spanish II
MG 21023	Staffing & Human Resources
MG 21063	Leadership/Teamwork
OT 21003	Business Communications
PO 23003	American National Govt.
PY 13001	Personal Development
PY 23013	Contemporary Psychology
PY 23023	Developmental Psychology
SO 23043	Social Problems

*Other appropriate courses may meet elective requirements if approved by the Program Advisor or the Dean of Technical Programs & Training. Elective credit for appropriate experiential learning will also be considered.*

### Curriculum Summary:

General Education Requirements	18
Division Requirements	3
Major Requirements	30
Electives	12
<b>Total Credit Hours</b>	<b>63</b>

## Associate in Applied Science Degree Crime Scene Investigation

In association with the Criminal Justice Institute of the University of Arkansas System, this Associate in Applied Science Degree program in Crime Scene Investigation is designed for law enforcement personnel interested in careers in forensic science. The program combines a broad background of courses in the area of crime scene investigation with a sound liberal arts education. Students may also pursue the Certificate of Proficiency in Crime Scene Investigation and/or the Technical Certificate in Crime Scene Investigation as part of a terminal course of study or as part of their associate degree coursework. Employment opportunities are available in city, country, state and federal agencies, private industry, education, and the armed forces.

### Certificate of Proficiency Requirements:

	<u>Credit Hours</u>		
EN 12003 English Composition I	3	<b>Associate in Applied Science Degree</b>	
CJ 25033 Basic Law Enforcement/ Corr. I	3	<b>Requirements:</b>	
CJ 25043 Basic Law Enforcement/ Corr. II	3	Technical Certificate Requirements	36
* CJI Crime Scene Certificate Program	9	EN 12023 Technical Writing OR	
<b>Total Credit Hours:</b>	<b>18</b>	EN 12013 English Composition II	3
		BU 11003 Introduction to Business	3
<b>Technical Requirements</b>		CJ 15003 Intro. to Criminal Justice	3
Certificate of Proficiency Requirements	18	*CJI Advanced Crime Scene Technician	4
MA 14013 Mathematics for Business & Technical Programs OR		*CJI Survival Spanish for Law Enforcement	1
MA 14043 College Algebra	3	*CJI Crime Scene Interpretation & Reconstruction	2
CS 11033 Computer Fundamentals	3	*CJI Advanced Management of Evidence & Recovered Property OR	
*CJI Recovery of Human Remains	2	*CJI Bloodstain Pattern Documentation	1
*CJI Bloodstain Pattern Analysis	3	General Electives	9
*CJI Management of Evidence & Recovered Property	1	<b>Total Credit Hours</b>	<b>62</b>
*CJI Computer Crime	1	<b>General Education Electives (select 9 hours):</b>	
*CJI Crime Scene Digital Photography & Imaging	2	BI 14033 General Biology	3
*CJI Fingerprint Comparison & Identification	1	BI 14041 General Biology Lab	1
*CJI Using Forensic Light Sources	1	BI 24003 Anatomy & Physiology I	3
*CJI Crime Scene Courtroom Testimony	1	BI 24011 Anatomy & Physiology I Lab	1
<b>Total Credit Hours:</b>	<b>36</b>	HI 23023 Arkansas History	3
		LA 12003 Spanish I	3
* Denotes courses offered through the Criminal Justice Institute of the University of Arkansas System.		PY 13001 Personal Development	1
		PY 23003 General Psychology	3
		PO 23003 American National Gov't.	3
		SO 23013 Introduction to Sociology	3
		SP 12103 Intro. to Speech Comm.	3

## TECHNICAL CERTIFICATE PROGRAM:

### Dental Assisting Technology

The one year certificate in Dental Assisting Technology is designed to train dental assistants to perform the nonprofessional duties in all areas of the modern dental office. The program consists of training needed to assist the dentist in the dental operator, the laboratory, and the dental business office. The formal training contains technical knowledge pertaining to dentistry and clinical application of this knowledge. Students wishing to enter this program should discuss their career objectives with an advisor to ensure this is the appropriate track for them.

#### Requirements:

#### Credit Hours

##### ***Fall Semester***

DA 19003	Chairside Assisting I	3
DA 19011	Dental Science	1
DA 19022	Dental Biomedical Science	2
DA 19033	Dental Materials I	3
DA 19042	Dental Clinical Science I	2
DA 19052	Dental Radiology I	2
DA 19061	Preventive Denistry	1
EN 10003	Fundamentals of Composition	3
<b>Total Credit Hours</b>		<b>17</b>

##### ***Spring Semester***

DA 19073	Chairside Assisting II	3
DA 19082	Dental Materials II	2
DA 19093	Dental Clinical Science II	3
DA 19102	Dental Radiology II	2
DA 19112	Dental Clinical Experience I	2
DA 19123	Dental Clinical Experience II	3
<b>Total Credit Hours</b>		<b>15</b>

##### ***Summer Semester***

DA 19136	Dental Clinical Experience III	6
<b>Total Program Credit Hours</b>		<b>38</b>

## TECHNICAL CERTIFICATE PROGRAM:

### Early Childhood Development

The one year certificate in Early Childhood Development is designed to prepare students for professions in child care. The training in this program combines classroom instruction with practical experience in various child care settings. Training for the Child Development Associate (CDA) credential is also available. Students earning this certificate are qualified for work in day care centers or preschools. Students wishing to enter this program should discuss their career objectives with an advisor to ensure this is the appropriate track for them.

#### Requirements:

#### Credit Hours

##### **Fall Semester**

ED 13013	Curriculum and Materials for Preschool	3
ED 23053	Child Development	3
ED 13023	Health/Safety/Nutrition	3
<i>(Select one from the following)</i>		
CS 11033	Computer Fundamentals	3
ED 23103	Educational Technology	3
<i>(Select one from the following)</i>		
SP 12103	Introduction to Speech	3
SP 22063	Human Relations	3
EN 10013	Technical Communications	3
<i>(Select one from the following)</i>		
ED 13004	Child Care Practicum Lab and Orientation I	4
SO 23013	Introduction to Sociology	3
<b>Total Credit Hours</b>		<b>18/19</b>

##### **Spring Semester**

ED 13053	Curriculum & Materials for Infants & Toddlers	3
ED 13043	Child Guidance	3
ED 13063	Program Planning and Management	3
<i>(Select one from the following)</i>		
MA 14073	Technical Mathematics	3
MA 14003	Applied Math	3
<i>(Select one from the following)</i>		
ED 13034	Child Care Practicum Lab and Orientation II	4
ED 23002	Introduction to Elementary Education	2
<b>Total Credit Hours</b>		<b>16/14</b>

##### **Summer Semester**

*(Required only for students seeking the CDA Credential)*

ED 13073	Child Care Practicum Lab and Orientation III	3
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#### **Total Program Credit Hours**

**32/35**

## Associate in Applied Science Degree Early Childhood Education

This two-year Associate of Applied Science Degree program in Early Childhood Education is designed to provide training to students employed or interested in being employed in the child-care profession or public school instructional assistance. Students will complete a minimum of sixty-two 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

### General Education Core: Credit Hours

			<i>History Requirements</i>		
			<i>(Select one of the following)</i>		
EN 12003	English Composition I	3	HI 23003	US History to 1876	3
EN 12013	English Composition II	3	HI 23013	US History since 1876	3
PY 23003	General Psychology	3	HI 13003	World Civ. to 1600	3
PE 17112	Fitness for Life	2	HI 13013	World Civ. since 1600	3
<i>(Select one from the following)</i>					
MA 14003	Applied Math	3	<b>Education Core Requirements:</b>		
MA 14073	Technical Mathematics	3	ED 23013	Early Childhood Education	3
MA 14043	College Algebra	3	ED 23023	Children's Literature	3
<i>(Select one from the following)</i>			ED 23033	Survey of Exceptional	
SO 23013	Intro. to Sociology	3		Children	3
SO 23033	Marriage & Family	3	ED 23053	Child Development	3
ED 13004	Child Care Practicum		ED 13043	Child Guidance	3
	Lab/Orientation I	4	ED 13053	Curr. & Materials/Infants	
<i>(Select one from the following)</i>				and Toddlers	3
CS 11033	Computer Fund.	3	ED 13013	Curr. & Materials/Preschool	3
ED 23103	Educational Technology	3	ED 13023	Health/Safety/Nutrition	3
			ED 13063	Program Planning & Mgmt.	3
<i>Science Requirements</i>			<i>(Select one from the following)</i>		
BI 14033	General Biology and		ED 23002	Intro. to Elem. Education	2
BI 14041	General Biology Lab	4	ED 13034	Childcare Practicum Lab/	
	OR			Orientation II	4
PS 14003	Physical Science and		<i>(Select one from the following)</i>		
PS 14011	Physical Science Lab	4	ED 13073	Childcare Practicum Lab/	
				Orientation III	3
<i>Humanities Requirements</i>			Elective		
<i>(Select one of the following)</i>			3		
SP 12103	Intro. to Speech	3			
AR 22003	Art Appreciation	3			
MU 22003	Music Appreciation	3			
SP 22063	Human Relations	3			
EN 12013	Technical				
	Communications	3			

<b>General Education Requirements:</b>	<b>30/31 hours</b>
<b>Education Core Requirements:</b>	<b>29/31 hours</b>
<b>Electives:</b>	<b>3 hours</b>
<b>Total Hours:</b>	<b>62/65 hours</b>

## Associate in Applied Science Degree Horticulture, Landscaping, and Nursery Operations

This program is designed for students who wish to acquire a complete background in all areas of the horticultural science and business operations. After acquiring this degree, students will have the necessary course work to easily proceed into a program of study leading toward a baccalaureate degree. Students who are not interested in further course work will be qualified to proceed directly into the workforce with the full experience of having acquired a scholastic yet practical education. A greenhouse laboratory is available for students to apply classroom concepts. Career opportunities include agricultural chemical sales, landscape design and construction, professional lawn care services, greenhouse operations, and garden center management.

	<u>Credit Hours</u>
<b>General Education Core:</b>	
EN 12003 English Composition I	3
EN 12023 Technical Writing	
OR	
EN 12013 English Composition II	3
MA 14013 Mathematics for Business and Technical Programs	OR
MA 14043 College Algebra	3
SP 22063 Human Relations	3
CS 11033 Computer Fundamentals	3
<b>Total Credit Hours</b>	<b>15</b>

<b>Sales Core Requirements:</b>	
BU 11023 Decision Strategies	3
MK 21043 Customer Service	3
MK 21053 Sales Strategy	3
AG 18013 Agricultural Chemicals I	3
AG 28023 Agricultural Chemicals II	3
<b>Total Credit Hours</b>	<b>15</b>

<b>Landscaping/Nursery Major Requirements:</b>	
HO 15002 General Horticulture	2
HO 15011 General Horticulture Lab.	1
HO 15043 Plant Identification	3
HO 15053 Intro. to Soils & Fertilizers	3
HO 15031 Intro. to Soils & Fertilizers Lab	1
HO 15063 Basic Landscape Design	3
HO 15083 Garden Center Mgmt.	3
HO 25013 Landscape Construction	3
<b>Total Credit Hours</b>	<b>19</b>
<b>Approved Electives</b>	<b>15</b>

### **ELECTIVE OPTIONS:**

#### List of Approved Electives:\*

HO 15073	Intro. to Plant Science
HO 25003	Greenhouse Management
AC 21003	Principles of Accounting I
AC 21013	Principles of Accounting II
BU 11013	Legal Environment of Business
BU 21013	Business Statistics
EC 21003	Macroeconomics
EC 21013	Microeconomics
ME 15083	CAD Fundamentals I
MK 21013	Marketing Fundamentals
MG 21003	Principles of Supervision
OT 21003	Business Communications
PY 13001	Personal Development
SP 12103	Intro. to Speech Communi- cations

\*Choose a minimum of 15 hours from the list of Approved Electives. Choices should be based on individual career goals.

### **Curriculum Summary:**

General Education Requirements	15
Sales Core Requirements	15
Landscaping/Nursery Major Requirements	19
Electives	15
<b>Total Credit Hours</b>	<b>64</b>

## **CERTIFICATE OF PROFICIENCY PROGRAM:**

### **Landscaping**

The certificate in proficiency in Landscaping provides instruction to students in areas of general horticulture, basic landscape design, and landscaping plants/maintenance, among other topics of study. This certificate program allows individuals to acquire and apply knowledge for personal interest or career related purposes.

		Credit Hours
<b>Requirements:</b>		
HO 15002	General Horticulture	2
HO 15011	General Horticulture Lab	1
HO 15063	Basic Landscape Design	3
HO 25013	Landscape Construction	3
HO 15053	Introduction to Soils & Fertilizers	3
HO 15031	Introduction to Soils & Fertilizers Lab	1
<b>Total Credit Hours</b>		<b>13</b>

## Associate in Applied Science Degree Industrial Management Systems

This program is designed for students who wish to pursue industrial careers in the area between the skilled crafts and the highly scientific professions. Employment opportunities exist in production, development and design work, industrial safety, and quality systems, generally as direct supporting personnel for production supervisors. Individuals may perform duties such as team leaders, first line supervisors, quality control technicians, safety professionals, or engineer's assistants.

### Credit Hours

#### General Education Requirements:

EN 12003	English Composition I	3
EN 12023	Technical Writing OR	
EN 12013	English Composition II	3
MA 14013	Math for Business & Technical Programs OR	
MA 14043	College Algebra	3
CS 11033	Computer Fundamentals	3
SP 22063	Human Relations	3
<b>Total Credit Hours:</b>		<b>15</b>

#### Division Requirements

OT 21003	Business Communications	3
BU 11023	Decision Strategies	3
MG 21003	Principles of Supervision	3
MG 21063	Leadership/Teamwork	3
<b>Total Credit Hours:</b>		<b>12</b>

#### Major Requirements:

CS 21003	Spreadsheet Applications	3
IS 15001	Intro. to ISO/QS 9000	1
IS 25013	Total Quality Mgmt.	3
IS 25023	Manufacturing Organization/Mgmt.	3
IS 25033	Operations Mgmt.	3
ME 15002	Blueprint Reading	2
ES 15003	Industrial Safety Administration	3
MG 21023	Staffing & Human Resources	3
<b>Total Credit Hours:</b>		<b>21</b>

**Approved Electives\*** 15

#### ELECTIVE OPTIONS:

\* List of Approved Electives:

##### Environmental Systems

ES 15011	Introduction to First Aid
ES 15023	First Responder: Medical
ES 15031	First Responder: Chemical
ES 15041	Emergency Response Planning
ES 15051	Accident Investigation
ES 15061	Hazardous Materials
ES 15071	Industrial Rigging
ES 15081	Acoustics Engineering for Safety
ES 15092	Introduction to Air Sampling
ES 25003	Environmental Regulations
ES 25013	Site Survey & Risk Analysis

##### Industrial Science

IS 15012	ISO 9000 Certification
IS 15021	Statistical Techniques
IS 15031	Failure Mode & Effects Analysis
IS 15042	Internal Quality Auditing
IS 15051	Project Management
IS 25043	Production & Inventory Control

Approved electives may also be chosen from courses with the following prefixes: AC, BU, DR, EL, MG, and ME. Elective credit for appropriate experiential learning will also be considered.

#### Curriculum Summary:

General Education Requirements:	15
Division Requirements:	12
Major Requirements:	21
Electives:	15
<b>Total Credit Hours</b>	<b>63</b>

## Associate in Applied Science Degree Industrial Technology

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This program is designed for students seeking a career in, or currently employed in, industrial equipment maintenance, calibration, 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 the following positions: maintenance technician, maintenance supervisor, and industrial electrician.

### Credit Hours

#### General Education Core:

EN 12003	English Composition I	3
EN 12023	Technical Writing OR	
EN 12013	English Composition II	3
MA 14013	Mathematics for Business & Technical Programs OR	
MA 14043	College Algebra	3
CS 11033	Computer Fundamentals	3
SP 22063	Human Relations	3
<b>Total Credit Hours</b>		<b>15</b>

#### Division Requirements:

BU 11023	Decision Strategies	3
ES 15003	Industrial Safety Administration	3
IS 25013	Total Quality Mgmt.	3
MG 21063	Leadership/Teamwork	3
<b>Total Credit Hours</b>		<b>12</b>

#### Major Requirements:

EL 15003	Basic Electricity I	3
EL 15013	Basic Electricity II	3
EL 25013	Industrial Motor Controls I	3
EL 25033	Programmable Logic Controllers	3
ME 15002	Blueprint Reading	2
ME 15013	Basic Hydraulics/Pneumatics	3
ME 15023	Mechanical Drives & Bearings	3
ME 15033	Maintenance Welding	3
ME 15054	Basic Machine Shop	4
<b>Total Credit Hours</b>		<b>27</b>

**Approved Electives** 9

#### ELECTIVE OPTIONS:

##### List of Approved Electives:

EL 25003	AC/DC Machines
EL 25023	Industrial Motor Controls II
EL 25043	Introduction to Electronics
EL 25053	Intro to Digital Electronics
ES 15071	Industrial Rigging
IS 15063	Basic Metallurgy
ME 15042	Industrial Pumps
ME 15063	Metrology
ME 15073	Geometric Dimensioning & Tolerancing
ME 15083	CAD Fundamentals I
ME 25003	CAD Fundamentals II
ME 25012	Advanced Hydraulics
ME 25023	Advanced Geometrics
ME 25033	CNC Programming
ME 25043	Introduction to Robotics
ME 25053	Advanced Robotics
PY 13001	Personal Development

Other appropriate courses may meet elective requirements if approved by the Program Advisor or the Dean of Technical Programs & Training. Elective credit for appropriate experiential learning will also be considered.

#### Curriculum Summary:

General Education Requirements	15
Division Requirements	12
Major Requirements	27
Electives	9
<b>Total Credit Hours</b>	<b>63</b>

## **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.

<b>Requirements:</b>		<u>Credit Hours</u>
EL 15003	Basic Electricity I	3
EL 15013	Basic Electricity II	3
EL 25003	AC/DC Machines	3
EL 25013	Industrial Motor Controls I	3
EL 25033	Programmable Logic Controllers	3
<b>Total Credit Hours</b>		<b>15</b>

## **CERTIFICATE OF PROFICIENCY:**

### **Industrial Machining**

This certificate in Industrial Machining is designed for the student with a related background or a desire to enter the field of industrial machining. This certificate program also allows an individual to update or enhance current job skills. Students wishing to enter this program should consult an advisor.

<b>Requirements:</b>		<u>Credit Hours</u>
ME 15002	Blueprint Reading	2
ME 15054	Basic Machine Shop	4
ME 15063	Metrology	3
ME 15073	Geometric Dimensioning & Tolerancing	3
IS 15063	Basic Metallurgy	3
<b>Total Credit Hours</b>		<b>15</b>

## **CERTIFICATE OF PROFICIENCY:**

### **Industrial Mechanical Systems**

This certificate in Industrial Mechanical Systems is designed for the student with a related background or a desire to enter the field of industrial mechanical 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.

<b>Requirements:</b>		<u>Credit Hours</u>
ME 15002	Blueprint Reading	2
ME 15013	Basic Hydraulics/Pneumatics	3
ME 15023	Mechanical Drives & Bearings	3
ME 15033	Maintenance Welding	3
ME 15054	Basic Machine Shop	4
<b>Total Credit Hours</b>		<b>15</b>

## Associate in Applied Science Degree Nursing

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Arkansas Northeastern College offers an Associate in Applied Science Degree in Nursing. The nursing program is approved by the Arkansas State Board of Nursing and accredited by the National League For Nursing Accrediting Commission (NLNAC). One class is admitted yearly in the fall semester only. 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 nursing curriculum and to make acceptable scores on such examinations to progress through curriculum. In the last semester of the nursing curriculum, students will be required to make a satisfactory score on a comprehensive exam in order to obtain approval for taking the licensure exam.* Upon successful completion of the program, the student is granted the Associate in 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 chairperson for details.

Admission to Arkansas Northeastern College is not automatic admission to the nursing program. The department has a selective admission policy, and students should contact the Nursing Department concerning admission and graduation requirements. Students must have a minimum grade point average of 2.5 or above to meet admission criteria to the Nursing Program. A grade of "C" or above is required in all academic courses required for the nursing degree.

### Associate Degree Requirements

<b>Prerequisites:</b>		<u>Credit Hours</u>
MA 14023	Math for Health Sciences <u>OR</u>	
MA 14043	College Algebra	3
CH 14003	Survey of Chemistry <u>OR</u>	
CH 14023	General Chemistry I	3
CH 14031	General Chemistry I Lab	1
CS 11033	Computer Fundamentals/Applications	3
 <b>General Education Courses:</b>		
PY 23003	General Psychology I	3
SO 23013	Introduction to Sociology <u>OR</u>	
SO 23033	Marriage and Family Relations	3
EN 12003	English Composition I	3
EN 12013	English Composition II	3
 <b>Science Courses:</b>		
BI 24003	Anatomy & Physiology I	3
BI 24011	Anatomy & Physiology I Lab	1
BI 24023	Anatomy & Physiology II	3

## Associate Degree Requirements

### Science Courses (Continued)

		<u>Credit Hours</u>
BI 24031	Anatomy & Physiology II Lab	1
BI 24043	Microbiology	3
BI 24051	Microbiology Lab	1

### Nursing Courses: (Progressive and must be taken in sequence)

NU 16007	Introduction to Nursing Intervention (1st Semester)	7
NU 16045	Physiologic Adaptation I (2nd Semester)	5
NU 16015	Adaptation in Childbearing Years (2nd Semester)	5
NU 26014	Psychosocial Adaptation (3rd Semester)	4
NU 26004	Adaptation in Early Developmental Years (3rd Semester)	4
NU 26035	Physiologic Adaptation II (4th Semester)	5
NU 26045	Physiologic Adaptation III (4th Semester)	5
NU 26022	Nursing Concepts & Changing Environment (4th Semester)	2

## *Nursing Curriculum*

### FIRST YEAR

#### Fall Semester Credit Hours

Intro. to Nursing Intervention	7
Anatomy and Physiology I/Lab.	4
General Psychology I	3
Intro. to Sociology <i>OR</i> Marriage and Family Relations	3
<b>Total Credit Hours</b>	<b>17</b>

#### Spring Semester Credit Hours

Physiologic Adaptation I	5
Adaptation in the Child-Bearing years	5
Anatomy and Physiology II/Lab.	4
English Composition I	3
<b>Total Credit Hours:</b>	<b>17</b>

#### Summer Semester Credit Hours

<u>Session I</u>	
Microbiology/Lab.	4
 <u>Session II</u>	
English Composition II	3
<b>Total Credit Hours:</b>	<b>7</b>

### SECOND YEAR

#### Fall Semester Credit Hours

Psychosocial Adapt.	4
Adaptation in the Early Developmental Years	4
<b>Total Credit Hours</b>	<b>8</b>

#### Spring Semester Credit Hours

Physiologic Adaptation II	5
Physiologic Adaptation III	5
Nursing Concepts/Changing Environment	2
<b>Total Credit hours:</b>	<b>12</b>

#### Curriculum Summary:

General Education Requirements:	33
Nursing:	37
<b>Total Credit Hours (including prerequisites):</b>	<b>70</b>

## Associate in Applied Science Degree - Business Technology

### Office Technology Option

This program is designed for students who wish to enter the job market after completing approximately two years of study. The Associate of Applied Science Degree prepares students to assume office support positions or to update or enhance current job skills.

#### First Semester Credit Hours

EN 12003 English Composition I	3
CS 11033 Computer Fundamentals	3*
SP 22063 Human Relations	3
BU 11003 Intro. to Business	3
BU 11023 Decision Strategies	3
<b>Total Credit Hours:</b>	<b>15</b>

#### Second Semester

EN 12023 Technical Writing OR	
EN 12013 English Composition II	3
CS 21003 Spreadsheet App.	3
MA 14013 Math for Business & Technical Programs OR	
MA 14043 College Algebra	3
OT 11043 Records, Systems & Management	3
OT 21083 Word Processing- Microsoft Word	3
Major elective	2
<b>Total Credit Hours</b>	<b>17</b>

#### Third Semester

OT 21003 BusinessComm.	3
OT 21074 Keyboarding Applications with Data Entry	4
AC 11003 Survey of Accounting OR	
AC 21003 Principles of Accounting I	3
OT 21043 Machine Transcription	3
Major elective	3
<b>Total Credit Hours</b>	<b>16</b>

#### Fourth Semester

OT 21033 Administrative Office Procedures	3
BU 11013 Legal Envir. of Business	3
EC 21003 Macroeconomics	3
CE 21013 Internship	3
Major elective	3
<b>Total Credit Hours</b>	<b>15</b>

#### ELECTIVE OPTIONS:

List of Approved Electives: (Minimum 11 hours)\*\*

OT 11003 Beginning Keyboarding	3
OT 11061 The Total Office	1
AC 21064 Professional Bookkeeping	4
BU 21003 Personal Finance	3
CS 11081 Intro. to Windows	1
CS 21013 Desktop Publishing	3
CS 21093 Database Management	3
CS 21303 Introduction to Multimedia	3
CS 21383 Internet Applications I	3
CS 21423 Internet Applications II	3
MK 21043 Customer Service	3
PY 13001 Personal Development	3

\* OT 11003 Beginning Keyboarding is required for students who cannot type 30 words per minute within error limits. If required, this course may count as three elective hours and CS 11033 Computer Fundamentals should be taken during the second semester with CS 21003 Spreadsheet Applications being taken in the third semester.

All candidates for the Associate in Applied Science Degree, Office Technology option, must successfully complete the Office Proficiency Assessment and Certification Test (OPAC), utilizing standards recommended by the International Association for Administrative Professionals and the College's Division of Technical Programs & Training.

The College's Testing Center offers students the opportunity to earn additional professional credentials by sitting for nationally certified examinations, including all components of the Microsoft Office Specialist certification program. Contact the Division of Technical Programs & Training for more details.

**Should this  
stay???**

#### Curriculum Summary:

General Education Core	18
Division Core	18
Major Core	16
Electives	11
<b>Total Credit Hours</b>	<b>63</b>

# TECHNICAL CERTIFICATE PROGRAM:

## Office Technology

The one year certificate in Office Technology is designed to prepare students for a career in the administrative assistant/secretarial profession. Students learn how to use transcription machines, produce letters and documents, and keep records using correct accounting procedures. The elective component may be utilized to tailor courses to meet a specific career objective. Students wishing to enter this program should discuss their career objectives with an advisor to ensure this is the appropriate track for them.

<b>Requirements:</b>	<u>Credit Hours</u>
EN 10003 Fundamentals of Composition OR	
EN 12003 English Composition I	3*
MA 14003 Applied Mathematics OR	
MA 14013 Math for Business & Technical Programs OR	
MA 14043 College Algebra	3**
CS 11033 Computer Fundamentals	3
CS 11081 Introduction to Windows	1
CS 21003 Spreadsheet Applications	3
CS 21303 Introduction to Multimedia	3
CS 21383 Internet Applications I	3
OT 11061 The Total Office	1
OT 21083 Word Processing-Microsoft Word	3
OT 11043 Records Systems & Management	3
AC 11003 Survey of Accounting	3
Elective (choose 1 of the following):	
AC 21064 Professional Bookkeeping	4
OT 21043 Machine Transcription	3
CS 21093 Database Management	3
CS 21363 PC Maintenance-Software	3
CS 21423 Internet Applications II	3
<b>Total Credit Hours</b>	<b>32***</b>

\* Students scoring 45 or higher on the ASSET Test, 75 or higher on the COMPASS Test, or 19 or higher on the ACT are encouraged to enroll in EN 12003 English Composition I.

\*\* Students scoring 43 or higher on the ASSET Intermediate Algebra Test, 59 or higher on the COMPASS Algebra Test, or 19 or higher on the ACT are encouraged to enroll in MA 14013 Mathematics for Business & Technical Programs or MA 14043 College Algebra.

\*\*\*OT 11003 Beginning Keyboarding is required for students who cannot type 30 words per minute within error limits.

## TECHNICAL CERTIFICATE PROGRAM:

### Paramedic

The one year certificate in Paramedic Education Training provides education in advanced pre-hospital care. This program meets the requirements of the Arkansas Department of Health, Office of Emergency medical Services, by combining didactic, clinical and field experiences to provide the Paramedic student with the diversity of knowledge that he/she must possess to function effectively as a professional provider of advanced life support outside of the hospital environment. Students wishing to enter this program should discuss their career objectives with an advisor to ensure this is the appropriate program for them.

<b>Requirements:</b>	<u>Credit Hours</u>
<b><i>Spring 2006</i></b>	
EM 18018 Preparatory for Paramedics	8
EM 18023 Preparatory Clinical	3
EM 18033 Anatomy and Physiology with Lab	3
<b>Total Credit Hours</b>	<b>14</b>
<b><i>Fall 2006</i></b>	
EM 18045 Medical Emergencies for Paramedics I w/ Lab	5
EM 18056 Medical Emergencies for Paramedics II w/ Lab	6
EM 18064 Medical Emergencies Clinical	4
<b>Total Credit Hours</b>	<b>15</b>
<b><i>Summer 2006</i></b>	
EM 18075 Trauma for Paramedics w/ Lab	5
EM 18083 Trauma Clinical	3
EM 18094 Field Clinical	4
<b>Total Credit Hours</b>	<b>12</b>
<b><i>Fall 2007</i></b>	
EM 18106 Special Consideration for Paramedics w/ Lab	6
EM 18111 Assessment Based Management for Paramedics w/ Lab	1
EM 18123 Ambulance Operations for Paramedics w/ Lab	3
EM 18133 Ambulance Operations Clinical	3
EM 18144 Field Intership I	4
<b>Total Credit Hours</b>	<b>17</b>
<b>Total Program Credit Hours</b>	<b>58</b>

#### Program Enrollment Requirements:

- be at least 18 years of age
- successful completion of an approved DOT EMT course or state/national certification at EMT-B level
- must be CPR certified, AHA Healthcare Provider or American Red Cross equivalent
- meet any additional requirements imposed by Arkansas Northeastern College or the host site in which the course is offered
- undergo a selection process which screens academic ability (minimum assett score of 40)
- have a high school diploma or GED certificate (transcript or GED scores must be submitted prior to beginning the Paramedic Training Program)

## **Paramedic Refresher Course**

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### **EM 18213**

This course follows the United States Department of Transportation National Standard Curriculum and provides 48 classroom hours of refresher training. Information provided assists Arkansas-certified or nationally registered EMT-Paramedic to meet re-certification requirements.

**Program Fees:**

**Tuition:**

**3Credit Hours**

## TECHNICAL CERTIFICATE PROGRAM:

### Practical Nursing

The one year certificate in Practical Nursing is 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 hospitals, nursing homes, doctor's offices, public health departments, and schools. Students wishing to enter this program should discuss their career objectives with an advisor to ensure this is the appropriate program for them.

<b>Requirements:</b>	<u>Credit Hours</u>
<b><i>Summer II Semester 2005</i></b>	
MA 14023      Math for Health Sciences	3
PN 16024      Basic Nursing Principles and Skills I	4
PN 16141      Legal and Ethical Concepts	1
<b>Total Credit Hours</b>	<b>8</b>
<b><i>Fall Semester 2005</i></b>	
PN 16004      Body Structure and Function	4
PN 16036      Basic Nursing Principles and Skills II	6
PN 16042      Pharmacology I	2
PN 16051      Care of the Geriatric Patient	1
PN 16161      Nutrition I	1
PN 16072      Nursing of Children	2
PN 16085      Practical Nursing Clinical I	5
<b>Total Credit Hours</b>	<b>21</b>
<b><i>Spring Semester 2006</i></b>	
PN 16092      Nursing of Mothers and Infants	2
PN 16103      Pharmacology II	3
PN 16171      Nutrition II	1
PN 16118      Nursing Adult Patient with Med-Surg Condition	8
PN 16127      Practical Nursing Clinical II	7
<b>Total Credit Hours</b>	<b>21</b>
<b><i>Summer I Semester 2006</i></b>	
PN 16011      Mental Health and Care of Mentally III	1
PN 16154      Practical Nursing Clinical III	4
<b>Total Credit Hours</b>	<b>5</b>
<b>Total Program Credit Hours</b>	<b>55</b>

## Associate in Applied Science Degree Steel Industry Technology

This program is designed for students who wish to pursue careers in the steel industry or manufacturing process 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. Upon attaining work experience, individuals with this degree are better equipped to move into team leader positions or supervisory/managerial roles and acquire more responsibility.

	<u>Credit Hours</u>
<b>General Education Core:</b>	
EN 12003 English Composition I	3
EN 12023 Technical Writing OR	
EN 12013 English Composition II	3
MA 14013 Mathematics for Business and Technical Programs OR	
MA 14043 College Algebra	3
CS 11033 Computer Fundamentals	3
SP 22063 Human Relations	3
<b>Total Credit Hours</b>	<b>15</b>

<b>Division Requirements:</b>	
BU 11023 Decision Strategies	3
OT 21003 Business Communications	3
ES 15003 Industrial Safety Administration	3
MG 21063 Leadership/Teamwork	3
<b>Total Credit Hours</b>	<b>12</b>

<b>Major Requirements:</b>	
EL 15003 Basic Electricity I	3
EL 15013 Basic Electricity II	3
EL 25013 Industrial Motor Controls I	3
EL 25033 Programmable Logic Controllers	3
ME 15002 Blueprint Reading	2
ME 15013 Basic Hydraulics/Pneumatics	3
ME 15023 Mechanical Drives & Bearings	3
ME 15033 Maintenance Welding	3
IS 15012 ISO/QS 9000 Certification	2
IS 15063 Basic Metallurgy	3
IS 25003 Metallurgy of Steel Making and Testing	3
<b>Total Credit Hours</b>	<b>31</b>

**Approved Electives** **6**

### **ELECTIVE OPTIONS:**

#### List of Approved Electives:

Approved electives may be chosen from courses with the following prefixes: AC, BU, EL, ES, IS, MG, or ME; and PY 13001 Personal Development. Six (6) hours of approved electives are required.

### **Curriculum Summary:**

General Education	
Requirements:	15
Division Requirements:	12
Major Requirements:	31
Approved Electives:	6
<b>Total Credit Hours:</b>	<b>64</b>

## TECHNICAL CERTIFICATE PROGRAM:

### 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.

<b>Requirements:</b>	<u>Credit Hours</u>
<b>Fall Semester</b>	
WE 17001 Oxygen/Acetylene Safety and Orientation	1
WE 17013 Blueprint Reading for Welders	3
MA 14073 Technical Mathematics OR	
DS 17003 Directed Study	3
WE 17094 SMAW Structural Welding (Partial Joint Penetration)	4
WE 17104 SMAW Structural Welding (Complete Joint Penetration)	4
<b>Total Credit Hours</b>	<b>15</b>

### **Spring Semester**

Choose between

*Career Path Pipe Fabrication and Construction OR  
Career Path Manufacturing*

#### Career Path Pipe Fabrication and Construction

(Prerequisite: Ability to qualify 3-G, 4-G Shield Metal Arc Welding without Backing)

EN 10013 Technical Communications OR	
DS 17003 Directed Study	3
WE 17034 Shield Metal Arc Welding (SMAW) Pipe Welding	4
WE 17044 Tungsten Inert Gas (TIG) Pipe Welding	4
WE 17054 Welding Theory	4
(Minor emphasis Gas Metal Arc Welding and Flux Cored Arc Welding)	
<b>Total Credit Hours</b>	<b>15</b>

**OR**

#### Career Path Manufacturing

EN 10013 Technical Communications OR	
DS 17003 Directed Study	3
WE 17064 Gas Metal Arc Welding	4
WE 17074 Tungsten Inert Gas (TIG) Manufacturing	4
WE 17084 Flux Cored Arc Welding	4
<b>Total Credit Hours</b>	<b>15</b>

**Total Program Credit Hours** **30**

# JOB TRAINING PROGRAMS

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## COMMERCIAL TRUCK DRIVING

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The Commercial Truck Driving Program affords each student an opportunity to gain the basic technical knowledge and competency to achieve gainful employment in the truck driving field. Emphasis is on driving skills and safety procedures. Instruction is included that will help the student prepare for the CDL Examination. Students successfully completing this program may be eligible for Department of Transportation (DOT) Certification.

### Enrollment Requirements:

Applicants must

- be able to read and write;
- have no more than three (3) moving violations within three years;
- have no DWIs or DUI within five years;
- pass a DOT physical (cost varies and is the responsibility of the student);
- pass pre-training drug screen;
- be at least 19 years of age to take the class and at least 21 years of age to cross state lines in a commercial motorized vehicle.
- have a valid driver's license;
- be interviewed;
- satisfactorily pass pre-enrollment examination;
- not be an insulin dependent diabetic.

### Program Fees:

<b>Tuition:</b>	<b>8 Credit Hours</b>
<b>Lab Fee:</b>	<b>\$300</b>
<b>Drug/Alcohol Screening:</b>	<b>\$50 (approximate)</b>
<b>Books &amp; Supplies:</b>	<b>\$65 (approximate)</b>

The approximate length of this course is eight (8) weeks.

## **JOB TRAINING PROGRAMS**

### **EMERGENCY MEDICAL TECHNICIAN (EMT)** --- ---

The Emergency Medical Technician Program will train the student to recognize, assess, and manage medical emergencies of acutely ill or injured patients in a pre-hospital care setting. The student will be required to participate in a field internship, 24 hours in the emergency room and 24 hours at an ambulance service. Completion of this course will prepare the student to take the National Registry Certification Exam .

Enrollment Requirements:

Applicants must

- 1 be 18 years of age in order to take the certification exam;
- 2 be a high school graduate or have a GED;
- 3 have a current AHA Healthcare Provider course or equivalent (this course will be offered during the EMT course)
- 4 satisfactorily pass pre-enrollment examination;
- 5 be able to lift, move and perform practical skill stations.
- 6 submit copy of vaccination records and physical exam results

**Program Fees:**

<b>Tuition:</b>	<b>8 Credit Hours</b>
<b>Books &amp; Supplies:</b>	<b>\$136 (approximate)</b>

The approximate length of this course is one semester.

### **BASIC EMERGENCY MEDICAL TECHNICIAN REFRESHER** --- ---

#### **EM 18210**

This course follows the USDOT National Standard Curriculum and provides 24 classroom hours of refresher training. Information provided assists ARkansas certified or nationally registered EMT-Basics to meet re-certification requirements.

**Program Fees:**

<b>Tuition:</b>	<b>1 Credit Hours</b>
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### **NURSING ASSISTANT (CNA)** --- ---

Successful completion of this program certifies students to work as nursing assistants in hospitals, long term care facilities, rest homes or convalescent homes. Testing and certification for this program is offered through the Office of Long Term Care.

**Program Fees:**

<b>Tuition:</b>	<b>5 Credit Hours</b>
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# Course Descriptions

## COURSE NUMBERS

Arkansas Northeastern College uses a five-digit course numbering system. A new numbering system was implemented in fall 1996. The first digit indicates the course level (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.

The following legend is used for courses in the catalog:

AC	Accounting	HO	Horticulture
AG	Agriculture	HU	Humanities
AN	Anthropology	HV	Heating Ventilation Air Conditioning
AR	Art	IS	Industrial Science
AS	Automotive	LA	Language
BI	Biology	MA	Mathematics
BU	Business	ME	Mechanical
CE	Cooperative Education	MG	Management
CH	Chemistry	MK	Marketing
CJ	Criminal Justice	MU	Music
CP	College Preparatory	NA	Nursing Assistant
CS	Computer Information Systems	NU	Nursing
DA	Dental	OT	Office Technology
DR	Drafting	PE	Physical Education
DS	Directed Study	PH	Philosophy
EC	Economics	PN	Practical Nursing
ED	Education	PO	Political Science
EL	Electrical	PS	Physical Science
EM	Emergency Medical	PY	Psychology
EN	English	RE	Real Estate
ES	Environmental Systems	SO	Sociology
GE	Geography	SP	Speech
HI	History	TD	Truck Driving
		WE	Welding

## **ACCOUNTING**

AC 11003 SURVEY OF ACCOUNTING – The primary objective of this course is for students to learn about accounting as an information development and communication function that supports economic decision making. The knowledge and skills provided by this first course in accounting should facilitate subsequent learning even if the student takes no additional academic work in accounting or directly related disciplines. This course should help students perform financial analysis; derive information for personal or organizational decisions; and understand business, governmental, and other organizational entities.

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 will include basic differences in accounting for single proprietorships and partnerships, and differences in how corporation equities are accounted. Sophomore standing recommended.

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 better in Principles of Accounting I.

AC 21033 COMPUTERIZED ACCOUNTING - This course gives the student hands-on experience operating an accounting software package. Students will learn how computers are used in a variety of business applications: general ledger, accounts receivable, accounts payable, depreciation, financial statement analysis, and payroll. Basic accounting principles and concepts are reinforced. Prerequisite: Grade "C" or better in AC 11003 Survey of Accounting or AC 21003 Principles of Accounting I.

AC 21064 PROFESSIONAL BOOKKEEPING - A job oriented course that prepares students to take the national Certified Bookkeeper (CB) examination and obtain their CB certificate. This course introduces students to the topics, issues, and developments affecting the financial and accounting profession. Prerequisite: Grade "C" or better in AC 21003 Principles of Accounting I.

AC 21053 INCOME TAX PREPARATION - This course provides the student with basic knowledge in the preparation of Federal Income Tax returns for individuals and unincorporated businesses. The course will include a review of various forms used in Federal Income Tax returns and their application as well as an in-depth study of tax rules and theory. Prerequisite: Grade "C" or better in AC 21003 Principles of Accounting I.

## **AGRICULTURE**

AG 18002 CAREERS IN AGRICULTURE, FOOD, AND LIFE SCIENCES - Careers in Agriculture, Food, and Life Sciences is a 2-hour introductory course required for all Associate of Science degree candidates.

AG 18013 AGRICULTURAL CHEMICALS I - This course provides background information and training for both the agricultural and horticultural student to be able to correctly and safely choose chemicals that will aid in the control and eradication of plant weeds and disease. This course supplies the basic agricultural chemistry training necessary for appropriate diagnosis, selection, and application of the desired agricultural product(s). Major emphasis is placed on safety regulations and adherence to applicable laws governing such products.

AG 28023 AGRICULTURAL CHEMICALS II - This course provides background information and training for both the agricultural and horticultural student to be able to correctly and safely choose chemicals that will aid in the control and eradication of common plant insects and insect diseases. This course supplies the basic agricultural chemistry training necessary for appropriate diagnosis, selection, and application of the desired agricultural product(s). Major emphasis is placed on safety regulations and adherence to applicable laws governing such products. Prerequisite: AG 18013 Agricultural Chemicals I.

### **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.

### **ART**

AR 12003 ELEMENTARY DRAWING I – Basic discipline with emphasis on the still-life subjects, using a variety of media. This course may not be repeated for credit.

AR 12013 DRAWING II – Continuation of Drawing I. Emphasis is on life drawing. Prerequisite: Elementary Drawing I. This course may not be repeated for credit.

AR 12023 WATERCOLOR I – An introduction to the techniques and various means of expression possible with watercolor painting. Different papers, as well as different approaches to the application of water-based pigment, will be investigated. Emphasis will be on still-life with a possibility of some landscape work. Available on student demand.

AR 12033 WATERCOLOR II – Continuation of Watercolor with emphasis on advanced techniques. Prerequisite: Watercolor. Available on student demand. This course may not be repeated for credit.

AR 22003 ART APPRECIATION – A study of the arts in relation to the life and times that produced them. The student will study a history of the principal styles of Western Art in major cultural centers of civilization at moments of high cultural achievements. This course is often offered on-line.

AR 22013 PHOTOGRAPHY – An introduction to photographic processes including the use of camera and darkroom. Both technical and compositional aspects are stressed. Students will be involved with criticism and discussion of photographic techniques.

AR 22043 ELEMENTARY COMPOSITION AND PAINTING – Introduction to the terms, processes, and techniques involved in painting with oils. This is a studio course with the major thrust of the course given to actual execution of oil paintings. This course may not be repeated for credit.

AR 22053 PAINTING II – Continuation of Elementary Composition and Painting. Prerequisite: Elementary Composition and Painting. This course may not be repeated for credit.

AR 22063 ADVANCED DRAWING LAB – Advanced study in the area of drawing for those going into the field of art. Experimental techniques and creativity are emphasized. Consent of instructor required. This course may not be repeated for credit.

AR 22073 ADVANCED PAINTING LAB – Advanced study in the area of painting for those going into the field of art. Experimental techniques and creativity are emphasized. Consent of instructor required. This course may not be repeated for credit.

### **AUTOMOTIVE**

AS 17006 ENGINE PERFORMANCE -Three engine management systems are covered in this course: computer controlled devices, fuel and ignition systems, and driving ability and emissions. An understanding of the operation of these systems is essential to the successful maintenance and repair of most vehicles. Driveability describes the maintenance of a vehicle's performance. The technician must understand the complex network of electronic components that control the performance characteristics of the vehicle.

AS 17016 ENGINE PERFORMANCE LAB - Lab pertaining to application of classroom theory dealing with troubleshooting, repairing, and replacing computer related components.

AS 17025 AUTOMOTIVE POWERTRAINS - This course is designed to cover the entire powertrain on a late model vehicle with a standard transmission. Beginning with the flywheel, the course traces the flow of power from the engine, through the flywheel, to the transmission, through the differential assembly and ending at the wheel hub. Included is the principle of gear reduction as it applies to the theory, operation and repair of manual transmissions, rear axles, and transaxles. Several types of four-wheel drive systems will also be taught.

AS 17034 AUTOMOTIVE BRAKE SYSTEMS - This course concentrates on the theory and operation of disc and drum brake systems. Basic hydraulic principles, as well as, the operation and components of the brake foundation system are covered. The course includes an in-depth study of the various types of power brake systems, including vacuum suspended systems, booster systems and several types of anti-lock braking systems.

AS 17044 AUTOMOTIVE TRANSMISSIONS - The study of the automatic transmission begins with a review of gear theory, and the introduction of the planetary gearset. It continues with a brief review of the basics of hydraulic theory. A study of the basic transmission components common to most automatic transmissions is covered to provide the student with an overview of the operation and construction for a typical unit. Specific in-line transmissions and transaxle transmissions common in late model vehicles will be covered in this course.

AS 17054 AUTOMOTIVE CHASSIS AND STEERING - This course is designed to introduce the student to the theory and operation of modern suspension and steering systems. The study of the suspension system includes wheels and tires, hubs, bearings, seals, springs, and the vehicle frame. Various designs and construction of each of these components will be covered. Steering and steering systems start with the basic theory of steering geometry and all of the related factors. Wheel alignment of both front and rear wheels, and construction and operation of manual and power steering components are included.

AS 17064 AUTOMOTIVE CLIMATE CONTROL - This course begins with a study of the theory of refrigeration, the refrigeration cycle and the basic components of a typical automotive refrigeration system. The function and construction of compressors, lines, expansion valves, expansion tubes, condensers, evaporators, blower motors, and air distribution systems are covered. Time will be devoted to the study of automatic temperature control systems including the latest computer monitored systems. Heating and ventilation, an important part of the vehicle's climate control system, will also be covered. Service and maintenance procedures, as well as basic shop safety, are heavily emphasized. Environmental Protection Agency regulations and the use of recovery/recycling equipment is incorporated.

AS 17075 GASOLINE ENGINE REPAIR - This course provides the student with an introduction to automotive engines, the use and care of hand tools, precision tools, special tools and equipment. Construction and theory of operation with attention to engine components are included. In addition, cooling and lubrication of modern engines, preventative maintenance and use of shop and flat rate manuals are covered.

AS 17089 AUTOMOTIVE ELECTRONICS - This course includes Ohm's Law, basic electrical circuits, wiring diagrams, symbols, use of precision testing instruments, and analysis of opens, shorts, ground and related problems. Included are principles of the cranking circuit, charging systems, lighting circuits, and electrical accessories. Lab work includes the diagnosis and repair of electrical malfunctions of live equipment.

## **BIOLOGY**

*It is strongly recommended that all CP courses should be completed before enrolling in any Biology course.*

BI 14033 GENERAL BIOLOGY - Introduces the student to the unifying principles common to all levels of biological organization. Emphasis is at the cellular, organismic, and population levels with inquiry into the nature of scientific investigation. Lab (BI 14041) must be taken concurrently and completed as part of the course. Students should have the same instructor for lecture and lab and will receive the same grade for both lecture and lab.

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.

BI 14053 BOTANY – Introduction to the study of plant structure, physiology, life histories, economic importances, and evolution. Botany is offered in the fall semester or on sufficient demand. Lab (BI 14061) must be taken concurrently and completed as part of the class.

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.

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. Offered in spring semester or on sufficient demand. Lab (BI 14081) must be taken concurrently and completed as part of the course.

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.

BI 24003 ANATOMY AND PHYSIOLOGY I - Provides the student with a 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 (BI 24011) must be taken concurrently and completed as part of the class. Prerequisite of CH 14003 Survey of Chemistry and/or BI 14033 General Biology and BI 14041 General Biology Lab.

*\*Anatomy & Physiology I and LAB (BI 24003 and BI 24011) will be offered at night in the Fall semester of even numbered years.*

BI 24011 ANATOMY AND PHYSIOLOGY I LAB - Lab extends the concepts of and must be completed with Anatomy and Physiology I.

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 (BI 24031) must be completed as part of the class. Prerequisite: Grade “C” or above in Anatomy and Physiology I and Lab (BI 24003 and BI 24011) or permission of instructor.

*\*Anatomy & Physiology II and LAB (BI 24023 and BI 24031) will be offered at night in the Spring semester of odd numbered years.*

BI 24031 ANATOMY AND PHYSIOLOGY II LAB - Lab extends the concepts of and must be completed with Anatomy and Physiology II.

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 better in Anatomy & Physiology I and Lab (BI 24003 and BI 24011).

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.

## **BUSINESS**

BU 11003 INTRODUCTION TO BUSINESS – This course is designed to give the student a survey of the business world. This course provides an introduction to the operations of the various business segments of society, including the free enterprise system, management, marketing, finance, and government regulations. Students will gain a knowledge of business terminology and career opportunities.

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. CP 01113 Advanced Reading Techniques or a score of 82 on COMPASS Reading, 43 on ASSET Reading, or 19 on ACT Reading. Co-requisite/preferably Prerequisite: BU 11023 Decision Strategies.

BU 11023 DECISION STRATEGIES - This course explores the science of making reasoned decisions. Students will improve their ability to make effective decisions concerning business ethics, organizational change, and other pertinent business issues requiring problem-solving skills. This introductory course is designed to be taken by students pursuing business or technical studies prior to the completion of eighteen hours of coursework. Prerequisite: CP 01113 Advanced Reading Techniques or a score of 82 on COMPASS Reading, 43 on ASSET Reading, or 19 on ACT Reading.

BU 21003 PERSONAL FINANCE – This course will provide the student with money management from the viewpoint of the individual. Emphasis will be given to wise allocation of the personal resources in relation to the following: budgeting, taxes, insurance, housing, banking, investments, and retirement. Recommended Prerequisite: Math for Business and Technical Programs. Prerequisite: CP 01113 Advanced Reading Techniques or a score of at least 82 on COMPASS reading, 43 on ASSET Reading, or 19 on ACT Reading.

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, index numbers, regression and correlation. Prerequisite: Grade “C” or better in MA 14043 College Algebra .

## **CHEMISTRY**

CH 14003 SURVEY OF CHEMISTRY – A course designed to introduce students to the different phases of chemistry: inorganic, organic, and biochemistry. Prerequisite or co-requisite of MA 14023 Math for Health Science or above.

CH 14023 GENERAL CHEMISTRY I – The basic principles of chemistry. The correlation between electronic configurations of the elements and their chemical properties. Lab (CH 14031) must be taken concurrently and completed as part of the class. Prerequisite: Grade “C” or better in College Algebra (MA 14043) or departmental approval.

CH 14031 GENERAL CHEMISTRY I LAB - Lab extends the concept of and must be completed with General Chemistry I.

CH 14043 GENERAL CHEMISTRY II - Continuation of General Chemistry I with a brief survey of organic chemistry. Lab (CH 14051) must be taken concurrently and completed as part of the class. Prerequisite: Grade “C” or better in General Chemistry I and Lab (CH 14023 and CH 14031).

CH 14051 GENERAL CHEMISTRY II LAB - Lab extends the concepts of and must be completed with General Chemistry II. The laboratory emphasizes qualitative analysis.

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 (CH 14071) must be taken concurrently and completed as part of the course. Prerequisite: CH 14023 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.

### **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<sup>+</sup>, B<sup>+</sup>, C<sup>+</sup>, D<sup>+</sup>, and F. In sequential courses a grade of C or better 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<sup>+</sup>, B<sup>+</sup>, C<sup>+</sup>, D<sup>+</sup> are not figured into the student's G.P.A.

CP 01003 COLLEGE READING SKILLS – This course is designed for all students who need to establish the basic skills essential for college-level reading. It emphasizes comprehension, vocabulary development, rate, and reading techniques for different academic areas. This course is required for students who score from 23 to 34 on the ASSET, 0 to 60 on the Compass, or 13 or below on the ACT placement tests.

CP 01113 ADVANCED READING TECHNIQUES - This course is designed to present strategies, to improve reading comprehension, speed, critical thinking skills, and to provide vocabulary enrichment in order to be prepared for college curriculum courses. The correlation between active reading and reading expression of ideas and feelings will be stressed. This course is required for students who score from 35 to 42 on the ASSET, from 61 to 81 on the COMPASS, or from 14 to 18 on the ACT.

CP 02003 COLLEGE WRITING SKILLS – Designed to help students master the essential rules of grammar, mechanics, punctuation, and usage needed for clear, effective writing, and for success in academic courses. This course is required for students who score between 23 and 37 on the ASSET or between 0-41 on the COMPASS placement test.

CP 03201 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 04003 BASIC MATHEMATICS SKILLS – Designed to establish and/or review the basic ideas of addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents. Additional topics deal with percent applications, ratio and proportion, and basic algebra. This course is required for students who score between 23 and 39 on the ASSET or 0-38 in Pre-Algebra on the COMPASS placement test.

CP 04783 BEGINNING ALGEBRA - Designed as an introductory algebra course. Topics include: The real number system, polynomials, linear equations and inequalities, absolute values, factoring, and algebraic fractions. Prerequisites: Grade “C” or better in CP 04004 Basic Mathematics Skills, or ACT sub-score in Pre-Algebra/Elementary Algebra of 10 - 13, or ASSET Numerical Skills score of 40-45 (type N) or above or between 39-100 in the COMPASS (type P) Pre-Algebra or Algebra (type A) score of 0-27. Note: Credits earned for this course are not applicable for graduation and may not transfer to other institutions.

CP 04803 INTERMEDIATE ALGEBRA - Includes the complex number system and its properties, exponents, radicals, polynomials, algebraic fractions, linear equations and inequalities in one and two variables, quadratic equations and inequalities, functions and their graphs. Prerequisite: Grade of “C” or better in CP 04784 Beginning Algebra, or ACT sub-score of 14 - 18 on Intermediate Algebra/Coordinate Geometry, or ASSET Intermediate Algebra score Type I of 0 - 38 or COMPASS (type A) Algebra score between 28 - 47.

### **COOPERATIVE EDUCATION**

CE 21013 INTERNSHIP – A required venture between the student, the College, and business/industry in which students combine classroom theory with on-the-job training. Students will work closely with a faculty advisor to develop viable learning objectives that provide new and/or learning experiences which 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.

### **COMPUTER INFORMATION SYSTEMS**

CS 11033 COMPUTER FUNDAMENTALS – This course will cover basic computer terminology and hands-on computer training in a popular software suite. Students will gain experience using Windows, word processing, spreadsheets, databases, the Internet and presentations software. Co-requisite: Demonstrated keyboarding ability of 20 words per minute or OT 11003 Beginning Keyboarding. Students may challenge this course through Credit by Examination.

CS 11081 INTRODUCTION TO WINDOWS - This course addresses the fundamental operations within the Windows operating system and the differences with the older Windows operating environments. Topics include the beginning screen, the Start Menu System, Explorer, customizing your Windows program, accessories, printers, fonts, folders, Control Panel, and the following functions: Find, View, Install, Uninstall, and Backup. Prerequisite: Demonstrated keyboarding proficiency of 30 words per minute or permission of the instructor.

CS 11141 INTRODUCTION TO OUTLOOK - This class teaches students how to use the desktop information management program, Microsoft Outlook. Students will learn about Outlook's calendar, contact list, task pad, notes, e-mail and how this software can be used to organize, find, view, and share information both individually and within a workgroup.

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. Prerequisite: Grade “C” or better in Computer Fundamentals. Prerequisite: CP 01113 Advanced Reading Techniques or a score of at least 82 on COMPASS reading, 43 on ASSET Reading, or 19 on ACT Reading. Prerequisite: Completion of all required CP coursework.

CS 21013 DESKTOP PUBLISHING – This course will allow the student to create publications using enhanced text and graphic art on the microcomputer. The course is designed for the beginner, and covers design and layout to produce attractive, readable documents such as newsletters, flyers, announcements, and other publications in a variety of formats. Prerequisite: Grade “C” or better in Computer Fundamentals.

CS 21043 VISUAL BASIC PROGRAMMING – This course is designed to teach students how to write structured programs in a personal computer environment using the Visual Basic Programming language. The course will reinforce the mechanics of the BASIC language while challenging students with the applications associated with business applications. Students will attain a firm knowledge and understanding of Visual Basics and will be able to develop a wide variety of Windows applications. Prerequisite: Grade “C” or better in BU 11023 Decision Strategies, CS 11033 Computer Fundamentals, and MA 14013 Mathematics for Business and Technical Programs or MA 14043 College Algebra. Prerequisite: Completion of all required CP coursework.

CS 21093 DATABASE MANAGEMENT – This course is a study of the fundamentals of computer data base management techniques. It provides an introduction to database processing, file organization and structure utilizing popular software for personal computers. Issues of data privacy, security, integrity, and reliability will be investigated. Prerequisite: Grade “C” or better in Computer Fundamentals. Prerequisite: CP 01113 Advanced Reading Techniques or a score of at least 82 on COMPASS reading, 43 on ASSET Reading, or 19 on ACT Reading. Prerequisite: Completion of all required CP coursework.

CS 21123 NETWORKING I – This course introduces data communications vocabulary, concepts, and uses. Topics include data communications hardware, software, networks, and protocols. Different types of networks and the technology that make them function will be presented. Prerequisite or co-requisite: CS 11033 Computer Fundamentals. Prerequisite: Completion of all required CP coursework.

CS 21133 C++ PROGRAMMING – This course is designed to develop proficiency in structured computer programming using the C++ language. The structured nature and versatility of the language are emphasized. Prerequisite: Grade “C” or better in Computer Fundamentals. Prerequisite: CP 01114 Advanced Reading Techniques or a score of at least 82 on COMPASS reading, 43 on ASSET Reading, or 19 on ACT Reading. Prerequisite: Grade “C” or better in BU 11023 Decision Strategies, CS 11033 Computer Fundamentals, and MA 14013 Mathematics for Business and Technical Programs or MA 14043 College Algebra. Prerequisite: Completion of all required CP coursework.

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. Using the Office97 package, you will create slides, customize templates, create charts, graphs, pictures, and animation for your presentation or report. 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 21211 ADVANCED WORD – A continuation into the advanced functions of Microsoft Word. The advanced features include columns, tables, footnotes, endnotes, outline mode, templates and forms, autofont and styles, macros, desktop publishing references, page numbering, enhancing documents with graphics and tables of contents.

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 21303 INTRODUCTION TO MULTIMEDIA - This course is designed to give students a basic knowledge of computer-based training software that allows them to develop a variety of applications that could be used in business, industry, and education. Popular presentation graphics packages in the Windows environment will be used to create and import graphics, digital video, and audio. Graphics software will be used to change colors, resolutions, fonts, and formats effectively.

CS 21321 ADVANCED EXCEL – A continuation into the advanced functions of Microsoft Excel. Topics will include styles, customization, advanced functions, linking, data transfers, and other advanced features and commands.

CS 21333 NETWORKING II – The course objectives are in two distinct groups: Knowledge of Networking Technology and Knowledge of Networking Practices. Students will learn the procedures needed to configure a network client PC properly with DHCP and subnet mask. Configuration of a client in Windows 95/98 to use TCP/IP network is also covered. The course also includes a review of DOS and Windows operating systems as they relate to LAN technologies. Course content maps to the popular CompTIA Network + certification exam. Students will have the opportunity to take practice Network + exams and work on appropriate lab assignments. Prerequisite: Grade “C” or better in CS 21123 Networking I. Prerequisite: Completion of all required CP coursework.

CS 21343 NETWORKING III – Through the use of a hands-on lab and Microsoft server simulators, students will learn how to use administrative tools to set up, manage, and provide basic services for a Microsoft server network. Students will add users to the network, set up the file systems, implement network printing, provide security, assign rights to network objects, and establish e-mail. The student will learn to share software resources (applications) and use a multi-context Active Directory (AD) environment. Prerequisite: Grade “B” or better in CS 21123 Networking I or CS 21333 Networking II. Prerequisite: Completion of all required CP coursework.

CS 21353 PC MAINTENANCE -HARDWARE- Students will gain hands-on experience working inside a personal computer performing routine maintenance, installing internal and external hardware, installing software and running diagnostic programs. The course objectives help students prepare for the CompTIA A+ Core-Hardware certification exam. Resources will be available for students to take A+ practice exams. Prerequisite: Grade “C” or better in CS 11033 Computer Fundamentals. Prerequisite: CP 01113 Advanced Reading Techniques or a score of at least 82 on COMPASS reading, 43 on ASSET Reading, or 19 on ACT Reading. Prerequisite: Completion of all required CP coursework.

CS 21363 PC MAINTENANCE-SOFTWARE- Students will gain hands-on experience installing and supporting popular operating systems. The course objectives help students prepare for the CompTIA A+ Operating Systems certification exam. Resources will be available for students to take A+ practice exams. Prerequisite: Grade “C” or better in CS 11033 Computer Fundamentals. Prerequisite: CP 01113 Advanced Reading Techniques or a score of at least 82 on COMPASS reading, 43 on ASSET Reading, or 19 on ACT Reading. Prerequisite: Completion of all required CP coursework.

CS 21383 INTERNET APPLICATIONS I – INTERNET BASICS AND HTML – This course is a hands-on introduction to Internet terminology, search tools, e-mail, downloading files, security, and Web-based tools. Students will also learn how to design and create web pages with HTML. Topics will include creating web pages that contain hyperlinks, tables, and figures. Prerequisite or corequisite: CS 11033 Computer Fundamentals.

CS 21393 SYSTEMS ANALYSIS AND DESIGN – The logic phases of systems analysis and design of an information project will be emphasized in this class, including planning, analysis, development, implementation, and operations. Students will use the appropriate computer resources and business correspondence to provide solutions for information technology case studies. Prerequisite: Grade “C” or better in CS 21383 Internet Applications I and OT 21003 Business Communications. Prerequisite: Completion of all required CP coursework.

CS 21423 INTERNET APPLICATIONS II--WEB PAGE DESIGN--This course is designed to allow the students to create web pages utilizing more advanced HTML features such as forms, cascading style sheets, and multimedia. Students will also learn to create Web pages using the Java Script language and work with Java Script objects and events. This course will also introduce students to other Web page authoring software such as FrontPage and DreamWeaver. Prerequisite: Grade “C” or better in CS 21383 Internet Applications I. Prerequisite: Completion of all required CP coursework.

CS 21433 INTERNET APPLICATIONS III - SITE DESIGN AND METHODOLOGY--This course consists of the study and application of Web design concepts and best practices. Students will examine and critique the design and functionality of Web sites based upon course principles. As semester projects, students will develop Web sites utilizing knowledge of design concepts obtained in this course. Prerequisite: Grade “C” or better in CS 21423 Internet Applications II. Prerequisite: Completion of all required CP coursework.

### **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.

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.

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 will be 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 15053 PUBLIC SAFETY DISPATCH - This course is designed to meet the needs of public safety agencies that are required to have communication with the public and with individual members of the agency by telephone, radio, and computer. Students will develop a comprehensive understanding of and demonstrate proficiency in the National Public Safety Telecommunicator Training Standard. This national certification meets or exceeds the academic requirements for PSD certification in all 50 states.

CJ 15063 EMERGENCY MEDICAL DISPATCH - This course is designed to meet the requirements of U.S. DOT NHTSA Standard 11 and private industry standards ASTM 1258-95. Students will develop a comprehensive understanding of the NHTSA National Standard Curriculum Program principles as well as proficiency with techniques found in the NHTS Basic EMD National Certification Program. This national certification meets or exceeds the academic requirements for EMD certification in all 50 states. This course also covers stress management.

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.

CJ 25023 CRIMINAL EVIDENCE – 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.

CJ 25053 CRIMINAL LAW AND PROCEDURE – 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.

CJ 25XX3 BASIC LAW ENFORCEMENT/CORRECTIONS – The Police Academy or Basic Corrections Academy in-service training 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.

CJ 25063 COMMUNITY CORRECTIONS – Analysis and evaluation of the concept of punishment and rehabilitation through probation, parole, diversion, shock treatment, and other measures outside of traditional incarceration. Study of the development, organization, operation and results of probation and parole.

CJ 25083 POLICE PROCEDURES – This course will explore basic police patrol operations and procedures covering both routine and emergency situations. Areas to be covered include: response to calls, preliminary investigations, accident investigations, police ethics; search and seizure; field interviews and investigations; report writing and testifying in court. Practical field experiences are also included.

CJ 25093 FORENSIC SCIENCE – Introduces students to crime scene technology, procedures for sketching and diagramming crime scenes, and using casting materials. 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.

CJ 25103 LEGAL ISSUES IN CORRECTIONS/LAW ENFORCEMENT – Concepts of management as applied to adult and juvenile corrections. Study of current legal issues and their impact on adult and juvenile procedures.

CJ 25113 LAW ENFORCEMENT ADMINISTRATION/MANAGEMENT –This course examines the supervisor role and responsibilities in management; supervision selection; psychological aspects; motivation, leadership, morale, discipline and communication, counseling and interviewing, complaints and grievances; decision-making and planning; performance appraisal and training functions.

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 perspective. It will explore 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.

CJ 25153 COMMUNITY POLICING - This course will focus on the current trend in law enforcement to attempt to create a better relationship with the community, and at the same time, reduce crime by helping to resolve some of the problems in the community which contribute to the causes of crime in a particular community. The required paradigm shift in the attitudes of traditional law enforcement officers to community policing will be discussed throughout the course.

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 25183 LEGAL ISSUES OF POLICING - This course is an overview of court decisions related to policing. Students will examine current legal issues and their impact on adult and juvenile procedures.

CJ 25993 SPECIAL TOPICS IN LAW ENFORCEMENT – The workshop is designed primarily for in-service personnel and will focus on current problems, issues and strategies in providing effective services. Courses in this area will usually be on specific law enforcement topics and will typically be offered in summer or between semesters in full-day 8-hour formats.

### **DENTAL ASSISTING**

DA19003 CHAIRSIDE ASSISTING I - Provides background knowledge for clinical practice and prepares students to develop competence in performing assignments in general dentistry, including an introduction to the dental specialty practices.

DA 19011 DENTAL SCIENCE - Includes a unit on dental anatomy, which is the study of the development of the head and neck, face, and oral cavity, along with the form and function of the structures of the oral cavity. Also includes disease transmission/infection control, which is a unit that prepares students with the knowledge and skills to prevent disease transmission through infection control procedures.

DA 19022 DENTAL BIOMEDICAL SCIENCE - 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 microbiology/oral pathology includes historical contributions to the study of microbiology, recognition of and growth patterns, and means of destruction. 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.

DA 19033 DENTAL MATERIALS I - Provides students with an understanding of dental materials used in intraoral and lab procedures, including experience in manipulation.

DA 19042 DENTAL CLINICAL SCIENCE I - 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.

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.

DA 19061 PREVENTIVE DENTISTRY - Prepares students to provide oral health instruction and basic nutritional counseling.

DA 19073 CHAIRSIDE ASSISTING II - A continuation of DA 19004. Emphasis on dental specialty practices and improving competency in chairside procedures.

DA 19082 DENTAL MATERIALS II - A continuation of DA 19033. Provides students with an opportunity to gain competence in the manipulation of dental materials.

DA 19093 DENTAL CLINICAL SCIENCE II - 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. This 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.

DA 19102 DENTAL RADIOLOGY II - A continuation of DA 19053. Provides students with an opportunity to gain competence in exposure, developing, and interpretation skills of dental radiographs.

DA 19112 DENTAL CLINICAL EXPERIENCE I - Students perform dental assisting duties in off-campus facilities under the supervision of a dentist and his/her staff. This begins in the sixth week of the second semester, Tuesday and Thursday of each week for approximately eight hours a day. During this part of the clinical training the student will be rotated through various dental specialty offices and general offices. During the last semester of the year, the student will finish the clinical practice in one office, Monday through Thursday of each week for eight weeks--four weeks in DA 19112 Dental Clinical Experience I and four weeks in DA 19123 Dental Clinical Experience II.

DA19123 DENTAL CLINICAL EXPERIENCE II -Students perform dental assisting duties in off-campus facilities under the supervision of a dentist and his/her staff. This begins in the sixth week of the second semester, Tuesday and Thursday of each week for approximately eight hours a day. During this part of the clinical training the student will be rotated through various dental specialty offices and general offices. During the last semester of the year, the student will finish the clinical practice in one office, Monday through Thursday of each week for eight weeks--four weeks in DA 19112 Dental Clinical Experience I and four weeks in DA 19123 Dental Clinical Experience II.

DA 19136 DENTAL CLINICAL EXPERIENCE III - Students perform dental assisting duties in off-campus facilities under the supervision of a dentist and his/her staff. This course begins with the start of the summer semester with students performing clinical training in dental specialty offices and general offices for approximately eight hours a day. During the last semester of the year, the student will finish the clinical practice in one office, Monday through Thursday of each week for eight weeks.

#### **DIRECTED STUDY**

DS 17003 - Students who have completed the required related math and communications instruction may be enrolled in a Directed Study. Each student will be assigned a project in the laboratory to be completed under the supervision of the instructor.

#### **DRAFTING**

DR 17003 BASIC DRAFTING AND BLUEPRINT READING - A combined study of basic drafting skills and blueprint reading, to include instruments, alphabet of lines, lettering, media, geometric construction, and sketching techniques.

DR 17013 INTRODUCTION TO INDUSTRIAL MACHINE DRAFTING - An introduction to the types of drawings used in industrial machine drafting, to include orthographics, arrangements of views, auxiliary views, sections, and pictorial drawings. The course also provides the making and use of a pictorial drawing to illustrate the aesthetics of a product in lieu of a prototype.

DR 17023 INTRODUCTION TO ENGINEERING DRAFTING TECHNOLOGY - This course offers an introduction to the concepts and functions of tolerances, fasteners, cams, and gears. Drawing expertise will be emphasized.

DR 17033 BASIC COMPUTER AIDED DRAFTING - This course is a study of computer terminology, history, components, applications, and evaluations of graphic systems. Engineering drafting and design majors will be introduced to numerical control and computerized numerical control programming.

DR 17046 ENGINEERING DRAFTING - This course presents the fundamentals of working drawings, including detail and assembly drawings, reproduction and control of drawings, bills of materials and related research. Also, an advanced study of machine design philosophy, technical data, and related research will take place.

DR 17053 INDUSTRIAL MACHINE DRAFTING - This course explores the principles applied to lubrication, bearings, shafts, couplings, gears, cams, drive systems, clutches, brakes, mechanical fasteners and spring design, fluid power mechanics and project work

DR 17063 INTERMEDIATE CADD - This course enables the student to apply computer aided drafting techniques.

### **ECONOMICS**

EC 21003 MACROECONOMICS – This course is a study of how economic systems operate, with much stress placed on money, banking, and national income. Designed to increase awareness of economic problems and encourage the student to analyze alternative solutions. Resource allocation in International Trade will be investigated. Prerequisite: Grade “C” or better in Mathematics for Business and Technical Programs or College Algebra.

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 stress 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 will be investigated. Prerequisite: Grade “C” or better in Mathematics for Business and Technical Programs or College Algebra.

### **EDUCATION**

ED 13004 CHILD CARE PRACTICUM LAB AND ORIENTATION I - This course is designed for students who are assuming responsibilities of a child care worker under the guided supervision of a child care center director or certified teacher. The student will spend time in the classroom and in the child care center.

ED 13013 CURRICULUM AND MATERIALS FOR PRESCHOOL - A wide variety of classroom activities for preschool will be presented. The program is designed to promote creative expression in the areas of art, math, science, social studies, food experiences, creative play, music and movement activities, and field trip experiences. Literature for preschool age children will be examined. Students will learn how to use stories to the best advantage in helping children develop a love of reading. This course will also provide the student with practical "hands-on" experience to develop materials and illustrate methods related to the study of preschool child care. A file box with illustrative materials pertinent to the child care profession will be produced.

ED 13023 HEALTH/SAFETY/NUTRITION - Those students operating and working in childcare centers are required to meet state licensing and health requirements in preparing meals and snacks for children. This course will explore required standards as well as provide the necessary skills in determining a child's nutritional needs so that care-givers may become competent in planning and preparing food for a childcare center.

ED 13034 CHILD CARE PRACTICUM LAB AND ORIENTATION II - This course is a continuation of Child Care Practicum and Orientation I. The student will spend time in the classroom, as well as, in the child care center. Prerequisite: ED 13004 Child Care Practicum Lab and Orientation I.

ED 13043 CHILD GUIDANCE - Students will examine factors that affect the behavior and guidance techniques in group child care settings. Units on development factors, indirect guidance, and direct guidance and strategies will be studied.

ED 13053 CURRICULUM AND MATERIALS FOR INFANTS AND TODDLERS - During this course, students will come to understand how to assess relationship, planning a program, and every day routines in a quality infant/toddler program. Classroom activities and experiences in the areas of art, literature, music, and movement will be explored. The types of play, sand and water, and outdoor activities will be studied. A file box and collection of illustrative materials will also be collected and utilized for study in this course.

ED 13063 PROGRAM PLANNING AND MANAGEMENT - This course includes planning and administering a day care program, personnel practices, facility development and maintenance, laws and licensing regulations of day care centers and family homes.

ED 13073 CHILD CARE PRACTICUM LAB AND ORIENTATION III - The student will engage in an extensive practicum at a licensed child care center where the student will receive training as an extension of the classroom.

ED 23002 INTRODUCTION TO ELEMENTARY EDUCATION – An introductory course designed for those students who plan to teach on the elementary level (K-Grade 6). 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.

ED 23013 EARLY CHILDHOOD EDUCATION – A survey of the history, curriculum, and program development of early childhood education from birth to age eight. Includes six hours of field study.

ED 23023 CHILDREN'S LITERATURE – A sampling of children's literature as literature. The course explores major artists in the field. The student will develop creative projects and gain competence in the utilization of library materials. Includes six (6) hours of field study.

ED 23033 SURVEY OF EXCEPTIONAL CHILDREN – An introduction to the causes, effects, and education of children who deviate from the normal in physical, emotional, mental, and social characteristics. This course includes ten hours observation in exceptional classrooms. Prerequisite: Introduction to Elementary Education.

ED 23053 CHILD DEVELOPMENT - This course is a study of relevant child development data, encompassing development from conception to the middle childhood year. Practical application of theory is provided through a variety of hands-on experiences and observations. A multicultural emphasis is placed on development of children so that one can better understand the heterogeneous make-up of a typical classroom.

ED 23063 ART AND MUSIC FOR PRESCHOOL - It is imperative that the workers have materials and supplies necessary to complete the activities planned to carry out the daily activities with children in a childcare center. Students will be given an opportunity to develop a file of activities that can be used upon graduation. Those planning to work in early childhood will be prepared to conduct activities that may be assigned to them.

ED 23103 TECHNOLOGY FOR TEACHERS - Teachers/education interns operating and working in the school system are required to use and operate computers for individual and student use. This course will allow students to extend the education needs of the classroom to a higher level of thinking skills. This course will cover basic computer terminology and hands-on computer training in a popular software suite. Students will gain experience using Windows, word processing, spreadsheets, the Internet and presentation software. This course is the prerequisite to Integrating Technology in the Classroom. Co-requisite: Demonstrate key-boarding ability of 20 words per minute.

### **EMERGENCY MEDICAL**

EM18008 EMERGENCY MEDICAL TECHNICIAN – This program trains students to recognize, assess, and manage medical emergencies of acutely ill or injured patients in a pre-hospital care setting. Students in this program are required to participate in a field internship, 24 hours in the emergency room and 24 hours at an ambulance service. After completing this program, students may take the National Registry Certification Exam.

EM 18018 PREPARATORY FOR PARAMEDICS – This course will be an overview of important areas of the pre-hospital environment. Topics include Well Being of the Paramedic, Roles and Responsibilities, Ethics, Illness and Injury Prevention, Medical/Legal Issues, Math for Pharmacology, Pharmacology, Medication Administration, Therapeutic Communications, and Life Span Development.

EM 18023 PREPATORY CLINICAL – Supervised student rotations in various clinical settings. Emphasis is on the application of previous coursework.

EM 18033 ANATOMY AND PHYSIOLOGY FOR PARAMEDIC W/ LAB – Human anatomy and physiology from cellular structure to systems applications are studied. Emphasis is on the normal human anatomy and physiology process and disease processes as related to pre-hospital medicine. Body systems covered in this course are an overview of the human body, the respiratory, cardiovascular, digestive, reproductive, excretory, endocrine, nervous, skeletal, and muscular systems.

EM 18045 MEDICAL EMERGENCIES FOR PARAMEDICS I W/ LAB – At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the medical patient.

Medical patients will include those having disease processes involving the following body systems: pulmonary, cardiology, and neurology. Skills include ECG monitoring, defibrillation, synchronized cardioversion, and carotid sinus massage, Blood glucose monitoring, and medication administration. Students will be required to successfully complete the Advanced Cardiac Life Support (ACLS) course. Prerequisite: All first semester subjects.

EM 18056 MEDICAL EMERGENCIES II FOR PARAMEDICS W/ LAB- At the completion of this unit, the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the medical patient.

Medical patients will include those having disease processes involving the following body systems: endocrinology, gastroenterology, renal/urology, toxicology, hematology, and gynecology/obstetrics. This unit will also include assessment, and management of the following emergencies: Environmental conditions, infectious/communicable diseases and behavioral/psychiatric disorders, allergies/anaphylaxis. Skills include Blood glucose monitoring and medication administration.

EM 18064 MEDICAL EMERGENCIES CLINICAL - Supervised student rotations in clinical settings. Emphasis is on the application of previous coursework. All modules in these courses must be passed with a grade of 82% or above in order to advance to EM 18106, EM 18111, EM 18123, EM 18133, and EM 18144. Prerequisite: All first semester subjects.

EM 18075 TRAUMA FOR PARAMEDICS W/ LAB- At the completion of this unit, 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 be included. Students will gain the knowledge necessary to identify priority patients. Includes the pathophysiology related to shock or lack of cellular oxygenation, understanding how shock presents and the management of patients in shock. Subjects include: systems/mechanism of injury, hemorrhage/shock, soft tissue trauma, burns, head/facial trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculoskeletal trauma. Prerequisite: All second semester subjects.

EM 18083 TRAUMA CLINICAL - Supervised student rotations in clinical settings. Emphasis is on the application of previous coursework. Prerequisite: All second semester subjects.

EM 18094 FIELD CLINICAL I - The internship will allow supervised experience in pre-hospital care setting. Emphasis is on the applications of previous coursework. The clinical setting will change from the hospital to an ambulance capable of delivering advanced life support services. The student will serve as an observer and assistant to the advanced care providers on the Field Clinical I rotation. Prerequisite: All second semester subjects.

EM 18106 SPECIAL CONSIDERATIONS FOR PARAMEDICS W/ LAB - At the completion of this unit the paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric and geriatric patients, diverse patients, chronically ill patients. Students will be able to perform an appropriate assessment and implement the management plan for patients with common complaints. Prerequisite: All third semester subjects.

EM 18111 ASSESSMENT BASED MANAGEMENT FOR PARAMEDICS W/ LAB - At this point in the program that the paramedic student has completed the majority of their training, it's time to "put the whole experience together." While the other units and divisions were the fundamentals of the "game," this unit on assessment based management contains information and practice scenarios to help students apply those fundamentals. In effect, it's the "practice scrimmage" to take the classroom, lab and clinical skills and have students put them all together into an effective field approach. It contains a didactic presentation on "putting it all together" and then shifts to common chief complaint categories. Then the students practice acting as a team leader and partner doing assessment, initial resuscitation, scene choreography, treatment, and patient presentation. Most of the common chief complaints that paramedics will encounter in the field are included in this unit. Prerequisite: All third semester subjects.

EM 18123 AMBULANCE OPERATIONS FOR PARAMEDICS W/ LAB - At the completion of this unit, the paramedic student will be able to safely manage the scene of an emergency including integrating the principles of general incident management and multiple casualty incident (MCI) management techniques in order to function effectively at major incidents. Students will be able to assess for and manage the following: Hazardous Material Recognition, calling for additional resources and the awareness of the human hazard of crime and violence, safe operations at crime scenes and other emergencies. Prerequisite: All third semester subjects.

EM 18133 AMBULANCE OPERATIONS CLINICAL - Supervised student rotations in clinical settings. Emphasis is on the application of previous coursework.

EM 18144 FIELD INTERNSHIP I - This internship will allow supervised experience in pre-hospital 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 on the advanced care unit.

EM 18201 BASIC EMERGENCY MEDICAL TECHNICIAN REFRESHER

EM 18213 PARAMEDIC REFRESHER COURSE

## **ELECTRICAL**

EL 15003 BASIC ELECTRICITY I - This course is an introduction to the fundamentals of alternating current (AC) and direct current (DC). Topics covered include basic electrical circuits, voltage, current, Ohm's Law, resistors, and electromagnetism. Coursework includes hands-on applications with basic electricity training equipment.

EL 15013 BASIC ELECTRICITY II - This course expands upon Basic Electricity I by introducing the concept of capacitors, inductors, and transformers. Single-phase and three-phase electricity are studied as well as measurement techniques. Coursework includes hands-on applications with basic electricity training equipment. Prerequisite: Basic Electricity I.

EL 25003 AC/DC MACHINES - This course evaluates the motor and generator characteristics of single-phase, three-phase, and DC machines, focusing on both single-phase and three phase transformers. Coursework includes hands-on applications with electric motor controls training equipment. Prerequisite: 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: Basic Electricity II.

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. Prerequisite: Industrial Motor Controls I.

EL 25033 PROGRAMMABLE LOGIC CONTROLLERS - A study of the electronic circuits 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. In addition, an introduction to gauges and instrumentation will be covered. Prerequisite: EL 25013 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: Basic Electricity II.

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: EL 25043 Introduction to Electronics.

## **ENGLISH**

EN 10003 FUNDAMENTALS OF COMPOSITION - This course includes a review of the common errors of English usage, sentence combining, and the opportunity to study the various forms of paragraph development. Emphasis will be placed on the use of good writing skills in the workplace and in academic areas. This course may not be used to satisfy general education requirements. Students must earn a grade of "C" or higher before enrolling in EN 12003 English Composition I. Prerequisite: A score of 14 on the English portion of the ACT, 38 to 44 on the ASSET, 42 to 74 on COMPASS; or a grade of "C" or higher on CP 02004 College Writing Skills.

EN 10013 TECHNICAL COMMUNICATIONS--This course covers a broad range of topics with emphasis on competencies required in the employment setting. Students practice listening, speaking and writing techniques useful in finding, applying for, and getting a job. The course includes an introduction to human relations, verbal and non-verbal communication, contemporary employee rights, substance abuse, team building, and self-growth. This course is taught only at the Burdette Center.

EN 12003 ENGLISH COMPOSITION I – A course that enables the student to write with a purpose and express himself through written communication by logical presentation of ideas. Emphasis will be placed on acceptable grammatical options, appropriate usage, variety in sentence and paragraph structures, as well as organizational patterns, and on content. Prerequisite: A grade of "C" or better in Fundamentals of Composition, ACT score of 19 or above, or ASSET score of 45 or above or a COMPASS score between 75-100.

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 better in EN 12003 English Composition I.

EN 12023 TECHNICAL WRITING – This course is designed to improve the communication 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 Fundamentals/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: English Composition I.

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: English Composition I. World Literature I and World Literature II do not have to be taken in sequence.

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 interests and skills as a writer with the intent of developing and broadening them.

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. The 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 22053 OLD TESTAMENT LITERATURE – A course that introduces the student to the literature of the Old Testament. Biblical theory and doctrinal positions will not be considered with the hope that the student will become familiar with background material, authors of the books, dates, etc. Some time will be spent in studying life and times of the Old Testament.

EN 22063 NEW TESTAMENT LITERATURE – A course that aids students in understanding the New Testament from a literary and historical perspective.

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 better 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). This course is designed to be taken in the same semester as ES15031 First Responder: Chemical and ES 15041 Emergency Response Planning.

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 15031 FIRST RESPONDER: CHEMICAL - This course is based on a Basic First Responder program developed by the Department of Transportation and provides an awareness of response procedures in situations involving chemical hazards. This course is designed to be taken in the same semester as ES 15011 Introduction to First Aid and ES 15041 Emergency Response Planning.

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. This course is designed to be taken in the same semester as ES 15011 Introduction to First Aid and ES 15031 First Responder: Chemical.

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. This course is designed to be taken in the same semester as ES 15061 Hazardous Materials and ES 15071 Industrial Rigging.

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. This course is designed to be taken in the same semester as ES 15092 Introduction to Air Sampling.

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 15081 ACOUSTICS ENGINEERING FOR SAFETY - This course is designed to introduce students to noise level compliance. The course of study includes regulatory considerations, noise level measurement and noise level reduction techniques. Students will apply knowledge acquired by way of practical projects.

ES 15092 INTRODUCTION TO AIR SAMPLING - This course will expose the student to basic requirements and procedures for an air quality program. Students will be instructed in the calculation and usage of basic air quality formulas and the implementation of sampling evaluation methodology. This course is designed to be taken in the same semester as ES 15061 Hazardous Materials.

ES 25003 ENVIRONMENTAL REGULATIONS - This course is an introduction to the current laws and ordinances that regulate the handling, storage, and disposal of hazardous materials. Topics include the history of environmental regulation, environmental laws, crime and control. Particular emphasis will be placed on Environmental Protection Agency regulations.

ES 25013 SITE SURVEY & RISK ANALYSIS - This course is designed to study sources for information and expertise in identifying and documenting hazards in the workplace. A wide variety of potential hazards will be considered in this course and criteria used to conduct safety audits and identify hazards will be developed along with a risk analysis matrix. A variety of regulatory perspectives will be examined including OSHA, EPA, NIOSH, DOT, and various state codes.

#### **GEOGRAPHY**

GE 23003 INTRODUCTION TO GEOGRAPHY – A basic course emphasizing the major physical and cultural regions in the world. (Recommended for education majors.)

#### **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.

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.

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.

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.

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.

HI 23033 AFRICAN-AMERICAN HISTORY – A survey of the total Black experience in America.

### **HEATING/VENTILATION/AIR CONDITIONING**

HV 17003 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 17023 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 17053 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 HEAT GAIN AND LOSS - This is a study of air properties and the instrumentation to meet the environmental needs of structures, residential and commercial, and the factors involved in 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.

## **HORTICULTURE**

HO 15002 GENERAL HORTICULTURE – This course is a general survey of the field of horticulture; the growth, fruiting habits, propagation, and culture of plants. Two hours lecture.

HO 15011 GENERAL HORTICULTURE LAB – This course extends the concepts of and must be taken with General Horticulture. Two hours lab per week.

HO 15031 INTRODUCTION TO SOILS FERTILIZERS LAB - This course extends the concepts of and must be taken with HO 15053 Introduction to Soils and Fertilizers.

HO 15043 PLANT IDENTIFICATION – This course is identification and use of ornamental evergreens, trees, and plants in the landscape.

HO 15053 INTRODUCTION TO SOILS AND FERTILIZERS – This course is designed to give students an understanding of the chemical and physical properties of natural soils including their formation and use characteristics. Soil fertility, drainage, preparation, and characteristics of “synthetic soils” are also discussed. The course also involves analysis of local soils and the application of fertilizers, etc., necessary for particular varieties of plants. The effects of water, nutrients, and soil erosion and its control are included. Lab (HO 15031) must be taken concurrently and completed as part of the course.

HO 15063 BASIC LANDSCAPE DESIGN – This course will introduce horticulture students to the principles of landscape design, the construction and interpretation of landscape plans, and the selection and coordination of appropriate plant materials. Students will analyze landscape situations and develop appropriate plans and models, mainly at the private homeowner level. Slide presentations will serve to illustrate the various principles and applications discussed with special emphasis placed on environmental considerations.

HO 15073 INTRODUCTION TO PLANT SCIENCE–This course is an introduction to basic principles of plant science, plant environment, and horticultural practices.

HO 15083 GARDEN CENTER MANAGEMENT– This course is designed to improve customer service for the typical retail garden center. The topics covered will enhance the employee’s knowledge of the products sold by the retailer. Information gained in this course will provide employees with practical answers to customer questions. Garden Center Management will inform and familiarize the garden center manager and their employees with plant care practices, as well as providing useful information on hardware items, landscape materials, and chemicals used for plant care. Additionally, a section is provided on the proper care of living material.

HO 25003 GREENHOUSE MANAGEMENT – This course involves the basic principles of greenhouse operation with emphasis upon watering, fertilization, ventilation, heating, cooling, and humidity control; production of plants is emphasized.

HO 25013 LANDSCAPE CONSTRUCTION – This course deals with the principles and practices of proper grounds maintenance, including the establishment and care of trees, shrubs, flowers, groundcovers, vines, lawns, and other landscape features.

HO 25073 HORTICULTURAL, LANDSCAPING, AND NURSERY OPERATIONS PRACTICUM I – This course provides the student with work experience in horticulture, landscaping, and nursery operations as an introductory internship program.

### **HUMANITIES**

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.

### **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 15051 PROJECT MANAGEMENT - This course is designed to be utilized in an industrial setting to facilitate a methodology of managing projects in an efficient and effective manner.

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 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. The objective is to assure improvements at all levels and in all areas and facets of operations to assure long-term competitiveness in the world-class market place. Topics include quality organization, “Just-In-Time,” inventory management, integration of functional areas, team building, management principles, quality costs, and other associated interactive facets of Total Quality Management.

IS 25023 MANUFACTURING ORGANIZATION/MANAGEMENT - This course is an introduction to the unique aspects of the manufacturing environment. Learn about the various elements of the manufacturing system and gain a broad understanding of management control as it pertains to manufacturing costs, materials flow control, quality, production, and human resources.

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.

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.

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.

LA 12033 FRENCH II – Will continue the development of the four fundamental skills of the language: reading, writing, speaking, and comprehending. Prerequisite: French I.

## **MATHEMATICS**

MA 14003 APPLIED MATHEMATICS – Applied Mathematics is a modular laboratory mathematics course consisting of applications of the following topics: using a scientific calculator, learning problem-solving techniques, estimating answers, metrics, using graphs, charts, and tables, geometry in two and three dimensions, ratio and proportion, scale drawings, scientific notation. Prerequisite: Basic Math Skills, or ASSET Numerical Skills score of 40 to 45, or an ACT sub-score in Pre-Algebra/Elementary Algebra of 10 to 13 or a COMPASS score of 39-100 in Pre-Algebra.

MA 14013 MATHEMATICS FOR BUSINESS AND TECHNICAL PROGRAMS – Mathematics for Business and Technical Programs is a modular laboratory mathematics course consisting of applications of the following topics: algebra, geometry, probability and statistics, functions and their graphs, systems of equations, and computer spreadsheets. Prerequisite: A “C” or above in MA 14003, Applied Mathematics, or ACT score of 19 or above, “C” or above in CP 04804 Intermediate Algebra, COMPASS score of 48-100 in Algebra, or consent of the instructor.

MA 14023 MATH FOR HEALTH SCIENCE – An introductory course including operations in the real numbers, basic algebra, ratio and proportions, percents, exponents, scientific notation, metric system, the English system of measure, Apothecaries’ System of measure, household system of measure, conversions between the different systems, drug dosages, and applied word problems. Prerequisite: Basic Math Skills, or ACT sub-score in Pre-Algebra/Elementary Algebra of 10 or above, or ASSET Numerical Skills score of 40 to 45 or above or a COMPASS score of 39-100.

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 MA 14043 College Algebra.

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. Other topics may include solving systems of equations and inequalities, basic operations on matrices, and finding determinants. Prerequisite: “C” or above in CP 04804 Intermediate Algebra, ACT of 19 or above, ASSET Intermediate Algebra Type I score of 39 or above, or a COMPASS score of 48-100 in Type A Algebra.

MA 14053 PLANE TRIGONOMETRY – A study of the trigonometric functions, solutions of right triangles, fundamental identities, composite angles, oblique triangles, graphs of the trigonometric functions and inverse trigonometric functions. Prerequisite: A “C” or above in MA 14043 College Algebra.

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 or Plane Trigonometry.) Prerequisite: A “C” or above in CP 04804, Intermediate Algebra, ACT score of 19 or above, 45 or above on ASSET Intermediate Algebra test, or a COMPASS score of 59-100 in Algebra.

MA 14073 TECHNICAL MATHEMATICS – This course develops competencies in whole numbers, fractions, decimals, measures, metric system, ratio, and proportion.

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 “C” or above in MA 14043 College Algebra.

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.

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.

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.

MA 24043 MATHEMATICS FOR TEACHERS II – Math for Teachers II is a continuation of Math for Teachers I. Topics studied include probability, introductory geometry, constructions, congruence, and similarity, the metric system, areas of polygons and circles, the Pythagorean Relationship, and surface areas and volumes of three-dimensional figures. Prerequisite: A “C” or above in MA 24003 Math Teachers I.

MA 24073 BUSINESS CALCULUS - A study of exponential functions, mathematics of finance, systems of linear equations, linear inequalities and linear programming, limits, derivatives, and integrals in business applications. Prerequisite: Grade "C" or better in College Algebra (MA 14043).

### **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 25003 CAD FUNDAMENTALS II - This course will explore the design techniques, program capabilities, and deficiencies of a typical Computer-Aided-Design program. Experience will be gained in both engineering design and architectural drawing. Students will continue to gain use of the more integral parts of CAD. Prerequisite: ME 15083 CAD Fundamentals.

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 25023 ADVANCED GEOMETRICS - This course defines relationships and inspection techniques of part features as controlled by Geometric Dimensioning & Tolerancing, thus providing a learning mechanism for advanced study. Students will develop knowledge of GD&T concepts that will enable them to design accurate methods of inspecting features and determine which features are related and how the relationship affects part performance. Prerequisite: ME 15073 Geometric Dimensioning & Tolerancing.

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: MA 14013 Math for Business & Technical Programs or MA 14043 College Algebra.

ME 25053 ADVANCED ROBOTICS - This course is an extension of the competencies developed in Introduction to Robotics with heavy emphasis placed upon programming and job engineering. 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, problem solving. Students work in teams and are exposed to various core technologies on a rotation basis. Prerequisite: ME 25043 Introduction to Robotics.

## **MANAGEMENT**

MG 11012 INTRODUCTION TO TEAMBUILDING - This course is designed to assist the student in transitioning from a traditional work environment to a team concept approach.

MG 11022 INTRODUCTION TO SUPERVISION - This course is an introductory course in supervisory skills essential to the first line supervisor. Topics covered include how to be an effective supervisor, leadership styles, communications, human relations, and discipline and grievance procedures.

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, discipline and grievance procedures.

MG 21023 STAFFING AND HUMAN RESOURCES – This course is designed to provide managers, supervisors, foremen, etc., with the skills necessary to select, train and evaluate the performance of employees. Emphasis will be placed on interviewing techniques and procedures, and examining and developing instruments for measuring performance, and workforce reduction procedures.

MG 21033 SMALL BUSINESS MANAGEMENT – This course is a study of the basic principles needed for success in a small business. Includes procedures for planning, locating, opening, operating, evaluating and controlling a small business. Basic foundations of budgeting, marketing, research, promotion, profit analysis, and advertising are presented.

MG 21063 LEADERSHIP/TEAMWORK – This course is a study of the concepts of Leadership and Teamwork in the workplace. Topics covered will include leadership styles and techniques, planning and goal setting, creating consensus, and the fundamentals of the self-directed work team. Emphasis will be placed on increasing leadership skills, and acquiring the logic, knowledge and understanding of work teams, through role playing and practical experiences.

## **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 will be 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. Prerequisite: Grade "C" or better in BU 11003 Introduction to Business.

**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 the customer's needs, the keys to effective customer service, and retention strategies related to customer service are addressed. Students will learn effective techniques to resolve problem situations and how to measure the effectiveness of their customer satisfaction programs. Prerequisite: Grade "C" or better in BU 11003 Introduction to Business.

**MK 21053 SALES STRATEGY**– The course covers all aspects related to the personal selling process, including determination of customer needs, prospecting, sales presentation planning, sales presentation delivery, sales closing techniques, and post-sales follow-up procedures. The course also encompasses sales territory strategies, including efficient route design. Students apply course topics by way of scenario-based demonstrations and projects to build skill competency and problem solving ability.

## **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 12061 SHOW CHOIR – A choral group that is oriented toward the performance of popular music. Broadway tunes, jazz-style singing, and recent pop music are included in the scope of the group. Most numbers are also choreographed. This group is available for performances throughout Mississippi County and the Missouri Bootheel. Prerequisite: audition.

MU 12071 COMMUNITY BAND – Enrollment is open to all students with reasonable performance ability on a band instrument. Rehearsals are scheduled for 2½ hours per week. Public performances will be encouraged.

MU 12091 APPLIED INSTRUMENTAL – Private, weekly lessons (½ hr.).

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 12171 BRASS ENSEMBLE - The Brass Ensemble is an instrumental organization of brass instruments, which represent the college in performances during the fall and spring semesters. This group will participate in various ensemble groups, such as trios, quartets, quintets, etc., to perform with the choral groups as well as independently. No limit to number of participants; however, you must have the consent of the instructor. Various styles of music will be offered.

MU 12191 APPLIED WOODWINDS - Private, weekly lessons (1/2 hr.) in flute, clarinet, or saxophone. Prerequisites: Consent of music department before enrolling, ability to read music, and in some cases students will be required to enroll in fundamentals of music and class piano I.

MU 12201 APPLIED BRASS - Private, weekly lessons (1/2 hr.) in trumpet, French horn, trombone, or tuba. Prerequisites: Consent of music department before enrolling, ability to read music, and in some cases students will be required to enroll in fundamentals of music and class piano I.

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.

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 22053 A SURVEY OF MUSIC HISTORY I – This course traces the forms, styles, and composers of music in western civilization in the 16th, 17th and first half of the 18th centuries.

MU 22063 SURVEY OF MUSIC HISTORY II – This course traces the forms, styles, and composers of music in western civilization in the 18th, 19th, and 20th centuries.

### **NURSING ASSISTANT**

NA 16005 NURSING ASSISTANT – This course provides instruction on the fundamentals of nursing through lectures, discussion and videos with return demonstration of skills in the nursing lab. Eight hours of CPR/First Aid instruction are included as well as supervised experience in a clinical setting.

### **NURSING**

NU 16007 INTRODUCTION TO NURSING INTERVENTION – This course focuses on the assessment of overt client behavior as well as the nursing process, roles of the AD nurse, and skills basic to activities of daily living. The lab component incorporates the skills taught in the classroom. (4 Lecture – 9 Lab) CPR Certification required - American Heart - Healthcare Provider

NU 16015 ADAPTATION IN THE CHILD-BEARING YEARS – This course focuses on a holistic approach to the family in child-bearing years. The development of healthy mother-father-infant relationships is examined according to the adaptive modes of physiology, self concept, role, and interdependence. The clinical component provides experiences for the student to support the adaptive capacity of the child-bearing family. Prerequisite: Physiologic Adaptation I. (3 Lecture – 9 Lab)

NU 16023 ADN NUTRITION – This is a nutrition course based on the principles of normal nutrition throughout the life cycle. In addition to learning about the basic nutrients, the ingestion, digestion, absorption, and metabolism of foods are studied. Emphasis is also placed on the social, economic, and cultural aspects; students review the nutritional status of individuals and populations using nutritional assessment techniques as well as devise plans for maintenance or restoration of nutritional health. (3 Lecture)

NU 16033 ADN PHARMACOLOGY – General survey of classification of drugs, their action, reactions, and interactions with in-depth study of drugs most commonly used in client therapy. Emphasis will be placed on the actions of drugs on human beings and on the application of such knowledge to problems that arise in treating clients throughout the life span. (3 Lecture)

NU 16045 PHYSIOLOGIC ADAPTATION I – 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. Prerequisite: Introduction to Nursing Intervention. (3 Lecture – 6 Lab)

NU 16063 LPN/RN TRANSITION IN NURSING – Concentrates upon the roles of the Associate degree nurse as defined by the NLNAC. It is the purpose of this course to facilitate the development of the LPN to Associate Degree Registered Nurses. The content of this course is designed to prepare students to participate as primary care providers to promote adaptation of clients within a structured health care environment. The focus of the clinical lab will be to assess expertise in fundamental skills expected of first level nursing students. (3 Lecture)

NU 16071 MEDICAL TERMINOLOGY – Designed to provide the basic structural background of prefixes, suffixes, and roots necessary for analyzing medical and scientific words. Emphasis is on structural analysis, pronunciation, pluralization, and spelling.

NU 26004 ADAPTATION IN THE EARLY DEVELOPMENTAL YEARS – 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. Prerequisite: Adaptation in the Child-Bearing Years. (2 Lecture – 6 Lab)

NU 26014 PSYCHOSOCIAL ADAPTATION – Examines specific psychosocial responses within the adaptive process. Communication skills are utilized as a means of altering ineffective responses 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. Prerequisite: Introduction to Nursing Intervention. (2 Lecture – 6 Lab)

NU 26022 NURSING CONCEPTS AND THE CHANGING ENVIRONMENT – Focuses on the concepts and roles of nursing in relation to its interdependence within the environment. Legal and ethical issues are discussed as they relate to the health-illness continuum. (Fourth semester only) (2 Lecture)

NU 26035 PHYSIOLOGIC ADAPTATION II – 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. Prerequisite: Physiologic Adaptation I. (3 Lecture – 6 Lab)

NU 26045 PHYSIOLOGIC ADAPTATION III – Continuation of the study of altered body functions. The nursing process is utilized to promote client adaptation to complex interruptions in physiologic needs. The clinical component focuses on role mastery and interdependence for the associate nurse. Prerequisite: Physiologic Adaptation II. (2 Lecture – 9 Lab)

### **OFFICE TECHNOLOGY**

OT 11003 BEGINNING KEYBOARDING – This course is designed for students with little or no previous training in touch keying techniques. Emphasis will be on developing touch keyboarding skills so that students will be able to produce various business documents--correspondence, tables, and reports. The course is software based and students are expected to spend approximately one to two hours per week practicing and completing outside lab assignments.

OT 11043 RECORDS SYSTEMS AND MANAGEMENT – This course is a study of the importance of managing all types of records. Emphasis will be placed on the creation, storage, retention, transfer, and disposition of all types of records used in the world of work. Students will learn to manage paper, film, and computer records. Application of ARMA standard rules for records utilizing alphabetic, numeric, geographic, chronological, and subject methods will be taught. Emphasis will be on managing both manual and computer records.

OT 11061 THE TOTAL OFFICE – This course is designed for office technology certificate students as a capstone to enhance the professional skills required in today's office environment. Topics will include business etiquette including dining, netiquette, grooming, dress, office equipment, telephones, teamwork, ethics, confidentiality, and privacy.

OT 21003 BUSINESS COMMUNICATIONS – This course is designed to give the student communication skills needed for the business world. Students will be instructed to write and format properly all types of written business communications, including letters, memos, reports, and resumes. In addition, the student will gain experience in creating an oral presentation and in improving listening skills. Intercultural communications are also explored. Prerequisite: Grade "C" or better in EN 10003 Fundamentals of Composition.

OT 21033 ADMINISTRATIVE OFFICE PROCEDURES – This capstone course is designed to help students develop specific professional skills required in modern business offices. Students will 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. Prerequisite: Demonstrated keying speed of 50 words per minute and knowledge of word processing software. Designed to be taken after 50 hours in Office Technology degree are attained.

OT 21043 MACHINE TRANSCRIPTION – This course trains students to operate dictation/transcribing equipment. Emphasis is also placed on applying correct spelling, punctuation, grammar, and proofreading skills in producing business correspondence. Students will experience transcription through a variety of business settings. Prerequisite: Demonstrated keying speed of 40 words per minute and knowledge of word processing software. (Fall semester only.)

OT 21074 KEYBOARDING APPLICATIONS WITH DATA ENTRY - A second-level course for students requiring advanced keyboarding and word processing software applications instruction. Areas covered include speed building, word processing applications, and data entry applications using Microsoft Word or WordPerfect. Successful completion of this course prepares the office technology student for module 1: keyboarding (typing speed/accuracy), editing/formatting from rough draft, retrieving/merging paragraphs and formatting a letter, composing minutes from handwritten notes, and advanced editing/formatting from rough draft of the OPAC Test. Prerequisite: Documented keyboarding speed of at least 45 words per minute and knowledge of a word processing software.

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 40 words per minute is needed.

### **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.

### **PHYSICAL EDUCATION/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.

PE 17021 JOGGING AND CONDITIONING – An introduction to the principles and practices of exercise theory and conditioning. It will consist of pre-testing evaluation, lecture, exercises (walking and jogging), post-testing evaluations, and written examinations. The goal of the course is to improve the student's level of physical fitness by training within their target training zone.

PE 17061 GOLF – Instruction and practice in golf fundamentals, etiquette, & rules.

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. Individuals will also 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 cardiorespiratory and muscular strength and endurance, flexibility, and improves body composition.

PE 17151 BODY CONTOURING AND WEIGHT LIFTING FOR WOMEN – 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.

### **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: Grade “C” or better in Intermediate Algebra (CP 04804) or mathematical equivalent. This course is not open to students enrolled in General Physics I or General Chemistry I.

PS 14011 PHYSICAL SCIENCE LAB - Lab extends the concepts of and must be completed with Physical Science PS 14003.

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: Grade “C” or better in Intermediate Algebra (CP 04803) or mathematical equivalent.

PS 14051 PHYSICAL GEOLOGY LAB - Lab extends the concepts and must be completed with Physical Geology PS 14043.

PS 14063 APPLIED PHYSICS I – A study of the essential principles and applications of motion (rate), forces (including resistance), energy, work, and power. Emphasis will be placed on the application of principles in mechanical, fluid, electrical, and thermal systems and on the analogies between these systems. Lab (PS 14071) must be taken concurrently and completed as part of the course. Prerequisite: Grade “C” or better in Mathematics for Business and Technical Programs (MA 14013) or Plane Trigonometry (MA 14053).

PS 14071 APPLIED PHYSICS I LAB - Lab must be taken concurrently with Applied Physics I and will be heavily oriented with a large portion of the course concentrating on problem-solving with math labs and hands-on hardware labs.

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 better in Plane Trigonometry (MA 14053).

PS 24031 GENERAL PHYSICS I LAB - Lab extends the concepts of and must be completed with General Physics I PS 24023.

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 better in General Physics I (PS 24023)

PS 24051 GENERAL PHYSICS II LAB - Lab extends the concepts of and must be completed with General Physics II (PS 24043).

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 undertaking and lifetime decision making. Corequisite: MA 24025 Calculus II.

PS 21131 FUNDAMENTAL PHYSICS LABORATORY – The lab extends the concepts of Fundamental Physics I and must be completed concurrently with PS 24123.

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 better in PS 24123 Fundamental Physics I.

PS 24151 FUNDAMENTAL PHYSICS II LABORATORY – The lab extends the concepts of Fundamental Physics II and must be completed concurrently with PS 24143.

## **POLITICAL SCIENCE**

PO 23003 AMERICAN NATIONAL GOVERNMENT – A study of U.S. Constitution and its developing expressed and implied institutions.

## **PRACTICAL NURSING**

PN 16004 BODY STRUCTURE AND FUNCTION - This course follows the organization of the body from the single cell to the coordinated whole. A major emphasis is placed on the interaction of all body systems for the maintenance of a stable internal state.

PN 16011 MENTAL HEALTH AND CARE OF MENTALLY ILL - This course is designed to include personality development, behavior patterns, mental diseases, emotional-mental problems of the aged and rehabilitation. Substance abuse and the impaired nurse is studied.

PN 16024 BASIC NURSING PRINCIPLES AND SKILLS I - This course includes basic nursing principles, skills, and attitudes needed to give basic nursing care; procedures relative to basic nursing needs and the development of ability to adapt them to various situations with skill, safety, and comfort for the client. Legal and ethical concepts are reinforced.

PN 16036 BASIC NURSING PRINCIPLES AND SKILLS II - This course is a continuation of Basic Nursing Principles and Skills I (PN 16024) dealing with basic nursing principles, skills, and attitudes needed to give basic nursing care; procedures relative to basic nursing needs and the development of ability to adapt them to various situations with skill, safety, and comfort for the client. Legal and ethical concepts are reinforced.

PN 16042 PHARMACOLOGY I - This course is designed to give the student the fundamentals of pharmacology. This includes methods of measuring medications, development of ability to read basic metric measurements, converting measurements from one system to another, learning drug names, medical symbols, administration of medications, and the general actions and interactions of drug therapy.

PN 16051 CARE OF THE GERIATRIC PATIENT - This includes the normal aging process, characteristics of aging, special problems associated with aging, and experience in the care of the aging patient.

PN 16072 NURSING OF CHILDREN - This course includes the principles of growth, development, essential needs, and special care of the infant through adolescence. Nursing problems and interventions are integrated with growth, development, and health deviations from normal body structure during the life cycle of infancy through adolescence.

PN 16085 PRACTICAL NURSING CLINICAL I - This course covers basic bedside care in the clinical setting one to two days a week. Clinical rotations are scheduled in nursing homes, general hospital units, pediatrics, and physicians' offices.

PN 16092 NURSING OF MOTHERS AND INFANTS - This course focuses on the holistic approach to modern maternity nursing through the prenatal, antepartal, intrapartal and postpartum periods with emphasis on normal obstetrics. Also, it includes complications of pregnancy and childbirth, disorders of the neonate and sexually transmitted diseases.

PN 16103 PHARMACOLOGY II - This course is designed to present the theory of the purposes, properties, doses, actions, side effects, and nursing interventions associated with specific medications. The medications are presented as to their effect on the various body systems and the nursing implications. Principles of intravenous therapy are presented.

PN 16118 NURSING THE ADULT PATIENT WITH MED-SURG CONDITION - This course is designed to prepare the student in the nursing care of adult patients. Developing skills on recognition of physiological manifestations of disease, planning, and providing for physical and psychological comfort, assisting with therapy and providing for rehabilitation.

PN 16127 PRACTICAL NURSING CLINICAL II - This course covers specialty rotation three days a week. Students are rotated through pediatrics, operating room, recovery room, outpatient services, obstetrics, medical and surgical units, ICU/CCU, doctors' offices, senior care units, and home health. Emphasis is on total patient care.

PN 16141 LEGAL AND ETHICAL CONCEPTS - This course includes orientation to the nursing profession as to self-adjustment and development, personality development, ethical, legal, and social relationships with the patient, family, and co-workers. Therapeutic communication skills, human needs, health care delivery systems, vocational responsibilities of the practical nurses, and general information on nursing and nursing organizations such as the Arkansas Licensed Practical Nurses Association (ALPNA).

PN 16154 PRACTICAL NURSING CLINICAL III - Includes finishing specialty rotations, team leading, and administering medications 3-4 days a week using the nursing process.

PN 16161 NUTRITION I- This course includes principles of good nutrition for all age groups. It gives thorough descriptions of all nutrients required by each person. The Food Guide Pyramid is taught as well as the importance of good nutrition in supplying body needs.

PN 16171 NUTRITION II - This course includes applications of basic principles of nutrition and modifications of these principles for therapeutic purposes. There is a brief description of special diets for treatment in diseases or disorders of the body systems and specific needs during the life cycle.

## **PSYCHOLOGY**

PY 13001 PERSONAL DEVELOPMENT - This course is designed to provide the student with the necessary survival skills for success in college as well as lifelong learning. It is required of all first time, full-time, degree-seeking students as a way to enhance the learning, success, satisfaction, retention, and graduation of college students in transition.

PY 23003 GENERAL PSYCHOLOGY - A basic introduction to Psychology with an analysis of the foundations of human behavior and their inter-relationships.

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 well-being; 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.

## **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.

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.

## **SPEECH**

SP 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.

SP 12103 INTRODUCTION TO SPEECH COMMUNICATION – An introductory study of the dynamics of communication today. Students will examine interpersonal, small group, and organizational contexts. In addition, the specific areas of non-verbal communication, listening, public address, and mass communication will be emphasized.

SP 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.

SP 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.

SP 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.

SP 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.

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.

### **TRUCK DRIVING**

TD 17008 COMMERCIAL TRUCK DRIVING – This course covers motor vehicle operation, such as drive trains, brakes, fuel, exhaust, cooling, electrical, suspension, steering, and coupling. Additionally, students learn about shift patterns, securing loads, and principles of maneuvering. Laws and regulations are covered in the class as well as the handling of log books, bills of lading, and trip reports. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips.

### **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 BASIC BLUEPRINT READING - 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 SHIELD 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 TUNGSTEN INERT GAS (TIG) PIPE WELDING - 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 17054 WELDING THEORY - This course shall provide the student with an understanding as to why material is prepared in the manner it is to be welded. This course will deal with the different welding codes and lend understanding as to what it means to perform to a standard.

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 Welds in all positions. Profession is competency based.

WE 17074 TUNGSTEN INERT GAS (TIG) 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 CORED 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) - The student shall develop an ability to do Shielded Metal Arc welding safely. Pass tests that meet the specifications set forth in the American Welding Society's Structural Welding Code. Through an established progression of practice, the student should become proficient at welding 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.

WE 17104 SMAW STRUCTURAL WELDING (COMPLETE JOINT PENETRATION) - The student shall develop an ability to do Shielded Metal Arc welding safely and pass tests that meet the specifications set forth in the American Welding Society's Structural Welding Code. The student should become proficient at welding Complete Joint Penetration V-Groove welds in the 1G, 2G, 3G, and 4G positions. Prerequisite: WE 17094 SMAW STRUCTURAL WELDING (PARTIAL JOINT PENETRATION)

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