

Arkansas Northeastern College

2011-2012



Arkansas Northeastern College Catalog

Catalog 2011-2012

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Arkansas Northeastern College is accredited by the Higher Learning Commission and a member of the North Central Association. For more information, call 312.263.0456 or visit www.ncacihe.org

www.anc.edu

www.anc.edu



Welcome to
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.

With a commitment to the educational needs of the citizens in its service area, the Arkansas Northeastern College Foundation has embarked upon a quest to fulfill an important "promise" to area students. A "promise" that says, "If you want a college education...You can have one!" Stay in school, stay out of trouble, work hard, earn your high school diploma, and there will be money to cover your full tuition and mandatory fees to Arkansas Northeastern College. We are excited about the Great River Promise and look forward to seeing our first "promise" recipients in 2011.



Again, welcome to Arkansas Northeastern College.

Robert L. Myers
President _____

General Information

HISTORY

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

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 created the expansion of physical facilities including the Burdette campus and Paragould (Greene County) Center. Today, the Arkansas Northeastern College enrolls students at the main campus in Blytheville, as well as the Harry L. Crisp 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.

Dr. Smith left the College in 1983, and he was succeeded by Dr. John P. Sullins who served in that capacity for 22 years. Dr. Robert Myers became the College's third president on January 1, 2005, and still serves today.

MISSION STATEMENT

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.
10. To provide a positive and constructive experience for new students enhancing their educational growth, aspirations, and abilities to continue their education at this institution and beyond.

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.**

Arkansas Northeastern College

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Main Campus, Blytheville: (870) 762-1020
ANC Admissions: (870) 838-2948
Aircraft & Metals Engineering Center: (870) 762-2726
Burdette Center: (870) 763-1486
Harry L. Crisp Center, Blytheville: (870) 763-6222
Leachville Center: (870) 539-2393
Osceola Center: (870) 563-3236
Paragould Center: (870) 239-3200

Arkansas Northeastern College Board of Trustees

Clif Chitwood, Chairman
Dan Ritchey, Vice Chairman
John Newcomb, Secretary

Frank Richardson	Todd Edwards
Dr. Anes Wiley Abraham	Jerry Sims
Dr. Thomas E. Westbrook	Curtis Walker



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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; 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 200 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 30% are utilizing off-campus centers. Students living in the Missouri Bootheel account for approximately 15% 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. Additionally, ANC's Aviation Maintenance Department has received approval from the Federal Aviation Administration and students will be eligible to take the FAA certification examination for Airframe & Powerplant Mechanics. 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. The Paramedic Program has received approval with reporting requirements by the Commission on Accreditation of Allied Health Education Programs. 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

The Commission on Dental Accreditation
211 East Chicago Ave.
Chicago, IL 60611
(321) 440-4653

The Commission on Accreditation of Allied Health Educational Programs (CAAHEP)
35 East Wacker Dr.
Suite 1970
Chicago, IL 60601
(312) 553-9355

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

Federal Aviation Administration
Little Rock FSDO-11
1701 Bond Street
Little Rock, AR 72202
(501) 918-4400

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 without administrative approval.

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 approval from their principal. 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*	\$55
Out-of-County Residents**	\$65
Out-of-State	\$115
International	\$115

The maximum charges for tuition and mandatory fees is capped at 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.

Governance

Arkansas Northeastern is governed by a nine member Board of Trustees appointed by the Governor, (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 traditional 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 semester, one year (certificate) or two years (degree). Some students choose to continue and pursue a four-year program.



Adult Education

Arkansas Northeastern College Adult Education (ANCAE) is committed to empowering adult learners by improving their educational skills to achieve their personal goals. Adult education provides free instruction in basic skills, preparation for the G.E.D., high school credit recovery, English as a second language, COMPASS/ASSET test (college) preparation, WAGE (employment skills), and computer literacy. ANCAE instruction is provided at a variety of locations in Mississippi and Greene Counties and many of these locations serve as official G.E.D. testing sites.

Special Services

The admissions staff and faculty advisors are available and can provide information for enrollment and transfer as well as 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 by the College at no charge. In addition, the office provides testing services for CLEP, PRAXIS, PAX RN and PN.

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.

Learning Assistance (LAC)

The Learning Assistance Center offers a host of free services to ANC students such as access to computers in the lab, one-on-one tutoring, group tutoring, workshops in areas such as test anxiety, study skills, note taking, and assistance for English Language Learners (ELL) through Rosetta Stone.™ Math resource videos and resource books in various subjects can be checked out on an as-needed basis. Multimedia software systems are available to provide supplemental self-paced instruction, and at specific times, drop-in tutoring is available.

Community Education

Arkansas Northeastern College offers non-credit, 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. The Briggs/Sebaugh Wellness Center provides students with opportunities for intramural activities and recreation.

Student Financial Aid Services

The College's Student Financial Aid Office strives to meet students' financial needs. Aid programs include federal grants, 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 industries. 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, the Women's Choir, and a vocal ensemble called the ANC Chamber Singers. Student, faculty, and community participation is encouraged and solicited in the performing groups.

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. Watercolor, acrylics and drawing are the primary media used.

Food Services

The ANC Business Enterprise Program manages 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. Burch Food Services provides packaged foods, soft drinks, and other such items throughout the various campus sites both day and evening. Additionally, a vending area offering sandwiches, drinks, candy, and chips is available at the Burdette Center.

Bookstore

The ANC Bookstore, operated by Follett Higher Education Group, is located in the Student Center on the main campus. The Bookstore provides students with required textbooks and supplies, as well as supplementary materials. In the Bookstore you will also find imprinted clothing, gifts, and novelty items. Eligible students may defer the cost of books through the Office of Financial Aid. The Bookstore provides textbook services during registration periods on the Burdette, Osceola, and Paragould campuses. Buyback services are available at the main campus, Osceola and Paragould campuses during buyback periods. The Bookstore's website is available for students to purchase books online at www.anc.bkstr.com.

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 public school students to continue their education through graduation with the eventual goal of entering a postsecondary institution. The ETS Education Advisors provide a variety of services to area public school students: financial aid awareness, career counseling, college application procedures, cultural awareness, college trips, 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.

Secondary Technical Center

Arkansas Northeastern College's Secondary Technical Center, located on the ANC Burdette Center campus, provides career and technical courses for high school students in automotive services, criminal justice, education, medical professions, renewable energy technology, welding, and advanced manufacturing. Work ethics, employability, leadership, and teamwork skills are embedded in the curriculum. Students can earn concurrent credit for classes that are aligned with college course curriculum.

Arkansas Career Pathways Initiative (CPI)

Arkansas Career Pathways provides financial support and counseling to students with dependent children under the age of 21 who also meet financial eligibility requirements. Services provided include: paid tuition, books and fees, and childcare assistance, transportation assistance, career counseling, resume assistance and job placement.

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 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 Degree:

B.S.E Elementary Education	(870) 972-3059
B.S.E. Mid-Level Education	(870) 972-3059
B.S. Business Administration	(870) 972-3035
B.A. Criminology	(870) 972-3145
B.A. Sociology	(870) 972-3145
B.A.S. Applied Science	(870) 972-2502
B.S. Technical Management	(870) 972-2502

Masters Degree Now Online:

Educational Leadership	(870) 972-3062
Curriculum & Development	(870) 972-3062

Contact (870) 780-1257 or (870) 762-1020 ext. 1052 for more information.

Franklin University - Bachelor of Science Degree in the Following:

Accounting	Human Resource Management
Allied Health Care Management	Information Technology
Applied Management	Interactive Media Design
Business Administration	Interdisciplinary Studies
Business Economics	Management
Business Forensics	Management Information Sciences
Computer Science	Marketing
EMarketing	Operations and Supply Chain Management
Financial Management	Organizational Communication
Financial Planning	Public Relations
Forensic Accounting	Public Safety Management
Healthcare Information Systems Management	Safety, Security, & Emergency Management
Health Care Management	Web Development

Contact Dr. Laquora Meadows at meadowsl@franklin.edu or visit www.alliance.franklin.edu

University of Arkansas - Master degree in Operations Management.

Contact Suzanne Kenner, skenner@uark.edu or (479) 575-7015

The University of Arkansas at Fort Smith -

Bachelor of Applied Science

Contact Stacy Hagler, shagler@midsouthcc.edu or (870) 733-6876

Bachelor of Information Technology

Contact Jim McGinnis, jamcginnis@uafortsmith.edu or (870) 733-6027

Academic Calendar

2011-2012

Fall 2011

Spring 2012

July 18-19	Early Fall 2011 Registration * Walk-in Returning Students	Nov. 7-8	Early Spring 2012 Registration * Walk-in Returning Students
July 18-21	* Web Returning Students	Nov. 7-10	* Web Returning Students
July 21	* Walk-in New Student	Nov. 10	* Walk-in New Student
Aug. 9	Main Fall 2011 Registration * Blytheville - New Students	Jan. 3	Main Spring 2012 Registration * Osceola
Aug. 9	* Osceola	Jan. 4-5	* Blytheville
Aug. 10	* Paragould	Jan. 5	* Leachville / Paragould
Aug. 16-17	* Blytheville		
Aug. 17	* Leachville		
Aug. 15	Faculty Reconvening	Jan. 3	Faculty Reconvening
Aug. 22	Classes Begin	Jan. 9	Classes Begin
Aug. 23	Late Fall 2011 Registration * Registration Ends - Day Classes	Jan. 10	Late Spring 2012 Registration * Registration Ends - Day Classes
Aug. 25	* Registration Ends - Evening/Internet Classes	Jan. 12	* Registration Ends - Evening/Internet Classes
Aug. 25	* Last Day to Declare Audit Status	Jan. 12	* Last Day to Declare Audit Status
Sept. 5	Labor Day - College Closed	Jan. 16	Martin Luther King, Jr. Day - College Closed
		Feb. 20	President's Day - College Closed
Oct. 14	Mid-Term Grades Post - 12 Noon	Mar. 2	Mid-Term Grades Post - 12 Noon
Nov. 22	Last Day to Withdraw	Mar 19-23	Spring Break - Students
		Mar 23	Spring Break - College Closed
Nov. 23-25	Thanksgiving Break - Students	Apr. 6	Good Friday - College Closed
Nov. 24-25	Thanksgiving Break - College Closed	Apr. 13	Last Day to Withdraw
Dec. 6	Last Day of Fall 2011 Classes * Tuesday / Thursday	Apr. 16-19	Early Summer 2012 & Fall 2012 Registration * Web Returning Students
Dec. 7	* Monday / Wednesday	Apr. 17	* Walk-in Returning Students
		Apr. 18	* Walk-in New Student
Dec. 8, 12-14	Final Exams Fall 2011	Apr. 30	Last Day of Spring 2012 Classes * Monday / Wednesday
		May 1	* Tuesday / Thursday
Dec. 15	Fall 2011 Grades Post - 12 Noon	May 2-3, 7-8	Final Exams Spring 2012
		May 9	Spring 2012 Grades Post - 12 Noon
		May 11	Graduation

Academic Calendar

2011-2012

Summer I 2012

June and 8-Week
Day, Evening, and Internet Classes

Summer II 2012

July Day Classes

Apr. 16-19	Early Summer 2012 Registration * Web Returning Students	Apr. 16-19	Early Summer 2012 Registration * Web Returning Students
Apr. 17	* Walk-in Returning Students	Apr. 17	* Walk-in Returning Students
Apr. 18	* Walk-in New Student	Apr. 18	* Walk-in New Student
May 31	Main Summer I 2012 Registration	July 5	Main Summer II 2012 Registration
June 4	Classes Begin	July 9	Classes Begin
June 5	Late Summer I 2012 Registration * Registration Ends - Day Classes * Registration Ends - Evening & Internet Classes * Last Day to Declare Audit Status	July 10	Late Summer II 2012 Registration * Registration Ends - Day Classes * Last Day to Declare Audit Status
June 22	Last Day to Withdraw Summer I 2012 *Summer I Day Classes	July 20	Last Day to Withdraw Summer II 2012 *Summer II Classes
July 20	*Summer I Evening & Internet Courses		
June 27	Last day of Summer I Day Classes	Aug. 1	Last Day of Summer II Classes
June 28	Final Exams Summer I Day Classes	Aug. 2	Final Exams Summer II Classes
June 28	Summer I Grades Post - 12 Noon	Aug. 2	Summer II Grades Post - 4:00 p.m.
July 24	Last Day of Summer I 2012 Evening & Internet Classes * Tuesday / Thursday		
July 25	* Monday / Wednesday		
July 26	Final Exams Summer I 2012 Evening & Internet Classes *Tuesday / Thursday		
July 30	* Monday / Wednesday		
Aug. 1	Summer I Evening & Internet Grades Post - 4 p.m.		

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 Admissions Office. This office receives and processes all applications for admission, high school transcripts, and college transcripts, immunization records, 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 1997).

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 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 is required.
- 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.

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 college credit, with the written approval of their high school principal .
- b. The student's combined course load for both high school and college cannot exceed a normal full-time load for either institution.
- c. High school students must provide ACT, 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, mumps, and rubella within 30 calendar days of enrollment. Two MMR immunizations are required. Exemptions shall be granted only by the Department of Health and must be applied for each academic year. Forms can be obtained by e-mail only at www.immunization.section@arkansas.gov after July 1, each year.



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 or technical certificate 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 COMPASS evaluation at Arkansas Northeastern College. Students should arrange to take COMPASS before registration. Students may schedule the COMPASS assessment, at their convenience, through the *Testing Center*. 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, extended campus centers, and on the ANC website (www.anc.edu).
2. Request that official transcripts be sent to the Registrar's Office from the high school from which he/she graduated (or present high school equivalency diploma). 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. Take all completed documents to the Registrar's Office for residency determination to be made.
4. Contact an admissions counselor or faculty advisor for academic advising, and complete a class schedule form. (Admissions Office: (870) 838-2948 or admissions@anc.edu)
5. Students on scholarships and grant recipients should contact the Student Financial Aid Office regarding fee deferments. (Financial Aid Office: (870) 762-3103)
6. Contact the Business Office for assessment and payment of fees. Registration is completed when all fees have been paid, deferments authorized, and a student ID is issued.
7. All courses listed in the schedule are subject to change or cancellation.

TRANSFER POLICY

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, 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/her directory information be classified as confidential. Such requests should be made in writing to the Registrar each semester at the time of registration. No information may be released on students whose records have been classified as confidential. A copy of 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.
2. Incomplete records, including high school transcripts, 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.
5. Failure to complete exit loan counseling.

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 at ANC 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 and are available on the ANC website (www.anc.edu). 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 ---

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.

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.

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, during main and late registration as well as the first two weeks of a fall or spring semester, and on Monday through Thursday. 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 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.

ARKANSAS COURSE TRANSFER SYSTEM (ACTS)

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website (<http://adhe.edu>), click the student tab and then Arkansas Course Transfer System.

COURSE NUMBERING SYSTEM

Arkansas Northeastern College uses a five-digit course numbering system. 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.

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 (6:25-8:55 p.m.).

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

No Show Policy

Students who do not attend class(es) by the 10th day of a fall or spring semester or by the 5th day of a summer term will be reported by the instructor to the Registrar's Office as a "No Show." These students will be administratively dropped from the roster. Students who are dropped as a "No Show" will receive a 100% refund of tuition and fees. Students will only be dropped from the classes in which they are reported as having never attended. Students who attend ONE class meeting will NOT be considered a "No Show" for that class and will be responsible for all tuition and fees.

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

SCHEDULE CHANGES

Adding Courses - Courses may be added only during the first two days of class. Students may add classes by contacting their academic advisor and completing the Registrar, Financial Aid and Business Office procedures.

Dropping/Withdrawing From a Course - Courses dropped during the first ten days of a fall or spring semester or the first five days of a summer term will not appear on the student's record. Courses 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 considered good standing and is required for the successful completion of all degree and certificate programs. This level is considered satisfactory progress in all academic programs.

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

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

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

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

Removed from Academic Probation - A student previously on probation who raises his cumulative grade point average above the level stated, in the table on the previous page, 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 body for other academic decisions as might be referred to them by the Vice President for Finance, the Vice President for Student Services, or the 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
P	Pass	*
W	Withdrawal	*
AU	Audit	*

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

The "F" grade is recorded when: (1) student has failed on the combined evaluation of work through the semester and the final examination; (2) student stopped attending the course without completing the proper drop procedure, as outlined in the catalog; (3) student has a grade of "I" which has not been converted to a passing grade by mid-term of the next semester after it was assigned. A student who makes an "D" or "F" on the first semester of a continuous two semester course is not allowed to continue in that course until the "D" or "F" has been repeated for a grade of "C" or better. College preparatory courses are graded A⁺, B⁺, C⁺, D⁺, 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.

FIRST YEAR EXPERIENCE COMMITTEE (FYE)

The First Year Experience Committee is committed to providing first year students a connection with curricular and co-curricular activities while recognizing and addressing their various needs. This committee is advisory on matters involving the first year experience, including but not limited to, professional and instructional matters, Personal Development curriculum, calendar, standards, student activities, and advising. This committee works closely with the Student Services, Academic Affairs, and Assessment Committees to enhance the experience of the first year student.

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.

PERSONAL DEVELOPMENT

All first-time, full-time, degree-seeking freshmen are required to complete a one credit hour course in personal development. The course is designed to offer students the opportunity to examine their present level of personal development and their unique learning styles as is applicable to college and life experiences. Students will be assisted in examining and clarifying personal, academic and career goals.

GRADE POINT AVERAGE

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

GRADE REPORT PROCEDURES

Mid-term grades are issued to students in the fall and spring semesters to inform them of progress in their courses. The mid-term grades are temporary grades and are not recorded on the student academic records. Students may access their term grades and unofficial transcripts at any time through *MyANC* on the College's website at 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 fall or spring semester will be assigned a grade of "F."

Students who complete the requirements will have the instructor assigned grade posted to the transcript and the grade point average will be adjusted accordingly.

REPEATING COURSES

Students 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 the student is 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. Re-enrolled at Arkansas Northeastern College and demonstrated acceptable academic performance by completing at least 12 degree credit hours with a grade point average of 2.00, or better;(hours earned in remedial courses are not counted)
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.

ACADEMIC INTEGRITY POLICY

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

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

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

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

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

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

Collusion: secret agreement or cooperation especially for an illegal or deceitful purpose (<http://www.merriam-webster.com/dictionary/collusion>)

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

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

1st Offense: The instructor will determine the consequences of the academic dishonesty based on his/her policy in the First Day Handout for that course. The student's name and documentation of the offense will be submitted to the office of the Dean/Chair of that Division.

2nd Offense: The student will be required to meet with the Division Dean/Chair and/or Vice President of Instruction. At that time, the Dean/Chair and/or VP of Instruction will decide the appropriate consequences of the academic dishonesty, possibly including a failing grade in the course. If the first and second offenses occurred in internet courses, then that student will be banned from enrolling in future internet courses at ANC. Second offense does not have to occur in the same class or same division as the first offense; this policy is in effect for all ANC courses.

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

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 drives or the network is protected by software copyright laws. Students are expected to abide by all regulations of the computer labs as stated in the student handbook.

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 are 15 credit hours or less and a grade of "C" or better in each required course.

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 75 credit hours and a cumulative grade point average of 2.0 or better.

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 transfer 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. Students must earn a grade of "C" or better in English Composition I, English Composition II, and the required math course as stated in the degree plan (either Intermediate Algebra or College Algebra) to receive an associate degree from ANC. Students must maintain a cumulative grade point average of 2.0 or above.

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 Arts in Teaching Degree - Designed for students who wish to earn the first two years of a baccalaureate degree in teaching and transfer to a senior institution.
- Associate in Science Degree - Designed for students who wish to complete the first two years of a baccalaureate degree in Business or Criminology 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 prior to graduation may petition to graduate from the College, provided they have earned 30 or more hours at the College and complete the additional requirements at the transfer institution. The 15 hour residency requirement must be met when a student works toward subsequent degrees from Arkansas Northeastern. Commencement for the College's graduates is held once each year at the end of the spring semester. Eligible participants are those students who have completed requirements for the Associate in Arts Degree, Associate in Science Degree, the Associate in Applied Science Degree, or a Technical Certificate during the previous summer term, the previous fall semester, or the current spring semester.

Associate Degree and Technical Certificate 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 30 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” and will be evaluated for credit by institutional assessment. 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.

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. A student may earn a maximum of 15 semester hours by any or all methods combined, as follows:

Credit by Examination - Requirements for credit in a number of college courses may be satisfied by successful completion of a departmental examination. 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 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 Dean/division chairperson, and the Vice President of Instruction will award credit on the basis of the results of the assessment.

Technical Advanced Placement - Arkansas Northeastern College has developed articulation agreements with several regional high schools in the area of technical education. High school students, who are enrolled in a technical advanced placement course(s), can earn college credit. Students requesting technical advanced placement must provide a copy of their high school transcript to the Coordinator for Technical Programs and Training.

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 Acceleration Challenge (ACEI) - Graduates from practical nursing schools outside the State of Arkansas not accredited by the National League of Nursing Accreditation Commission (NLNAC) are required to take the NLN Nursing Acceleration Challenge (ACEI Exam). The NLN ACEI exam is a nursing validation exam designed to evaluate previous learning. This exam is administered at the ANC Testing Center. The exam consists of 184-items, four option multiple choice format that requires approximately three and one-half hours to complete. The ANC Testing Center will provide current testing fees which are subject to change by the NLN.

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 achieves the minimum AP score required for that course and meets any other requirements designated by the department offering the course. 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.

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.

AP credit is listed on the following page.

College Credit for AP Exams

AP EXAM	Minimum AP Score for Credit	ANC Credit
English Lit./Comp. or Language/Comp.	3	EN 12003 English Comp. I
English Lit./Comp. or Lang./Comp.	4	EN 12003 English Comp. I and EN 12013 English Comp II
Spanish	3	LA 12003 Spanish I
Spanish	4	LA 12003 Spanish I and LA 12013 Spanish II
Biology	4	BI 14033 Gen. Biology and BI 14041 Gen. Biology Lab.
Calculus AB	4	MA 24015 Calculus I
Calculus BC	4	MA 24015 Calculus I
Chemistry	3	CH 14003 Survey of Chemistry
U.S. History	4	HI 23003 The U.S. to 1876 and HI 23013 The U.S. since 1876
World History	4	HI 13003 World Civ. to 1600

Military Service - Veterans and active duty military personnel who have completed 181 days of continuous active military service may qualify for two credit hours in physical education. Veterans must present a certified copy of the DD-214 to the Registrar's Office. Active duty military personnel must contact the Registrar's Office regarding the required documents. Additional credit for training in formal service schools may be granted on the basis of recommendations published in the current edition of *A Guide to the Evaluation of Educational Experiences in the Armed Services* insofar as the recommended credit can be evaluated as equivalent to a specific 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. 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 <u>or</u> 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

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.

** 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.

- a) Students who pass the objective portion but fail the essay must take both English Composition I and II.
- b) Students who fail the objective portion but pass the essay portion must take both English Composition I and II.
- 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

Aircraft & Metals Engineering Center, 1301 Nibco Road, Blytheville -This facility offers credit and non-credit courses and houses the Aviation Maintenance Program as well as customized welding and metal fabrication courses.

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.

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. 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, Registered 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. Extended campus offerings usually reflect the regular academic calendar of the College. Students may take courses at any combination of sites during a semester. Extended campus policies and procedures regarding academic matters, tuition, refunds, textbooks, grade reporting, financial aid, and other areas are the same as those stated in the catalog for on-campus offerings.

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.

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, DVD, and CD.

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 media 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. Rosetta Stone is available to English Language Learners (ELL) and for those wanting to learn Spanish. The LAC provides basic skills instruction through state-of-the-art multimedia systems, and content specific labs offered on an as-needed-basis.

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.

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. Children have fun learning at ANC! A Summer Enrichment Camp is also offered. This program is designed for students, who demonstrate a high interest in some specific area; who are cooperative and self-disciplined; who show a strong motivation to succeed, and who display curiosity about the world around them 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. These 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.

WE WELCOME YOUR IDEAS!

Continuing and Community Education is always looking for new course ideas and welcome suggestions for class subjects and instructors. Anyone knowledgeable in a subject area who would like to share his/her enthusiasm and knowledge should call or visit the Continuing and Community Education Department.

CANCELLATION AND REFUND POLICY

Arkansas Northeastern College reserves the right to cancel any program because of insufficient enrollment or for other necessary administrative reasons. If a course is canceled, a full refund is given if prepaid by the registrant. Cancellations for attendance must be made 48 hours prior to the start of the seminar for a full refund. No refunds will be given after the start of the class.

SCHEDULE OF CLASSES

Schedules of non-credit classes are published three times a year - January, May, and August. The schedule is printed in the back of the college credit schedule. The schedule is available on the ANC website at www.anc.edu - click on "other ANC links" and then click on Community Education. They are also 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.

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 870-762-3167 to request the 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.

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

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.

PER SEM HR. (maximum of 15 sem. hrs.)	In-County	Out-of-County	Out-of-State*	International
	\$55.00	\$65.00	\$115.00	\$115.00

TUITION

Tuition-In-County	\$55 per credit hour**
Out-of-County Residents	\$65 per credit hour**
Out-of-State for Missouri Bootheel & Tennessee Border Counties*	\$65 per credit hour**
Out-of-State Residents	\$115 per credit hour**
International Students	\$115 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 \$65.00 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 Fee	\$25 per term
Technology Fee	\$6 per credit hour**
Art Fee	\$40 per course
AC & Refrigeration Industry Competency Exam Fee	\$40
AC & Refrigeration EPA Exam Fee	\$60
Air Conditioning/Refrigeration Course Fee	\$20 per AC/Ref. course
Automotive Course Fee	\$20 per Auto course
Aviation Maintenance Fee	\$30 per credit hour
Bowling Fee	\$60 per course
College Prep Fee	\$30 per course
Commencement Fee	\$40
Computer Lab Fee	\$40 per course
Dental Asst. Student Insurance Fee	\$25
Dental Asst. ADAA Dues Fee	\$35
Dental Asst. Course Fee	\$23 per Dental Asst. Course
Dental Asst. Contin. Ed. Course Fall Fee	\$40
Dental Asst. Contin. Ed. Course Spring Fee	\$65
Early Childhood Dev. Student Insurance Fee	\$70
Early Childhood Dev. Associate Exam Fee	\$350
Early Childhood Dev. CDA Application	\$30
Emergency Medical Technician CPR Fee	\$25

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

Emergency Medical Technician AR Cert. Fee	\$20
Emergency Medical Technician Nat'l Reg. Cert. Fee	\$70
Emergency Medical Technician Paramedic	\$20 per course
Emergency Medical Technician Liability Ins. Fee	\$71
Emergency Medical Technician Course Fee	\$55 per course
Golf Fee	\$60 per course
HESI Testing Fee	\$45 per Concepts of Networking Course
IC ³ Testing Fee	\$85 per Internet App. II course
Internet Course Fee	\$20 per credit hour
Patient Care Tec (PCT) Fee	See Program Advisor
Phlebotomy Liability Insurance Fee	\$25
PN Nursing Fee	\$22 per nursing course
PRAXIS Test Fee	\$130 Per PRAXIS Prep I Course
Music Fee	\$65 for each ½-hour lesson per wk; \$90 per 1 hr. lesson.
Microsoft Word Testing Fee	\$80 per Word Processing course
Microsoft Excel Testing Fee	\$80 per Spreadsheet App. course
Microsoft Access Testing Fee	\$80 per Database Mgmt. course
Networking Course Fee	\$10 per Networking course
Paragould R.N. Course Fee	\$40 per course
Paramedic Student Insurance	\$71
Paramedic Course Fee	\$20 per course
Phlebotomy Fees	\$50 per course
Public Safety Dispatch Fee	\$80 per course
Racquetball Fee	\$60 per course
Returned Check Fee	\$30 per check
RN Nursing Fee	\$50 per nursing course
RN and PN Student Malpractice Insurance Fee	\$25
Nursing Background Check Fee	\$42
Science Fee	\$40 per laboratory course
Welding Certification (ARC) Test Fee	\$100
Welding Certification (MIG) Test Fee	\$100
Welding Certification (TIG) Test Fee	\$100
Welding Course Fee	\$25 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.

<u>Fall or Spring Semester</u>		<u>Summer Term or Shorter Courses</u>	
1st/2nd Weeks	100%	1st Week	100%
3rd Week & thereafter	0%	2nd Week & thereafter	0% <u>43</u>

ARKANSAS NORTHEASTERN COLLEGE STUDENT BILLING POLICY

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

Any outstanding balance will place a student on financial hold. This will prevent a student from accessing academic records on Campus Connect or My ANC (the college web site), bar the student from registration, and will prevent the student from receiving an official transcript.

Students can view their account on the college website using the following links: Student Campus Connect, Log in using student ID and pin number, click drop down – student Information. Choose Pay/Review Account. Payments can be made at the Business Office Monday through Friday during the hours of 8:00 a.m. - 4:30 p.m. or online by credit card. ANC accepts cash, checks, credit cards, (American Express, Visa, MasterCard, Discover/Novus), and debit cards backed by a credit card company. Payments can be mailed to the following address:

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

Debit and credit card payments may be made by calling the Business Office at (870) 762-3120.

An installment payment plan is available upon request. Fall and Spring semester tuition and fees may be divided into three payments, the first payment due upon registration. The summer terms may be divided into two payments, the first payment due upon registration. The student will be required to sign an installment agreement clearly stating the payment due dates. At the present time no additional fee is charged for late payments.

If a student can provide proof of current Financial Aid from another institution of higher education, a 45-day deferment may be granted.

If a student has not made the payment of tuition and fees, or submitted a deferment to the Business Office, before the 11th day of class for Spring/Fall or before the 6th day of class for Summer semesters, they will be administratively withdrawn from all classes.

Student Services and Activities

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 SERVICES

Counseling services are available to aid students in defining, planning, and achieving their educational goals. Academic Advisors are available to assist students with academic and career interests. Testing services are available including: CLEP, ASSET, COMPASS, a variety of interest inventories, and career exploration. Students planning to transfer to senior colleges, such as Arkansas State University, the University of Arkansas, Southeast Missouri State University, and other institutions should work closely with their academic advisor to assure the transfer of credits.

Career Counseling - To assist students in career planning, the College provides career information services. Information about a wide range of careers and assessment services are available to assist students in defining their career and educational goals. The Placement Office also provides workshops and other assistance relative to resume writing and job interviewing techniques, as well as information relative to local job opportunities through its virtual career center found at ANC's home page www.anc.edu.

Student Information & Activities

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

E-Mail - Arkansas Northeastern College has partnered with Google to host email addresses for ANC students. Although hosted by Google, the email addresses will be ANC email addresses. The ANC student email will simplify the communication between college faculty and staff, and students. In addition to providing student email addresses, Google Apps will enable students to share calendars, call or instant message their contacts, and collaborate with peers, by sharing and working together on documents, all online. With any web enabled phone students can send and receive email, schedule and retrieve events and reminders from their calendar so they can stay connected! **Students: The official ANC communication tool is student email. Please remember to check your student email often!**

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.

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.

Student Publications - ANC Students are encouraged to contribute to the *ANC College Times* with a section of the publication being specifically held for student contributions when submitted. Additionally, the English faculty work with students to create a yearly magazine *Energy* which includes creative writings by students.

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

Japan Ambassadors - The Arkansas Northeastern College 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.

Student Organizations

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

A Nicer Community - A Nicer Community organization is a service and awareness organization focusing on serving the college and community and providing a forum for student involvement and leadership activities. Its purpose is to integrate recycling standards within the college and the community to promote environmentally friendly habits and lifestyles.

Association of Childhood Education International (ACEI) - The primary purpose for this organization to promote and support in the global community the optimal education and development of children, from birth through early adolescence. In addition, it influences the professional growth of educators and efforts of others who are committed to the needs of children in a changing society. Club members participate in the Scholastic Book Fairs, Chili Cook-Off and Springtime on the Mall. They are also involved in the Week of the Child and National Library Week.

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

Cultural Diversity Association - The Cultural Diversity Association 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.

Gamma Beta Phi - Gamma Beta Phi is an honor society established to recognize those students who have excelled academically and have demonstrated high personal characteristics in leadership and service. Membership into Gamma Beta Phi is by invitation, extended at the beginning of each semester. To be considered, students must have completed 12 semester hours at ANC with at least a 3.4 grade point average. Teacher Appreciation Day and service projects add to the success of this organization which receives regional and national attention for its quality. Gamma enjoys the respect it receives regionally and nationally and is considered one of the top chapters among all two-year colleges.

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

LifeSavers (LS) - LifeSavers is a club promoting abstinence from all drugs. The members must be drug free as an example to other students. LS will provide the facts about drugs by sponsoring educational lectures; discussion groups and free literature to ANC students and the area schools. We will invite students to join LS every semester and strive to create a positive environment for ANC students.

Personal Development - This organization is designed to provide new students an opportunity to meet students and peers while preparing and enhancing skills for success. This organization encourages and facilitates positive projects to achieve student commitment to themselves, the College and community. Participation and membership is designed for students who are currently enrolled in Personal Development.

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.

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

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

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

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

Student Practical Nurse (SPN Club) Burdette & Paragould - These organizations promote and encourage student participation in community activities, especially those directed toward preventative healthcare and the resolution of social issues. Members are encouraged to be members of the Arkansas Licensed Practical Nurses Association in which they participate in Fall & Spring Skills Competitions and conferences. The clubs are open to ANC Practical Nursing students enrolled at the ANC Burdette and Paragould campuses.

ANC Alumni Association

The ANC 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. The association recruits members while also participating/assisting in College and Foundation functions.

Student Services, Information, & Referrals

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

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

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 Public Safety Officer for lost and found articles.

Bookstore - The College's bookstore provides the textbooks and supplies needed for Arkansas Northeastern College courses. 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 - 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 throughout the ANC campus.

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

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 College reserves the right to discipline students to secure compliance with its missions, processes, and functions. The College may ask the student to leave the academic community. Although it is impossible for a regulation to cover every possible act of misconduct, the principle areas of misconduct which may subject a student to disciplinary action are as follows:

1. Possession, use, and/or distribution of alcoholic beverages, in any form, in or upon College grounds.
2. Use, distribution, or possession of drugs, narcotics and/or chemicals without medical prescription under medical supervision.
3. Gambling on or about College property.
4. Disorderly or disruptive conduct which substantially threatens, harms, or interferes with College classes, personnel, students or visitors, or orderly College processes and functions, including but not limited to (a) fighting, (b) public intoxication, or (c) lewd, indecent, obscene conduct, or expression on College property or at any College sponsored function.
5. Entering a locked area or vehicle of another student or other unauthorized use of College property.
6. Dishonesty, such as cheating, plagiarism, sale or purchase or exchange of term papers or research papers, or knowingly furnishing false information, including forgery, alteration, or misuse of College documents, or identification.
7. Physical assault or abuse or attempted physical assault or abuse, or conveyance of threats of physical assault or abuse, of any person on College owned or controlled property or at College sponsored or supervised functions or conduct which threatens or endangers the safety or health of such person.
8. Violation of College policies or regulations concerning approval of student organizations, the use of College facilities, or the time, place, and manner of public expression.
9. Failure to comply or willful obstruction with the legitimate oral or written directions of College personnel acting in the performance of their duties.
10. Illegal or unauthorized possession or use of firearms, fireworks, other weapons, or chemicals which are of an explosive or corrosive nature.
11. Theft, attempted theft, possession, sale or barter, destruction, vandalism, misuse, or threats to destroy any property of the College or of a member of the College community or campus visitor.

12. Any student operating a vehicle on the campus must abide by the stated rules of the College regarding the operation/parking of such vehicle.
13. Engaging in overt physical acts which interfere with the normal activities of the College; the creation of any disturbance or noise so as to disturb others and/or interfere with the College's learning environment are prohibited. Radios (including automobile radios) are not allowed to be played within the buildings or on the grounds unless earphones are used or unless the radio is played in an appropriate area of the grounds and at a volume not disturbing to others. Cellular phones must be turned off while in class.
14. The making of false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment.
15. Engaging in hazing such as any action taken intentionally to produce mental/physical discomfort, embarrassment, ridicule, or possibly cause mental/physical harm or injury to any person.
16. Violation of the College computer use policy found in the Student Handbook.

Students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances adversely affects the institution's pursuit of its educational objectives, the College may enforce its own disciplinary policies and procedures.

In order to maintain a drug free campus, the College provides information to students about the dangers of drug abuse, the availability of counseling, and the penalties for violations.

STUDENT 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. Additional information on the student appeals process is available in the student handbook.

STUDENT COMPLAINT PROCEDURE

Students wishing to register a complaint shall follow the following steps: (a) first, state the complaint to the staff member involved and attempt to resolve the problem, (b) second, if the problem remains unsolved, the student should next contact the immediate supervisor - i.e., 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*.

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.

FINANCIAL AID AND ANC SCHOLARSHIPS

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

1. Financial need as determined by the U.S. Department of Education's FAFSA Application.
2. Be admitted as a regular student as defined in the Arkansas Northeastern College catalog.
3. Be enrolled in an eligible technical certificate or degree program.
4. Make satisfactory academic progress as defined below.

SATISFACTORY ACADEMIC PROGRESS STATEMENT

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

In addition, federal regulations governing the Title IV Student Financial Aid programs require the institution to measure a student's progress toward a degree or certificate program. Students must complete requirements for a degree within a reasonable length of time, maintain a minimum cumulative grade point average, and maintain a minimum

cumulative completion rate as determined by the institution. For more information on the satisfactory academic progress policy as it applies to Title IV recipients, please refer to the *Student and Financial Aid Handbook* available in the Student Financial Aid Office on the ANC website at www.anc.edu.

How to Apply for Financial Aid

To apply for financial aid the student may:

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

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

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

A) Federal Pell Grant

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

B) Federal Supplemental Educational Opportunity Grant

Students demonstrating exceptional financial need may receive a Federal Supplemental Educational Opportunity Grant.

C) Arkansas Workforce Improvement Grant

The Arkansas Workforce Improvement Grant is a need based grant for non-traditional students at least 24 years old and an Arkansas resident. The program's goal is to help those students returning to school who have financial need but might not be eligible for assistance from traditional state and federal programs. Students apply by completing the Free Application for Federal Student Aid and ANC institutional forms.

D) Arkansas Go Opportunities Grant

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

Scholarships Available

Institutional Scholarships/Waivers - A number of scholarships and tuition waivers are provided to recognize academically gifted students, students with special abilities, and students who meet specific criteria as designated by the ANC Board of Trustees or the Arkansas State Legislature. Students interested in these awards should complete the required application forms available in the Financial Aid Office or online at www.anc.edu. *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 current in-county tuition and mandatory fees for a total of 64 semester hours or completion of the required credits in any program having a total hour requirement greater than 64. The scholarship will be continued for a maximum period of three (3) years, providing the recipient makes satisfactory academic progress toward a degree, remains continuously enrolled and maintains a cumulative G.P.A. of 3.0. If the student transfers to another institution prior to completing degree work at ANC, the scholarship will not be offered during future enrollment periods. The scholarship must be initiated during the immediate summer, fall, or spring term following high school graduation. Board of Trustees Academic Scholarships are extended to GED high school equivalency certificate/diploma adults who have high scores and are recommended by the staff of Adult Education.

GEORGE MOORE TRIMUE AND NANCY MCCAULEY TRIMUE/BOARD OF TRUSTEES TECHNICAL SCHOLARSHIP - The Board of Trustees Technical Scholarship is given to students in recognition of performance in a technical or vocational field while in high school. The scholarship pays in-county tuition and mandatory fees for a total of 35 credit hours or completion of the required credits in a certificate program. Eligible students must be graduates of an accredited public high school in Arkansas or in Dunklin, Pemiscot, or New Madrid Counties in Missouri. Students must 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 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, makes satisfactory progress toward the certificate, and maintains a minimum 2.5 G.P.A. each term. The scholarship must be activated during the immediate summer or fall semester following graduation from a public high school. The award of the Technical Scholarship does not mean automatic admission into special programs. Scholarship students interested in one of the College's special admissions programs should contact an advisor in the occupational field.

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

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

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

ACT 291 SCHOLARSHIP - Provides students who receive more than one institutional scholarship will not be eligible for a combined total scholarship amount which exceeds the cost of tuition and mandatory fees.

ARKANSAS NORTHEASTERN COLLEGE FOUNDATION

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

HOW TO APPLY FOR ANC FOUNDATION SCHOLARSHIPS:

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

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

ANC Foundation Scholarships

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.

DRS. TOMMY AND MABELE CARNEY SCHOLARSHIP - This scholarship was given as both a Mother's Day and Father's Day gift to the Carney's by their children: Joe, Rick, Randy, Susan, and Alan. The Carney family intends to fund this scholarship annually. The Carneys, both of whom taught at Arkansas Northeastern College, are strong supporters of education. Because the Carneys understand the struggles of managing a family while attending college, the scholarship will be available to ANC students with a minimum 2.5 grade point average who are married or have been married and have children, and who exhibit financial need.

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

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 Trimues 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.

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

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.

DELTA KAPPA GAMMA SCHOLARSHIP - This is an annually funded scholarship in the amount of \$500. Eligible applicants must be female students who are planning to enter the teaching field. and must maintain a minimum 2.0 G.P.A.

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.

BRANDON J. ELLIOTT MEMORIAL SCHOLARSHIP - This scholarship was established by family and friends of Brandon J. Elliott who passed away in 2009 while still a student at Arkansas Northeastern College. Brandon, son of Pastor Jerome & Cassandra Elliott, was

active in the community and the College where he is remembered as a caring, giving, and respectful young man. This scholarship is annually funded through fund-drives and gifts to the ANC Foundation. The goal is to offer two \$500 scholarships each semester when funds are available. Priority will be given to students who are single parents and students with disabilities. Preference will also be given to students interested in sociology, psychology, nursing and auto mechanics.

SHARON FULLING MEMORIAL SCHOLARSHIP - This scholarship was established by the family of Sharon Fulling following her death in 2005. At the time of her death, Ms. Fulling served ANC as the Dean for Allied Health, Physical Education/Recreation. She was a long-time employee of the College having overseen the registered nursing program for many years. This scholarship will be available to students in the nursing program. Scholarship amounts will vary depending upon funds available.

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. The recipient will be selected based upon his/her need for the scholarship. This scholarship is awarded from interest received from an endowed fund.

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

HEATH-HEATH AMERICAN LEGION POST 33 SCHOLARSHIP -This scholarship, established by the local Post 33 American Legion in 2005 as a way for its members to give back to the community. This scholarship is for \$250 a semester (fall & spring) and can be used for books, fees and/or tuition. The recipient must be a veteran and can be a full-time or part-time student with Mississippi County residents given preference. The recipient must maintain a 2.5 g.p.a.

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

is available to second-year, associate degree nursing students who have a minimum 2.5 grade point average and who are residents of Mississippi County. This scholarship will be funded annually.

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

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

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

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.

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

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.

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

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.

CHARLES PAYNE MEMORIAL SCHOLARSHIP - The family of Charles Henry Payne has established an honorary humanitarian scholarship fund in Rev. Payne's honor. He was a minister, veteran and retired educator. The list of accolades for his work in his home and community is impressive. Rev. Payne loved music and was an avid supporter of higher education. This scholarship is available to full-time and part-time economically challenged students. Scholarship amounts vary depending upon funds available.

SAVANNAH PAIGE POLLOCK MEMORIAL SCHOLARSHIP -The Savannah Paige Pollock Memorial Scholarship was established by friends and family of "Paige" following her death in 1995 and will be a part of the ANC Foundation's scholarship opportunities beginning fall 2009. Paige had ambitions of becoming a nurse and had been accepted into a nursing program prior to her death. The Savannah Paige Pollock Memorial Scholarship pays tribute to her life and is open to second-year nursing students at Arkansas Northeastern College. Scholarship amounts will not exceed \$500 a semester, and applicants must follow the general application process.

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

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

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

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

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.

RE/MAX GREAT RIVER REALTY SCHOLARSHIP - Great River Realty of Blytheville established the RE/MAX Great River Realty Scholarship as an annually funded scholarship for ANC students. The scholarship is for \$500 each fall and spring and is available to students who exemplify need and a desire to earn a college education. Recipients can be either full-time or part-time and must maintain a minimum 2.5 GPA. Special consideration will be given to students from the Blytheville area.

LORETTA SMITH MEMORIAL SCHOLARSHIP - This scholarship was established in 2008 by the Blytheville ESA Chapter in memory of Loretta Smith. Smith was a member of the ESA Sorority and a nursing student at ANC at the time of her death. This scholarship is designated for second year nursing students who are female and over the age of 30. Scholarship amounts will not exceed \$500 a semester.

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

ALENA WILEY MEMORIAL SCHOLARSHIP - This scholarship will be available in the Fall 2009 semester. Because the Blytheville Social Arts Club works to promote education and because Ms. Wiley was a dedicated supporter of education, applicants for this scholarship must be education majors. ANC students interested in applying for this or any other ANC Foundation scholarship may download a copy of the Foundation Scholarship form from the ANC website at www.anc.edu.

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

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

Other Available Programs

ARKANSAS CAREER PATHWAYS INITIATIVE (CPI) - Arkansas Career Pathways provides financial support and counseling to students with dependent children under the age of 21 who also meet financial eligibility requirements. Services provided include: paid tuition, books and fees, and childcare assistance, transportation assistance, career counseling, resume assistance and job placement.

ARKANSAS VOCATIONAL REHABILITATION - The Vocational Rehabilitation Program in Arkansas offers assistance for tuition and books to students who are vocationally handicapped. Information may be obtained from the local Vocational Rehabilitation Office or from the Division of Vocational Rehabilitation, State Department of Education, Little Rock, Arkansas 72201.

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 100% disabled veterans may obtain subsistence while working toward a degree. Eligible students should contact the Veteran's representative in the Financial Aid Office to obtain information regarding school attendance. Monthly educational allowances, paid to veterans for training during a fall or spring semester, are computed in the following way: 12 or more semester hours, full-time; 9-11 semester hours, 3/4 time; 6-8 semester hours, 1/2 time; 4-5 semester hours, less than 1/2 time; and 1-3 hours, 1/4 time. Monthly educational allowances paid to veterans for training during a Summer I or Summer II session are based upon the number of weeks a course meets. 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.

VA students must be pursuing an approved degree or certificate program and should follow the curriculum outline since only required courses may be certified for VA benefits.

Transfer Scholarships

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



Assessment of Student Learning

Arkansas Northeastern College is a student-centered institution. To appraise the success of our students, the College actively engages in the assessment of student learning. The primary purpose of the assessment program is to improve instruction. In addition, the quality of student experiences as they interact with the various service areas of the College is evaluated to determine the effectiveness of the delivery of those services. To obtain the data necessary to make evidenced-based decisions, ANC collects periodic measurements of student academic achievement, attitudes, perceptions, satisfaction, and professional and career development.

Throughout their course of study, Arkansas Northeastern College students participate in a variety of assessments that help determine the nature and extent of their learning. Assessment activities include, but are not limited to the following:

- ◆ Evaluation of scores on placement testing exams
- ◆ Course-level assessments of learning outcomes
- ◆ General education and discipline specific proficiency exams prior to graduation
- ◆ Internship experiences
- ◆ Licensing exams
- ◆ Graduate follow-up surveys

All assessments, provide feedback that is used to guide the continuous improvement of ANC academic programs and services and to create a quality learning environment. The students' conscientious contribution to this process is essential. Candidates for any associate degree or certificate awarded by Arkansas Northeastern College are required, as a condition of graduation, to participate in the outcomes assessments conducted by the academic units of the College, including general education.

Academic Programs --- ---

The Associate of Arts Degree (A.A.)

The Associate of Arts Degree is designed for students who wish to complete the first two years of a baccalaureate degree and transfer to a senior institution. The Associate of Arts Degree requires successful completion of 63 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.

** Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate degree from ANC.*

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. Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive a degree from ANC.

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>	
BI 14003/14041	General Biology	PS 14003/14011	Physical Science
BI 14053/14061	Botany	CH 14023/14031	General Chemistry I
BI 14073/14081	Zoology	CH 14043/14051	General Chemistry II
BI 24003/24011	Anatomy & Physiology I	PS 24023/24031	General Physics I
BI 24023/24031	Anatomy & Physiology II	PS 24043/24051	General Physics II
BI 24043/24051	Microbiology	PS 14043/14051	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 (Select a 3 semester hour integrative course and a 3 semester hour appreciation course, and one additional 3 hour course from either of the lists below if not selected to meet the requirement.)

<u>Integrative</u>		<u>Appreciation</u>	
EN 22003	World Literature I	AR 22003	Art Appreciation
EN 22013	World Literature II	MU 22003	Music Appreciation
EN 22003	Humanities through the Arts	SP 22013	Fine Arts Theatre
PH 22003	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 PERSPECTIVES15 HOURS
 (Select 3 semester hours of World Civilization plus 3 semester hours of American Government or U.S. History; Choose 6 semester hours from among Sociology, Psychology, Anthropology or Economics. Select 3 additional hours from World Civilization or U. S. History not chosen to fulfill history requirement.)

World Civilization

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

Social Science

- PY 23003 General Psychology
- SO 23013 Sociology
- 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
 PE 17112 Fitness for Life or two one hour activity courses

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

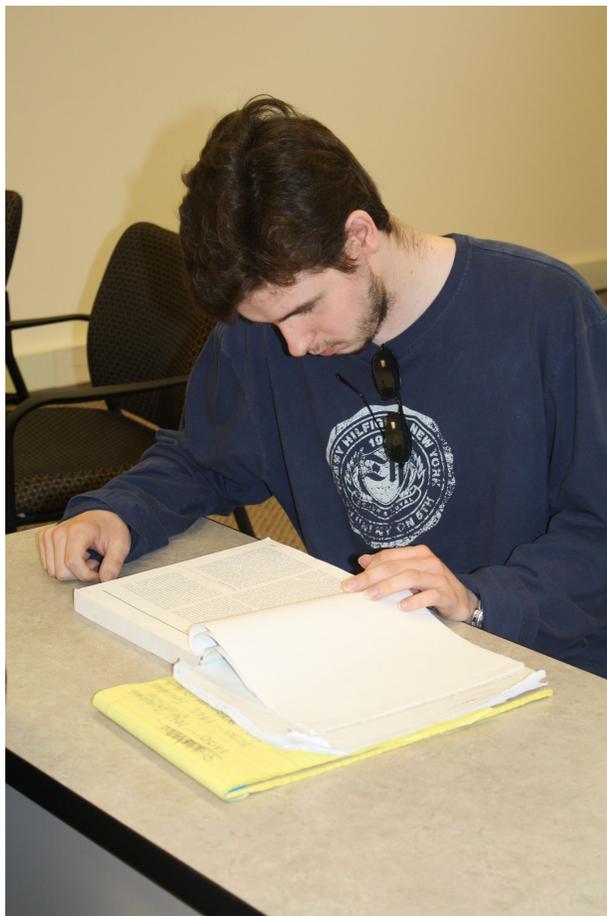
ACADEMIC & CAREER ENRICHMENT.....2 HOURS
 PY 13002 Academic and Career Enrichment

Rationale: This course provides the necessary survival skills for academic and career success as well as lifelong learning. The course enhances the learning, success, satisfaction, retention, and graduation of college students in transition to a four year institution.

General Electives.....15 Hours
Total Hours.....63

Summary of Associate of Arts Degree Requirements:

General Education	46 Hours
Advanced Learning Skills	12 Hours
Humanities	9 Hours
Natural Sciences	8 Hours
Social, Economic, and Historical Perspectives	15 Hours
Physical Fitness & Recreation	2 Hours
Academic & Career Enrichment	2 Hours
Electives	15 Hours
Total	63 Hours



Associate of Science Degree

Criminology

This two-year Associate in Science Degree in Criminology is designed for the student interested in transferring to a senior institution and completing a Bachelor of Arts Degree in Criminology. The program combines a broad background of courses in core Criminology courses 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
EN	22003	World Literature I	3
EN	22013	World Literature II	3

HUMANITIES - 3 hours (choose 1 course) 3

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

HI	13003	World Civ. To 1600 OR	
HI	13013	World Civ. Since 1600	3
HI	23003	US History To 1876 OR	
HI	23013	US History Since 1876	3
PO	23003	American national Gov't.	3
PY	23003	General Psychology	3
SO	23013	Introduction to Sociology	3
PE	17112	Fitness for Life	2
CREDIT HOURS			46

**Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate of Science Degree from ANC.*

Institutional Requirements:

PY	13002	Academic & Career Enrichment	2
Credit Hours:			2

Criminology Core:

SO	23103	Criminology	3
SO	23043	Social Problems	3
CJ	15003	Intro. To Criminal Justice	3
CJ	25013	Criminal Investigation	3
CJ	25023	Criminal Evidence	3
CREDIT HOURS			15
TOTAL CREDIT HOURS			63

Associate of Science Degree Childhood Education

This two-year Associate of Science Degree in Childhood Education is designed for the student who is interested in transferring to a senior institution and completing a Bachelor of Science in Elementary Education at the pre-school through eighth grade level. This program combines a broad background of courses in elementary education with a concentration in specific areas of emphasis in addition to a sound liberal arts education.

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

HUMANITIES - 3 hours (choose 1 course) 3

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

Note: Students must pass the PRAXIS I Test prior to admission into the Teacher Education Program at ASU.

HI	13003	World Civ. to 1600	OR	
HI	13013	World Civ. since 1600		3
HI	23003	US History to 1876	OR	
HI	23013	US History since 1876		3
PO	23003	American National Gov't.		3
PY	23003	General Psychology		3
PE	17112	Fitness for Life		2
TOTAL CREDIT HOURS				43

Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate degree from ANC.

Directed Electives: Choose Seven Courses (21 hours)

ED	23003	Intro. to Elementary Education	3	
ED	23113	PRAXIS I Prep	3	
ED	23103	Intro. to Edu. Technology	3	
ED	23053	Child Development	3	
ED	23013	Survey of Early Child. Edu.	3	
MA	24003	*Math for Teachers I	3	
MA	24043	*Math for Teachers II	3	
GE	23003	Introduction to Geography	3	
HI	23023	Arkansas History	3	
TOTAL CREDIT HOURS				21

Note: Mid-level majors (4-8) should take the directed electives of Introduction to Geography, Arkansas History, Introduction to Elementary Education, Introduction to Education Technology, Math for Teachers I, and Math for Teachers II. P through 4 majors should take Introduction to Elementary Education, Introduction to Education Technology, Child Development, Survey of Early Childhood Education, Math for Teachers I, and math for Teachers II.

Associate of Science Degree Business

The Associate of Science in Business Degree is designed for students who wish to complete the first two years of a business-related bachelor's degree and then transfer to a four-year college or university. This degree program includes both general education courses and core business courses. The Associate of Science in Business Degree requires successful completion of 64 credit hours with a minimum cumulative grade point average of 2.0. Students pursuing this degree must satisfy all remediation and prerequisite course requirements in addition to the courses listed below. The following sequencing of courses is recommended for full-time students who have completed all prerequisites. Many individuals, especially part-time students and those taking college preparatory courses, will require additional semesters of study. Consult with your advisor each semester to determine an appropriate schedule.

	<u>Credit Hours</u>		<u>Credit Hours</u>
FIRST SEMESTER		THIRD SEMESTER	
Py 13002 Academic & Career Enrichment	2	AC 21003 Principles of Accounting I	3
EN 12003 English Composition I	3	EC 21013 Microeconomics	3
MA 14043 College Algebra	3	HI 13003 World Civilization to 1600	OR 3
CS 11033 Computer Fundamentals	3	HI 13013 World Civilization since 1600	3
BI 14033/14041 General Biology & Lab	4	SP 12103 Introduction to Speech Communication	3
SO 23013 Introduction to Sociology	3	EN 22003 World Literature I	OR 3
Total Credit Hours	18	EN 22013 World Literature II	3
		Total Credit Hours	15
SECOND SEMESTER		FOURTH SEMESTER	
EN 12013 English Composition II	3	AC 21013 Principles of Accounting II	3
MA 24073 Business Calculus	3	BU 11013 Legal Environment of Business	3
EC 21003 Macroeconomics	3	BU 21013 Business Statistics	3
PS 14003/14011 Physical Science & Lab	4	AR 22003 Art Appreciation	OR 3
PO 23003 American National Government	OR 3	MU 22003 Music Appreciation	OR 3
HI 23003 U.S. to 1876	OR 3	SP 22013 Fine Arts Theatre	3
HI 23013 U.S. since 1876	3	OT 21003 Business Communications	3
Total Credit Hours	16	Total Credit Hours	15
TOTAL CREDIT HOURS	64		

* Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate of Science Degree from ANC.

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. In most cases, 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 Business and Technical Division 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 Business Administration, Business Enterprise, and Office Technology must have a minimum grade point average of 2.0 in the business core (AC21003 Principles of Accounting I, BU 11013 Legal Environment of Business, BU 11023 Decision Strategies, CS 21003 Spreadsheet Applications, and OT 21003 Business Communications).

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.

** Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate in Applied Science Degree from ANC.*

Associate in Applied Science Degrees

Associate in Applied Science Degrees Offered at Arkansas Northeastern College

Advanced Manufacturing	Early Childhood Education
Air Conditioning and Refrigeration	Office Technology
Automotive Service	Power Plant Technology
Aviation Maintenance	Registered Nursing
Business Enterprise	Renewable Energy Technology
Business Administration	Steel Industry Technology
Computer Information Systems	Welding
Criminal Justice	

Technical Certificates

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 2.0 minimum grade point average in all courses listed under that technical certificate's requirements. Exceptions to the following programs must have the approval of the Chair of the Business and Technical Division 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.

Technical Certificates Offered at Arkansas Northeastern College

Air Conditioning & Refrigeration	Paramedic
Automotive Service Technology	Patient Care Technology
Aviation Maintenance	Practical Nursing
Dental Assisting Technology	Welding

Certificates of Proficiency

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 requires between 7-16 hours of coursework for completion depending upon the area of study. Students must earn a grade of "C" or better in each required course. 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

Advanced Manufacturing	Industrial Electrical Systems
Child Development Associate	Medical Transcription
Emergency Medical Technician	Nursing Assistant
General Aviation	Renewable Energy Technology
Phlebotomy Technician	

Business and Technical Division

Mission Statement

The Business and Technical Division is committed to providing quality academic and technical programs that meet the needs of students, the community, business, industry, and government. The Division strives to provide associate degree and certificate students with occupational skills necessary for success in the workplace through a carefully sequenced curriculum. In addition, the programs have been designed to prepare students to work effectively with others, to solve problems, to make decisions, and to adapt to change. A goal of the Division is to create an environment that promotes life-long learning, respect for diversity, and ethical and professional behavior.

Outcomes Assessment

All business and technical program majors must take the proficiency exam adopted for their specific program area, if one is required, 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 Business and Technical Division.

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. 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 Business and Technical Division for more information about testing and consult your Financial Aid Advisor regarding possible financial assistance with examination costs. The following computer certification examinations are available through the College's Testing Center.

Microsoft Word	\$80
Microsoft Excel	\$80
Microsoft Access	\$80
Microsoft PowerPoint	\$80
IC ³	\$85

Associate in Applied Science Degree Advanced Manufacturing

This program is designed for students who wish to pursue careers in automotive-related and other advanced manufacturing companies. The AAS in Advanced Manufacturing provides students with a comprehensive knowledge of advanced manufacturing production processes, equipment, design, and operation. Given the large manufacturing base in this region and advances in industrial machinery and operations, persons with technical skills in this discipline are in high demand. Upon attaining work experience, individuals with this degree are better equipped to move into maintenance technician and/or team leader positions.

General Education Core:

EN 12003	English Composition I	3
EN 12013	English Composition II	3
MA 14043	College Algebra	3
CS 11033	Computer Fundamentals	3
SP 22063	Human Relations	3
Total Credit Hours		15

Elective Options:

Approved electives may be chosen from courses with the following prefixes: EL, ES, IS, ME, MG, or WE. PY 13001 Personal Development is also an approved elective. Nine (9) hours of approved electives are required.

Division Requirements:

BU 11023	Decision Strategies	3
ES 15003	Industrial Safety Administration	3
Total Credit Hours		6

Major Requirements:

MT 15003	Intro. to Manufacturing	3
MT 15013	Design for Manufacturing	3
MT 15023	Manufacturing Production Processes	3
MT 15033	Manufacturing Power & Equipment Systems	3
MT 25033	Manufacturing Engineering Design & Problem Solving	3
MT 25023	Manufacturing Equipment Maintenance & Operation	3
MT 25013	Manufacturing Enterprise	3
MT 25003	Manufacturing Materials	3
EL 15023	Applied Electricity & Electronics	3
EL 25033	Programmable Logic Controllers	3
ME 15013	Basic Hydraulics & Pneumatics	3
ME 15023	Mechanical Drives & Bearings	3
Total Credit Hours		36
Approved Electives		9

Curriculum Summary:

General Education Requirements	15
Division Requirements	6
Major Requirements	36
Electives	9
Total Credit Hours	66

* Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate in Applied Science Degree from ANC.

Certificate of Proficiency Program Advanced Manufacturing

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

Requirements:	Credit Hours
MT 15003 Introduction to Manufacturing	3
MT 15013 Design for Manufacturing	3
MT 15023 Manufacturing Production Processes	3
MT 15033 Manufacturing Power & Equipment Systems	<u>3</u>
Total Credit Hours	12

Associate of Applied Science Degree in General Technology Air Conditioning and Refrigeration Option

The Associate of Applied Science in General Technology allows the blending of a technical certificate with general education courses to form a degree that consists of applied technologies. This program is designed to prepare students for careers in air conditioning and refrigeration. Students will develop and practice skills for servicing, repairing, installing, and sizing air conditioning and refrigeration equipment for residential applications.

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

Division Requirements:			Credit Hours
BU	11023	Decision Strategies	3
ES	15003	Industrial Safety Administration	3
BU	21083	New Venture Analysis	3
MK	21043	Customer Service	3
			12

Major Requirements:			Credit Hours
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
HV	17043	Schematics	3
HV	17053	Fundamentals of Gas & Electric Heat	3
HV	17083	HVAC Craft Skills	3
HV	17073	Residential Systems	<u>3</u>
			24

Approved Electives* **12**

Total Program Credit Hours **63**

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

* Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate in Applied Science Degree from ANC.

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, installing, and sizing air conditioning and refrigeration equipment for residential applications. All candidates for the Technical Certificate in Air Conditioning and Refrigeration will be required to take the HVAC Excellence Environmental Protection Agency Section 608 Certification Exam. Students wishing to enter this program should discuss their career objectives with the HVAC instructor and/or their advisor to ensure this is the appropriate track for them

Requirements:

Credit Hours

Fall Semester

HV 17003	Introduction to Air Conditioning	3
HV 17013	Tubing, Pipe, and Welding	3
HV 17023	HVAC Electricity	3
HV 17083	HVAC Craft Skills	3
Total Credit Hours		12

Spring Semester

HV 17043	Schematics	3
HV 17053	Fundamentals of Gas and Electric Heat	3
HV 17033	Electrical Components and Motors	3
HV 17073	Residential Systems	3
Total Credit Hours		12

Total Program Credit Hours **24**

Associate of Applied Science Degree in General Technology Automotive Service Technology Option

The Associate of Applied Science in General Technology allows the blending of a technical certificate with general education courses to form a degree that consists of applied technologies. This program is designed to prepare students for careers in automotive service. 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.

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

Division Requirements:			Credit Hours
BU	11023	Decision Strategies	3
BU	21083	New Venture Analysis	<u>3</u>
			6

Major Requirements:			Credit Hours
AS	17025	Automotive PowerTrains	5
AS	17034	Automotive Brake Systems	4
AS	17044	Automotive Transmissions	4
AS	17075	Gasoline Engine Repair	5
AS	17089	Automotive Electronics	9
AS	17054	Automotive Chassis and Steering	4
AS	17064	Automotive Climate Control	4
AS	17006	Engine Performance	6
AS	17016	Engine Performance Lab	<u>6</u>
			47

Total Program Credit Hours	68
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** Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate in Applied Science Degree from ANC.*

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

MA 14073	Technical Mathematics (or a higher level math course)	3
EN 10013	Technical Communications (or a higher level writing course)	3
AS 17006	Engine Performance	6
AS 17016	Engine Performance Lab	6
AS 17025	Automotive PowerTrains	5
AS 17034	Automotive Brake Systems	4
AS 17044	Automotive Transmissions	4
AS 17054	Automotive Chassis and Steering	4
AS 17064	Automotive Climate Control	4
AS 17075	Gasoline Engine Repair	5
AS 17089	Automotive Electronics	9
Total Program Credit Hours		53



Technical Certificate Program Aviation Maintenance

This program is designed for students who intend to become certified aviation mechanics, but do not wish to obtain a college degree at this time. Students who successfully complete this program will be eligible to take the Federal Aviation Administration (FAA) certification exams for Airframe Mechanic, Powerplant Mechanic, or both (A&P). This program is approved by the FAA, which requires that every single required hour of instruction be given to each student. Because of this requirement and the vital importance of mechanical performance, class attendance is an absolute must to remain in good standing in the program. Failure to attend the classes in accordance with instructor established guidelines will result in dismissal from the program. The program is divided into three separate segments: general aviation, airframe, and powerplant. The required segments are taken sequentially in an intensive combination of lecture and laboratory learning. Students may be required to attend classes as many as 40 clock hours per week. Consult with your advisor each semester to determine an appropriate schedule.

General Aviation Requirements:

AV 15004	Aviation Math & Physics	4
AV 15033	Aircraft Electricity I	3
AV 15142	Aircraft Drawing & Weighing	2
AV 15014	Aircraft Structures I	4
AV 15023	Aviation Fundamentals	3
Total Credit Hours		16

Airframe Requirements:

AV 15076	Aircraft Structures II	5
AV 15083	Aircraft Assembly & Rigging	3
AV 15153	Aircraft Welding & Painting	3
AV 15053	Aircraft Electricity II	4
AV 15114	Aircraft Hydraulics & Pneumatics	4
AV 15103	Aircraft Instruments	3
AV 15162	Aircraft Ice & Atmosphere	2
AV 15172	Aircraft Fuel & Fire	2
AV 15183	Airframe Inspection	3
Total Credit Hours		30

Powerplant Requirements:

AV 25007	Reciprocating Engines	7
AV 25015	Turbine Engines	5
AV 25074	Powerplant Support Systems	4
AV 25084	Powerplant Electrical Systems	4
AV 25023	Aircraft Lubrication & Cooling	3
AV 25093	Propellers	3
AV 25103	Powerplant Inspection	3
Total Credit Hours		29

Total Certificate Hours **75**

Certificate of Proficiency General Aviation

This program is designed for students who desire to enter the aerospace industry, particularly in the field of aviation maintenance. The requirements of this program satisfy the General Aviation eligibility portion for Federal Aviation Administration (FAA) certification exams for Airframe Mechanic or Powerplant Mechanic. Completion of the Airframe and/or Powerplant curricula and program requirements is necessary to be eligible to take FAA certification exams for the Airframe and/or Powerplant ratings. The Certificate of Proficiency program is approved by the FAA, which requires that every single required hour of instruction be given to each student. Because of this requirement and the vital importance of mechanical performance, class attendance is an absolute must to remain in good standing in the program. Failure to attend the classes in accordance with instructor established guidelines will result in dismissal from the program. Coursework is taken sequentially in an intensive combination of lecture and laboratory learning. Students may be required to attend classes as many as 40 clock hours per week.

General Aviation Certificate of Proficiency Requirements:

AV 15004	Aviation Math & Physics	4
AV 15033	Aircraft Electricity I	3
AV 15142	Aircraft Drawing & Weighing	2
AV 15014	Aircraft Structures I	4
AV 15023	Aviation Fundamentals	3

Total Certificate Hours

16



Associate in Applied Science Degree Business Technology - Business Administration Option

The Business Technology program is designed for individuals who wish to enter the job market after completing approximately two years of study. This Associate in Applied Science Degree prepares students to assume entry-level employment opportunities in both public and private organizations. In addition, it is a vehicle for improvement for those wanting to update and enhance current job skills.

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.

Credit Hours

FIRST SEMESTER:

PY 13002	Academic & Career Enrichment	2
EN 12003	English Composition I	3
MA 14043	College Algebra	3
CS 11033	Computer Fundamentals	3
SP 22063	Human Relations	3
BU 11023	Decision Strategies	3
Total Credit Hours		17

SECOND SEMESTER:

EN 12013	English Composition II	3
BU 11003	Intro. to Business	3
CS 21003	Spreadsheet Applications	3
MG 21003	Principles of Supervision	3
MK 21013	Marketing Fundamentals	3
Total Credit Hours		15

THIRD SEMESTER:

OT 21003	Business Communications	3
AC 21003	Principles of Accounting I	3
BU 11013	Legal Envir. of Business	3
BU 21003	Personal Finance	OR
IS 15053	Project Management	3
	Approved Elective	3
Total Credit Hours		15

FOURTH SEMESTER:

MG 21023	Staffing & Human Resources	3
MG 21063	Leadership/Teamwork	3
AC 21013	Principles of Accounting II	3
	Approved Elective	3
	Approved Elective	3
Total Credit Hours		15

APPROVED ELECTIVES: Select from either the administrative Support Emphasis or the Industrial Management Systems Emphasis. Electives may not be selected from both lists.

Administrative Support Emphasis:

Consult with your advisor to select 9 hours from the following list

AC 21033	Computerized Accounting
AC 21053	Income Tax Preparation
AC 21064	Professional Bookkeeping
CS 21093	Database Management
MK 21043	Customer Service
MK 21053	Sales Strategy
PY 13001	Personal Development

** Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate in Applied Science Degree from ANC.*

Industrial Management Emphasis:

Complete the following 9-hour elective block.

ES 15003	Industrial Safety Administration
IS 25013	Total Quality Management
IS 25023	Manufacturing Org./Mgmt.
IS 25033	Operations Management

Curriculum Summary:

General Education Requirements	15
Institutional Requirements	2
Division Requirements	15
Major Requirements	21
Approved Electives	9
Total Credit Hours	62

Associate in Applied Science Degree Business Technology- Business Enterprise Option

The Associate in Applied Science Degree in Business Enterprise prepares students to think, plan, and manage like business owners. This program builds an entrepreneurial knowledge base for persons interested in small business ownership. This program also is designed for students who desire to pursue or advance into (if currently employed) positions of frontline management in the retail and service industries, including retail stores, restaurants, hotels/motels, banking, and other service establishments.

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 able to attend courses and participate in a college-sponsored practicum experience during weekday, daytime hours. During the fourth semester of study, students will participate in a supervised, workplace practicum, up to 10 hours per week for a total of 120 clock hours each semester. Consult with your advisor each semester to determine an appropriate schedule.

	<u>Credit Hours</u>		
First Semester		Fourth Semester	
PY 13002 Academic & Career Enrichment	2	BU 21083 New Venture Analysis	3
EN 12003 English Composition I	3	CE 21023 Entrepreneurship Practicum	3
MA 14043 College Algebra	3	MG 21063 Leadership Teamwork	3
SP 22063 Human Relations	3	OT 21003 Business Communications	3
CS 11033 Computer Fundamentals	3	Approved elective	3
BU 11023 Decision Strategies	3	Total Credit Hours	15
Total Credit Hours:	17	ELECTIVE OPTIONS: <u>Approved Electives</u>	
Second Semester		Consult with your advisor to select 6 hours from the following list:	
EN 12013 English Composition II	3	AC 21013 Principles of Accounting II	
BU 11003 Intro. to Business	3	AC 21033 Computerized Accounting	
BU 11033 Store Environment	3	AC 21053 Income Tax Preparation	
MK 21043 Customer Service	3	AC 21064 Professional Bookkeeping	
MK 21013 Marketing Fundamentals	3	BU 21003 Personal Finance	
Total Credit Hours	15	EC 21003 Macroeconomics	
Third Semester		EC 21013 Microeconomics	
AC 21003 Principles of Accounting I	3	MG 21023 Staffing & Human Resources	
BU 11013 Legal Envir. of Business	3	PY 13001 Personal Development	
CS 21003 Spreadsheet App.	3		
MG 21003 Prin. of Supervision	3		
MK 21053 Sales Strategy	3		
Total Credit Hours	15		

** Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate in Applied Science Degree from ANC.*

Curriculum Summary:	
General Education Requirements	15
Institutional Requirements	2
Division Requirements	15
Major Requirements	27
Approved Electives	3
Total Credit Hours	62

Associate in Applied Science Degree Computer Information Systems

This program is designed for students who wish to enter the information-processing field. The program provides a solid foundation in computer courses, exposes the student to computer networking, personal computer maintenance, and basic website design. This program prepares students to transfer to senior colleges and universities to pursue baccalaureate degrees and beyond. Students earning this degree may enter directly into a variety of positions in the business and industrial community with knowledge of computer hardware, software, programming, networking and web page design. *To reduce Fall and Spring semester course loads, students are advised to take fine arts, humanities, social, history, government, and/or science electives during summer sessions.*

Approved Electives:

FIRST SEMESTER: Credit Hours

PY 13002 Academic & Career Enrichment	2
EN 12003 English Composition I	3
MA 14043 College Algebra	3
CS 11033 Computer Fundamentals	3
CS 11533 Intro. to Computer Info. Sys.	3
Fine arts/Humanities/Social elective	3
Total Credit Hours	17

SECOND SEMESTER:

EN 12013 English Composition II	3
CS 21123 Networking I	3
CS 21363 PC Maintenance-Software	3
CS 21383 Internet Applications I	3
CS 21093 Database Management	3
CS 21003 Spreadsheet Applications	3
Total Credit Hours	18

THIRD SEMESTER:

CS 21333 Networking II	3
CS 21423 Internet Applications II	3
CS 21353 PC Maintenance-Hardware	3
Fine Arts/Humanities/Social elective	3
Life Science elective with lab.	4
Total Credit Hours	16

FOURTH SEMESTER:

CS 21043 Visual Basic Programming	3
CS 21343 Networking III	3
Fine Arts/Humanities/Social elective	3
History/Government elective	3
Physical Science elective with lab.	4
Total Credit Hours	16

Fine Arts/Humanities/Social Electives: (Choose 3)

AN 23003	Intro. to Anthropology
AR 22003	Art Appreciation
EN 22003	World Literature I
EN 22013	World Literature II
HU 22003	Humanities through the Arts
MU 22003	Music Appreciation
PH 22003	Intro. to Philosophy
PY 23003	General Psychology
SO 23013	Intro. to Sociology
SP 22013	Fine Arts Theatre

History/Government Electives: (Choose 1)

HI 13003	World Civilization to 1600
HI 13013	World Civilization since 1600
HI 23003	U.S. History to 1876
HI 23013	U.S. History since 1876
PO 23003	American National Government

Life Science Electives: (Choose 1)

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

Physical Science Electives: (Choose 1)

CH 14023/14031	General Chemistry & Lab
PS 14003/14011	Physical Science & Lab
PS 14043/14051	Physical Geology & Lab
PS 24023/24031	General Physics & Lab

Curriculum Summary:

General Education Requirements	32
Institutional Requirements	2
Major Requirements	33
Total Credit Hours	67

* Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate in Applied Science Degree from ANC.

Associate in Applied Science Degree Criminal Justice

This two-year Associate in Applied Science Degree program in Criminal Justice is designed to prepare students, with or without experience, for entry-level jobs in criminal justice fields like law enforcement, the court system, corrections, and security. The program combines a broad background of courses in the area of law enforcement, corrections, and criminal law with a sound liberal arts education. Employment opportunities for graduates are available in city, county, and state agencies, as well as, private industry and the armed forces.

	<u>Credit Hours</u>
General Education Core:	
EN 12003 English Composition I	3
EN 12013 English Composition II	3
MA 14043 College Algebra	3
CS 11033 Computer Fundamentals	3
PY 23003 General Psychology	3
SP 22063 Human Relations	3
Total Credit Hours	18
Institution Requirements:	
PY 13002 Academic & Career Enrichment	2
Total Credit Hours	2
Division Requirements:	
BU 11023 Decision Strategies	3
Total Credit Hours	3
Major Requirements:	
CJ 15003 Intro. to Criminal Justice	3
CJ 15013 Intro. to Corrections	3
CJ 15093 Criminal Justice Ethics	3
CJ 25013 Criminal Investigation	3
CJ 25023 Criminal Evidence	3
CJ 25053 Criminal Law & Procedure	3
CJ 25093 Forensic Science	3
CJ 25143 Juvenile Law & Procedures	3
CJ 25193 Police and Society	3
SO 23103 Criminology	3
Total Credit Hours	30
Approved Electives	9

* Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate in Applied Science Degree from ANC.

ELECTIVE OPTIONS:

List of Approved Electives:

CE 21013	Internship
CJ 15033	Intro. to Jail Standards
CJ 15103	Terrorism
CJ 25033	Basic Law Enforcement/ Corrections I
CJ 25043	Basic Law Enforcement/ Corrections II
CJ 25003	Basic Law Enforcement/ Corrections III
CJ 25063	Community Corrections
CJ 25163	Frontline Law Enforcement Supervision
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 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 Chair of the Business and Technical Division. Elective credit for appropriate experiential learning will also be considered.

Curriculum Summary:	
General Education Requirements	18
Institutional Requirements	2
Division Requirements	3
Major Requirements	30
Approved Electives	9
Total Credit Hours	62

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-one 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

EN 12003	English Composition I	3
EN 12013	English Composition II	3
PY 23003	General Psychology	3
PE 17112	Fitness for Life	2
PE 17013	Personal & Community Health	3

(Select one from the following)

MA 14003	Applied Math	3
MA 14043	College Algebra	3

(Select one from the following)

SO 23013	Intro. to Sociology	3
SO 23033	Marriage & Family	3

Humanities Requirements

(Select one of the following)

SP 12103	Intro. to Speech	3
AR 22003	Art Appreciation	3
MU 22003	Music Appreciation	3
SP 22063	Human Relations	3

History Requirements

(Select one of the following)

HI 23003	US History to 1876	3
HI 23013	US History since 1876	3
HI 13003	World Civ. to 1600	3
HI 13013	World Civ. since 1600	3

Education Core Requirements:

ED 23023	Children's Literature	3
ED 23033	Survey of Exceptional Children	3
ED 23103	Intro. to Education Technology	3
ED 13023	Health/Safety/Nutrition	3
ED 13063	Program Planning & Mgmt.	3
ED 13043	Child Guidance	3

(Select one of the following)

ED 23013	Survey of Early Childhood Edu.	3
ED 13083	Found. of Early Childhood Edu.	3

(Select one of the following)

ED 23053	Child Development	3
ED 13093	Child Growth & Dev.	3

(Select two of the following)

ED 13053	Curr. & Materials/Infants and Toddlers	3
ED 13013	Curr. & Materials/Preschool	3
ED 13103	Environ. for the Young Child	3
ED 13111	Environ. for the Young Child Lab. 1	3

**note: ED 13111 must be taken with ED 13013*

(Select one from the following)

ED 23003	Intro. to Elem. Education	3
ED 13123	Childcare Practicum Lab/ Orientation	3

General Education

Requirements: 26 hours

Education Core

Requirements: 33/34 hours

Electives: 3 hours

Total Hours: 62/63 hours

Electives

Electives 3

** Note: Students must make a "C" or better in English Composition I, English Composition II, and Applied Math or College Algebra to receive an Associate in Applied Science Degree from ANC.*

Certificate of Proficiency Program Child Development Associate (CDA)

Child Development Associate coursework is intended to prepare the student for the final CDA Council Assessment to qualify for a Child Development Credential. The Council for Early Childhood Professional Recognition in Washington, D.C awards the credential. The purpose of this course is to prepare the student who has 480 hours of experience or is currently working in a childcare center with the knowledge and skills needed to fulfill the student's 120-hour coursework requirement for the CDA Assessment Application. Entrance requirements for CDA Training are:

1. Age 18 years or older;
2. High school diploma or equivalent
3. Successful completion of Child Care Orientation Training (CCOT)
4. Candidate should ideally have 480 hours of experience or be employed or volunteering at an approved childcare facility at least 16 hours per week while in CDA training (480 hours of experience are required of the individual before the final assessment process). This should be documented on the required forms and have approval prior to beginning the core coursework. Successful completion of the coursework only will be inadequate for CDA certification.

The CDA Certificate of Proficiency is awarded to those students who satisfactorily complete the CDA requirements. Students must earn a grade of "C" or better in each required course.

Requirements:	Credit Hours
ED 13093 Child Growth and Development	3
ED 13103 Environments for Young Children	3
ED 13111 Environments for Young Children Lab	1
ED 13083 Foundations for Early Childhood Education	3
ED 13123 Child Care Practicum & Orientation	3
Total Credit Hours	13

Technical Certificate Program Dental Assisting Technology

The one year certificate in Dental Assisting Technology is designed to train dental assistants to perform the technical 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:		<u>Credit Hours</u>
<i>Fall Semester</i>		
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 (or higher level writing course)	3
Total Credit Hours		17
<i>Spring Semester</i>		
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
Total Credit Hours		15
<i>Summer Semester</i>		
DA 19136	Dental Clinical Experience III	6
Total Program Credit Hours		38

Certificate of Proficiency Program 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, 48 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.

Students must complete EM 18008 Emergency Medical Technician with a grade of "C" or better.

Applicants must:

1. be a high school graduate, have a GED, or be within one semester of graduating high school
2. Complete the Basic EMT Application Packet
3. have a current AHA Healthcare Provider course or equivalent (this course will be offered during the EMT course)
4. meet acceptable ASSET or COMPASS scores
5. satisfactorily pass pre-enrollment examination;
6. be able to lift, move and perform practical skill stations.
7. submit copy of vaccination records and physical exam results
8. attend mandatory orientation session
9. upon completion of the EMT Course, be 18 years of age prior to sitting for the certification exam.

The approximate length of this course is one semester.

Certificate of Proficiency Program Industrial Electrical Systems

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

Requirements:		<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
Total Credit Hours		15



Associate in Applied Science Degree Nursing

Arkansas Northeastern College offers an Associate in Applied Science Degree in Nursing. The registered nursing program is approved by the Arkansas State Board of Nursing and accredited by the National League For Nursing Accrediting Commission (NLNAC). One traditional class is admitted yearly in the fall semester and the LPN to RN Accelerated Option is admitted in January of the Spring Semester each year. Throughout the program, general education courses and nursing courses are combined with client care in clinical settings in hospitals and health care agencies in the area. The nursing courses integrate application of the nursing process, communication skills, nutrition, pharmacology, and drug administration in care of clients. Legal/ethical responsibilities and current trends in health care are also integrated. The nursing courses are competency-based, and students are responsible for achieving certain competencies under specified conditions. *Students will be required to complete standardized tests throughout 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 director 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 score 100 or greater on the PAX-RN Exam and have a minimum grade point average of 2.5. A grade of "C" or above is required in all academic courses required for the nursing degree. Refer to Associate Degree Information Guidelines located on the ANC Website.

Associate Degree Requirements

Prerequisites:		<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
BI 24003	Anatomy & Physiology I	3
BI 24011	Anatomy & Physiology I Lab.	1
* NU 16063	LPN/RN Transition in Nursing	3

General Education Courses:

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
CS 11033	Computer Fundamentals/Applications	3

Science Courses:		<u>Credit Hours</u>
BI 24023	Anatomy & Physiology II	3
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

* Prerequisite Course offered to articulating LPN students only.
 Articulating LPN students not graduation from an LPN school in Arkansas must have graduated from an NLNAC approved PN School or complete the NLN-ACEI I Exam prior to admission.

Traditional Associate Degree Nursing Curriculum

Prerequisites: As noted on the previous page.

FIRST YEAR		SECOND YEAR	
Fall Semester	<u>Credit Hours</u>	Fall Semester	<u>Credit Hours</u>
Intro. to Nursing Intervention	7	Psychosocial Adapt. Adaptation in the Early Developmental Years	4
Anatomy and Physiology II/Lab.	4	Total Credit Hours	8
Computer Fundamentals	3		
Intro. to Sociology OR Marriage and Family Relations	3	Spring Semester	<u>Credit Hours</u>
Total Credit Hours	17	Physiologic Adaptation II	5
		Physiologic Adaptation III	5
		Nursing Concepts/Changing Environment	2
Spring Semester	<u>Credit Hours</u>	Total Credit hours:	12
Physiologic Adaptation I	5		
Adaptation in the Child-Bearing years	5		
General Psychology	3		
English Composition I	3		
Total Credit Hours:	16		
Summer Semester	<u>Credit Hours</u>		
Session I			
Microbiology/Lab.	4		
Session II			
English Composition II	3		
Total Credit Hours:	7		

* Persons convicted of a crime may be ineligible to take the NCLEX-RN test for licensure.

Curriculum Summary:	
General Education Requirements:	33
Nursing:	37
Total Credit Hours (including prerequisites):	70

Associate Degree Nursing LPN to RN Accelerated Curriculum Plan

Prerequisites: All general education hours must be completed prior to admission. NU 16063 LPN/RN Transition in Nursing (7 credits).*

Spring Semester		<u>Credit Hours</u>
NU 16045	Physiologic Adaptation I	5
NU 16015	Adaptation in the Child-Bearing Years	5
Summer I & II Semesters		
NU 26014	Psychosocial Adaptation	4
NU 26004	Adaptation in the Early Development Years	4
Fall Semester		
NU 26035	Physiological Adaptation II	5
NU 26045	Physiological Adaptation III	5
NU 26022	Nursing Concepts & the Changing Environment	2
Total Hours		37

* ANC holds 7 credit hours for successful completion of the transition course in escrow until graduation.



Curriculum Summary:	
General Education Requirements:	33
Nursing:	37
Total Credit Hours (including prerequisites):	70

Technical Certificate Program Patient Care Technology

The Patient Care Technology (PCT) Program is designed to provide education and training to individuals interested in a technical career in healthcare. Students in the PCT Program will gain the knowledge, clinical skills and work habits required to pursue a position in a variety of healthcare settings such as hospitals, long-term care facilities, medical offices and labs. PCT's are part of the healthcare team and are qualified to work under the supervision of licensed professional personnel and alongside other healthcare providers. The role of the PCT includes duties traditionally performed by staff from several different departments such as nursing, phlebotomy, EKG and respiratory. There is a need for cross-trained healthcare workers in all types of healthcare facilities.

Requirements:		<u>Credit Hours</u>
NA 16006	Nursing Assistant	6
AH 16001	Medical Terminology	
	OR	
OT 21093	Medical Terminology for Transcription	1/3
AH 16006	Phlebotomy	6
AH 16084	Body Structure and Function (<i>formerly PN 16004</i>)	4
	OR	
*BI 24003/BI 24011	*Anatomy Physiology I with Lab & AND	4
BI 24023/BI 24031	Anatomy & Physiology II with Lab	4
PE 17002	CPR and First Aid	2
AH 16053	Introduction to ECG and Rhythm Strip Monitoring	3
AH 16043	Patient Medical Record & Clerical Principles	3
AH 16032	Medical Law & Ethics	2
AH 16064	**Patient Care Technician (Advanced Concepts & Skills)	4
AH 16023	**Patient Care Technician Practicum	3
Total Credit Hours		34-40

*Prerequisites: Math for Health Sciences or above & Survey of Chemistry or General Chemistry/Lab or General Biology/Lab.

**Capstone Courses: All other courses above are prerequisites. Both courses are co-requisite courses and must be taken together.

* Students may substitute both Anatomy and Physiology I & II with Labs (8 credit hours) for the required course Body Structure and Function (4 credit hours). Anatomy and Physiology I/Lab requires prerequisite courses. Please refer to the course descriptions for details.

Admission Criteria

Applicant must:

- be at least 18 years of age
- complete ANC admission application and enrollment requirements
- complete the PCT Application & Statement of Responsibility located in the PCT Information Guidelines
- have a cumulative 2.0 minimum grade point average over any college course work attempted
- provide recent COMPASS scores (taken within the last year) which meet the minimum skill level in reading. COMPASS scores will be used as selection criteria. Any recommended developmental course must be completed prior to entering the Patient Care Technology Program.
- refer to Information Guidelines for detailed admission and selection criteria

Technical Certificate Program

Practical Nursing

The technical certificate in Practical Nursing is a thirteen month program approved by the Arkansas State Board of Nursing and prepares individuals for the practice of Licensed Practical Nursing. This program integrates clinical experience with classroom theory. Students obtain clinical experience in hospitals, nursing homes, doctor's offices, public health departments, and schools. The PN Program is offered at the ANC Burdette and Paragould campuses each year beginning in June. Students wishing to enter this program should discuss their career objectives with an advisor to ensure this is the appropriate program for them.

Requirements: Credit Hours

Summer I Semester 2011

PN 16024	Basic Nursing Principles & Skills I	4
PN 16142	Legal and Ethical Concepts	2
Total Credit Hours		6

Summer II Semester 2011

MA 14023	Math for Health Sciences	3
Total Credit Hours		3

Fall Semester 2011

PN 16051	Care of the Geriatric Patient	1
PN 16161	Nutrition I	1
AH 16084	Body Structure and Function	4
PN 16036	Basic Nursing Principles and Skills II	6
PN 16042	Pharmacology I	2
PN 16072	Nursing of Children	2
PN 16085	Practical Nursing Clinical I	5
Total Credit Hours		21

Spring Semester 2012

PN 16092	Nursing of Mothers and Infants	2
PN 16103	Pharmacology II	3
PN 16117	Nursing the Adult Patient with Med-Surg Condition	7
PN 16171	Nutrition II	1
PN 16011	Mental Health & Care of Mentally III	1
PN 16127	Practical Nursing Clinical II	7
Total Credit Hours		21

Summer I Semester 2012

PN 16153	Practical Nursing Clinical III	3
Total Credit Hours		3

Total Program Credit Hours **54**

Note: Anatomy & Physiology I & II with labs will be accepted as substitutes for Body Structure & Function and College Algebra will be accepted as a substitute for Math for Health Sciences.

Certificate of Proficiency Program Nursing Assistant (CNA)

Successful completion of this program qualifies 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. Students must also complete a medical terminology course. This basic course in structural analysis, suffixes, pronunciation, pluralization, and spelling is required as part of the nursing assistant curriculum.

Requirements: Students must complete the following courses with a grade of "C" or better.

			Credit Hours
NA	16006	Nursing Assistant	6
AH	16011	Medical Terminology or	
OT	21093	Medical Terminology for Transcription	1/3
Total Credit Hours			7/9

Certificate of Proficiency Program Phlebotomy Technician

The Phlebotomy Technician course is a fifty-eight (58) hour lecture/lab and a 120-hour externship that includes skill development in the performance of blood collection methods using proper techniques and universal precaution. This program includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. The 120 -hour externship is an individualized plan for training and experiences under the supervision of facility staff at a medical office, clinic, laboratory or hospital chosen by college staff. There is no financial reimbursement for students participating in clinical externship.

Requirements: Students must complete the following courses with a grade of "C" or better.

			Credit Hours
AH	16006	Phlebotomy Technician	6
AH	16011	Medical Terminology or	
OT	21093	Medical Terminology for Transcription	1/3
Total Credit Hours			7/9

Applicants must:

- * be at least 18 years of age
- * be a high school graduate or have a GED
- * make acceptable scores on the COMPASS (used as admission selection criteria)
- * complete the ANC and Phlebotomy admission application forms
- * complete the Personal Health Data and Medical History forms
- * submit a copy of required immunizations and TB skin test
- * be able to physically perform clinical skills
- * attend mandatory orientation session

Associate in Applied Science Degree Office Technology

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. Students may utilize their electives to provide an emphasis in medical office careers. Students can use the transcription courses in the program to emphasize either medical office or legal office background.

First Semester		<u>Credit Hours</u>	Approved Electives: (Minimum 9 hours)		
PY 13002	Academic & Career Enrichment	2	OT 11003	Beginning Keyboarding	3
EN 12003	English Composition I	3	OT 21153	Advanced Medical Transcription	3
CS 11033	Computer Fundamentals	3*	AC 21013	Principles of Accounting II	3
SP 22063	Human Relations	3	AC 21033	Computerized Accounting	3
BU 11023	Decision Strategies	3	AC 21064	Professional Bookkeeping	4
Total Credit Hours:		14	BU 11003	Intro. to Business	3
			BU 21003	Personal Finance	3
			CS 21383	Internet Applications I	3
			MK 21043	Customer Service	3
Second Semester			OT 11073	Data Entry Applications	3
EN 12013	English Composition II	3	OT 21103	Human Disease for Transcription	3
CS 21003	Spreadsheet Applications	3	OT 21113	Legal Aspects of Medical Office	3
MA 14043	College Algebra	3	OT 21133	Legal Terminology for Transcription	3
OT 11043	Records & Information Management	3	OT 21143	Intro. to Coding	3
OT 21083	Word Processing- Microsoft Word	3			
Major elective		3			
Total Credit Hours		18			
Third Semester					
OT 21003	Bus. Communications	3			
OT 21013	Advanced Keyboarding	3			
AC 21003	Principles of Accounting I	3			
OT 21093	Medical Terminology for Transcription	3			
Major elective		3			
Total Credit Hours		15			
Fourth Semester					
OT 21033	Office Procedures	3			
BU 11013	Legal Envir. of Business	3			
CE 21013	Internship	3			
OT 21043	Machine Transcription	3			
Major elective		3			
Total Credit Hours		15			

* 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 A.A.S. Degree in Office Technology 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 Business and Technical Division.

ANC 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 Business and Technical Division for more details.

* Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate in Applied Science Degree from ANC.

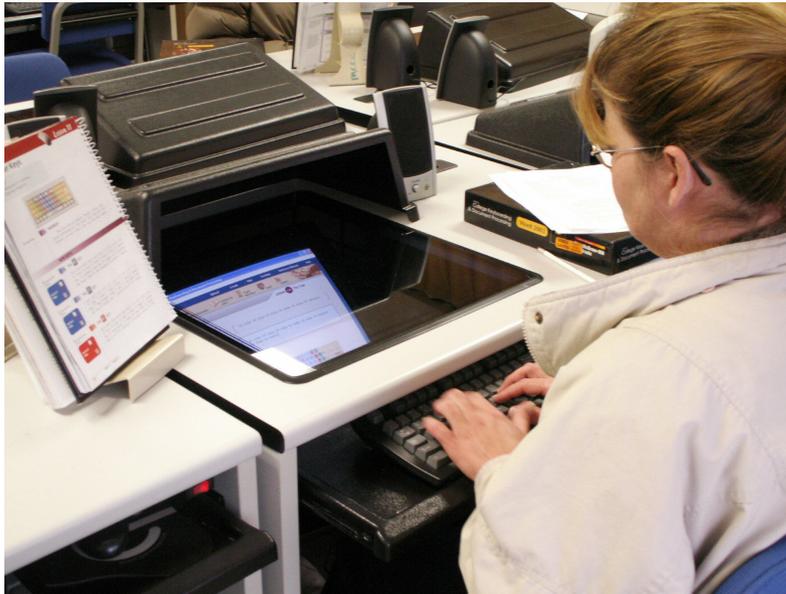
Curriculum Summary:	
General Education Requirements	15
Institutional Requirements	2
Division Requirements	15
Major Requirements	21
Approved Electives	9
Total Credit Hours	62

Certificate of Proficiency Program Medical Transcription

The certificate of proficiency in Medical Transcription prepares students for careers involving the transcription of verbal data in the healthcare industry. This certificate program emphasizes the importance of accuracy, organization, and professionalism. Careers in medical transcription may involve working in a healthcare facility, doctor's office, or independently out of one's home. Successful completion of this certificate requires grades of C or better in each prescribed course.

Requirements:		Credit Hours
OT 21043	Machine Transcription*	3
OT 21093	Medical Terminology for Transcription	3
OT 21103	Human Disease for Transcription	3
OT 21113	Legal Aspects of the Medical Office	<u>3</u>
Total Credit Hours		12

*OT 21093 and OT 21103 must be completed prior to enrolling in OT 21043.



Technical Certificate Program Paramedic

The 12 month certificate in Paramedic Education Training provides education in advanced pre-hospital care. This program meets the requirements of the Arkansas Department of Health, Section 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 the paramedic program should discuss their career objectives with an advisor to ensure this is the appropriate program to meet their career goals.

Requirements:

Credit Hours

EM	18016	Preparatory for Paramedics	6
EM	18024	Preparatory Clinic	4
EM	18033	Anatomy & Physiology with Lab.	3
EM	18043	Medical Emergencies for Paramedics I w/ Lab.	3
EM	18055	Medical Emergencies for Paramedics II w/ Lab	5
EM	18063	Medical Emergencies Clinical	3
EM	18073	Trauma for Paramedics with Lab.	3
EM	18094	Field Clinical	4
EM	18105	Special Consideration for Paramedics with Lab.	5
EM	18123	Ambulance Operations for Paramedics with Lab.	3
EM	18133	Ambulance Operations Clinical	3
EM	18144	Field Internship	4
Total Program Credits			46

Program Enrollment Requirements:

- * Be at least 18 years of age
- * Complete the Paramedic Application Packet
- * Successful completion of an approved DOT Basic EMT course or state/national certification at the 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 with acceptable scores on the ACT/COMPASS/ASSET test
- * Have a high school diploma or GED certificate (transcript of GED scores must be submitted prior to registration of Paramedic Training Program)

Associate of Applied Science Degree Power Plant Technology

This program is designed for students who wish to pursue careers in power plant operation. This region is becoming a major source of electrical power generation and this degree will help facilitate entry or enhance promotional opportunities within the electric industry. This degree will provide students with the electrical, mechanical, and chemical engineering fundamentals required to obtain positions of responsibility related to power plant operation, air/water ecological management, and boiler operation/maintenance.

General Education Core:

EN 12003	English Composition I	3
EN 12013	English Composition II	3
MA 14043	College Algebra	3
CS 11033	Computer Fundamentals	3
SP 22063	Human Relations	3
Total Credit Hours		15

Division Requirements:

BU 11023	Decision Strategies	3
ES 15003	Industrial Safety Administration	3
MG 21063	Leadership/Teamwork	3
Total Credit Hours		9

Major Requirements:

EL 15003	Basic Electricity I	3
EL 15013	Basic Electricity II	3
ES 25023	Environmental Management	3
IS 15031	Failure Mode & Effects Analysis	1
ME 15002	Blueprint Reading	2
PW 15003	The Electric Industry	3
PW 15013	Thermodynamics	3
PW 15023	Energy Sources & Conversion	3
PW 25003	Power Plant Equipment	3
PW 25013	Electrical System Components	3
PW 25023	Boiler Operation	3
PW 25033	Steam Turbine Systems	3
PW 25043	Gas Turbine Systems	3
PW 25053	Control Systems & Instrumentation	3
Total Credit Hours		39

Curriculum Summary:	
General Edu. Requirements:	15
Division Requirements:	9
Major Requirements:	39
Total Credit Hours:	63

** Note: Students must make a "C" or better in English Composition I, English Composition II and College Algebra to received an Associate in Applied Science Degree from ANC.*

Certificate of Proficiency Program

Renewable Energy Technology

The certificate of proficiency in Renewable Energy Technology prepares students for production-oriented jobs in biofuel companies. This certificate program introduces students to renewable energy processes and philosophies. Students attending the Arkansas Northeastern College secondary center have the opportunity to pursue this curriculum while attending area high schools. Students must earn a grade of "C" or better in each required course.

Requirements:

		Credit Hours
EG 15003	Introduction to Renewable Energy Technology	3
EG 15013	Biofuels	3
ES 15003	Industrial Safety Administration	3
ME 15023	Mechanical Drives & Bearings	3
Total Credit Hours		12

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 processes that require specialized job and skill knowledge. This region has become a major source of steel related occupations and this degree will help facilitate entry or enhance promotional opportunities within the industry. Applied knowledge acquired through this program pertains particularly to steel-related industries, but also is relevant to any advanced manufacturing enterprise. 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.

Credit Hours

General Education Core:

EN 12003	English Composition I	3
EN 12013	English Composition II	3
MA 14043	College Algebra	3
CS 11033	Computer Fundamentals	3
SP 22063	Human Relations	3
Total Credit Hours		15

ELECTIVE OPTIONS:

List of Approved Electives:

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

Division Requirements:

BU 11023	Decision Strategies	3
OT 21003	Business Communications	3
ES 15003	Industrial Safety Administration	3
MG 21063	Leadership/Teamwork	3
Total Credit Hours		12

** Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate in Applied Science Degree from ANC.*

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
IS 15012	ISO/QS 9000 Certification	2
IS 15063	Basic Metallurgy	3
IS 25003	Metallurgy of Steel Making and Testing	3
Total Credit Hours		31

Curriculum Summary:

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

* MT 15013 Design for Manufacturing will substitute for ME 15002 Blueprint Reading.

**MT 15033 Manufacturing Power & Equipment Systems will substitute for ME 15023 Mechanical Drives & Bearings.

Approved Electives **6**

Associate of Applied Science Degree in General Technology Welding Option

The Associate of Applied Science in General Technology allows the blending of a technical certificate with general education courses to form a degree that consists of applied technologies. This program is designed to prepare students for careers in welding. Students will develop skills to meet certain certification test standards for either manufacturing or pipe welding. Students will be better prepared to assume positions that require an understanding of fabrication and layout.

General Education Core:

		Credit Hours	
EN	12003	English Composition I	3
EN	12023	Technical Writing OR	
EN	12013	English Composition II	3
MA	14043	College Algebra	3
CS	11033	Computer Fundamentals	3
SP	22063	Human Relations	<u>3</u>

15

*Approved electives may also be chosen from courses with the following prefixes: AC, BU, EL, ES, IS, ME, and MG.

Division Requirements:

BU	11023	Decision Strategies	3	
ES	15003	Industrial Safety Administration	3	
BU	21083	New Venture Analysis	3	
MK	21043	Customer Service	<u>3</u>	

12

* Elective credit for appropriate experiential learning will also be considered.

Choose between two options:

Welding Major Requirements

WE	17001	Oxygen/Acetylene Safety & Orientation	1	
WE	17013	Blueprint Reading for Welders	3	
WE	17094	SMAW Structural Welding (Partial Joint Penetration)	4	
WE	17104	SMAW Structural Welding (Complete Joint Penetration)	4	
WE	17064	Gas Metal Arc Welding	4	
WE	17074	Tungsten Inert Gas (TIG) Manufacturing	4	
WE	17084	Flux Cored Arc Welding	4	
WE	17034	Shield Metal Arc Welding (SMAW) Pipe Welding	4	
WE	17044	Tungsten Inert Gas (TIG) Pipe Welding	4	

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* Note: Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate in Applied Science Degree from ANC.

Approved Electives*

4

Total Program Credit Hours

63

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.

Requirements:		<u>Credit Hours</u>
<i>First Semester</i>		
WE 17001	Oxygen/Acetylene Safety and Orientation	1
WE 17013	Blueprint Reading for Welders	3
MA 14073	Technical Mathematics	3
WE 17094	SMAW Structural Welding (Partial Joint Penetration)	4
WE 17104	SMAW Structural Welding (Complete Joint Penetration)	4
Total Credit Hours		15
 <i>Second Semester</i>		
EN 10013	Technical Communications	3
	Approved Electives*	15
 Approved Electives*		
WE 17064	Gas Metal Arc Welding	4
WE 17074	Tungsten Inert Gas (TIG) Manufacturing	4
WE 17084	Flux Cored Arc Welding	4
WE 17034	Shield Metal Arc Welding (SMAW) Pipe Welding	4
WE 17044	Tungsten Inert Gas (TIG) Pipe Welding	4
 Total Program Credit Hours		 30

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

ACCOUNTING

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 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.

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.

AGRICULTURE

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.

ALLIED HEALTH

AH 16006 PHLEBOTOMY TECHNICIAN – This course includes skill development in the performance of blood collection methods using proper techniques and universal precaution. Emphasis is on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. The course has a 48-hour lecture/lab and an 120-hour clinical externship.

AH 16011 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.

AH 16023 PATIENT CARE TECHNICIAN PRACTICUM – The Patient Care Technician Practicum is the clinical capstone course in the Patient Care Technology Program and provides students the opportunity to practice and meet their clinical objectives in a healthcare setting. Students practice under direct supervision of licensed healthcare personnel the advanced skills validated in the program to include: Patient Care Technician, nursing assistant, phlebotomy, ECG and monitor technician, and unit clerk. A total of 135 clinical hours are scheduled in a variety of care facilities including, acute care, long term care, and physician's offices. Prerequisites: Completion of the course Advanced Patient Care Concepts and Skills is a co-requisite for this clinical course.

AH 16032 MEDICAL LAW AND ETHICS – This two credit hour class course includes a generalized orientation to the healthcare profession. Content includes, but not limited to, self-adjustment and development, personality development, ethical, legal, and social relationships with the patient, family, and co-workers. The course provides an overview of therapeutic communication skills, human needs, health care delivery systems, and vocational responsibilities of a patient care provider. Provides an introduction to how the Patient Care Technician practices in a healthcare setting with an emphasis on professionalism and discussions on the legal and ethical issues facing today's healthcare providers. The course includes an introduction to the Arkansas Nurse Practice Act including topics on delegation, leadership chain, management principles, critical thinking, and ethical decision-making.

AH 16043 PATIENT MEDICAL RECORDS & CLERICAL PRINCIPLES – This three credit hour course is intended as an introduction to the roles and responsibilities of the HIM, (Unit Clerk or Secretary) within the healthcare team. The course is a study of the application of effective methods of identifying and solving specified types of problems and situations encountered when dealing with patient health/medical records and associated clerical duties in a variety of clinical settings. The course provides instruction regarding the development and retention of health/medical records in hospitals, physician offices, ambulatory care, long-term care, home health care and mental health care facilities.

AH 16053 INTRODUCTION TO ECG AND RHYTHM STRIP MONITORING – This three hour credit course is designed to provide a foundation for fundamental aspects of understanding and performing a twelve lead ECG, identifying and interpreting normal and abnormal ECG rhythm strips and functioning as an ECG and Monitor Technician in a healthcare setting. Course content includes, but is not limited to, anatomy/physiology of the heart, basic electrophysiology, sinus mechanism, atrial rhythms, junctional rhythms, ventricular rhythms, blocks,

pace rhythms, rhythm strip interpretation and an introduction to 12-lead ECG. The clinical laboratory will provide students the opportunity to practice skills prior to a required 16 hour clinical component where students apply knowledge and skills in twelve lead ECG and rhythm strip monitoring in the clinical setting.

AH 16064 PATIENT CARE TECHNICIAN ADVANCED CONCEPTS AND SKILLS – This four credit hour capstone course of the Patient Care Technology Program. The course provides instruction related to advanced fundamentals of nursing assistant practice to include but not limited to lectures, discussion, audiovisuals, demonstration of skills, and clinical skills validation. The course further expands content to include the key practice elements of the Patient Care Technician providing a conceptual framework of practice to include advanced nursing assistant, phlebotomy, ECG and monitor technician and unity secretary. Students will complete this course with the co-requisite course “Patient Care Technician Practicum” as the last courses in the PCT program.

AH 16076 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. Co-requisite: AH 16011 Medical Terminology

AH 16084 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. Prerequisites: all Summer I and Summer II PN courses. Co-requisite: PN Clinical 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 – This course is an introductory studio class in the discipline of Drawing. It involves the investigation and application of various linear approaches to creativity using a variety of media including pencil, charcoal, pastels, chalk, crayon, and pen & ink. Still-life and objects from nature are emphasized as subject matter.

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

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

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

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

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

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

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

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

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.

AS 17991 AUTOMOTIVE SERVICES TOPICS – This course is designed to provide students training opportunities in a variety of short-term automotive related topics including but not limited to: hybrid/electric technologies in braking systems, electrical systems, and engine performance, Emphasis will be placed on consumer safety.

AVIATION

AV 15004 AVIATION MATH & PHYSICS – This course contains the FAA subject areas of Mathematics and Basic Physics. This course provides a review of the basic math and physics needed for the remaining courses in the aviation maintenance program, as well as those required by the FAA. The math section includes fraction, exponents, roots, algebraic operations area, and applied geometry. The physics section includes kinematics, thermodynamics, fluid dynamics, and atmospheric studies as they apply to aircraft and flight.

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

AV 15023 AVIATION FUNDAMENTALS – This course contains the FAA subject areas of *Ground Operations and Servicing, Maintenance Publications, Maintenance Forms and Records, and Mechanic Privileges and Limitations*. Students practice the proper techniques used to direct aircraft while taxiing, and they will learn to start operate aircraft on the ground. They will learn what publications are available for legal maintenance and operation of aircraft, as well as how to properly document aircraft maintenance. Finally, they will learn what an A & P mechanic may and may not legally do.

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

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

AV 15142 AIRCRAFT DRAWING AND WEIGHING – This course contains the FAA subject areas of Aircraft Drawings and WEight and Balance. Studetns will learn to read and understand aircraft drawings, and to complete sketches of the repairs that they will make to aircraft. Students will also learn the procedures for weighing and aircraft and determining if it can be safely flown as it is loaded. Finally, they will learn how to adjust the venter of gravity of the aircraft if needed.

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

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

AV 15153 AIRCRAFT WELDING AND PAINTING – This course contains the FAA subject areas of Welding, Aiorcraft Covering, and Aircraft Finishes. This class introduces aircraft wleding in a variety of materials. Students primarily learn to regognize a safe weld, but they also learn to perform basic welding operations. Students then learn about the fabric covering systems used on certain small aircraft. Finally, students will learn the proper way to paint and reginish airplanes and parts.

AV 15162 AIRCRAFT ICE AND ATMOSPHERE – This course contains the FAA subject areas of *Ice and Rain Control Systems* and *Cabin Atmoshpere Control Systems*. This class deals with the systems which allow aircraft to safely operate in hazardous weather. It covers ground based and in flight deicing. This course then examines simple cabin atmospheric systems such as heating and air conditioning. Finally, the class examines the necessity of cabin pressurization on high performance aircraft, and the complexities this brings to maintenance and operation.

AV 15172 AIRCRAFT FUEL AND FIRE – This course contains the FAA subject areas of *Aircraft Fuel Systems* and *Fire Protection Systems*. Students learn about and service fuel storage and delivery within the aircraft. They then examine the onboard fire detection and extinguishing systems built into many aircraft.

AV 15183 AIRFRAME INSPECTION – This course contains the FAA subject area of *Airframe Inspection*. This class teaches the proper way to complete annyual airframe inspection and other required aircraft inspections. Students perform an actual annual airframe inspection, and in doing so, they review all of the airframe section informtaion inpreparation ofor the FAA Airframe Computer Based Test.

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

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

AV 15122 AIRCRAFT FUEL SYSTEMS I – Students will develop a working knowledge of aircraft fuel systems and associated tanks, lines, pumps, valves, selectors, and quantity-indicating systems.

AV 15133 AIRCRAFT PROTECTIVE SYSTEMS – Students will learn the theory of air conditioning, heating, oxygen, and cabin pressurization systems. Placement of assemblies and interaction of systems will be detailed. Students will learn the theory of operation and inspection techniques relating to aircraft warning systems for ice and rain control systems, and detection systems. Students will learn how to inspect, service, and troubleshoot aircraft fire warning systems and fire extinguishing systems.

AV 25007 RECIPROCATING ENGINES – This course contains the FAA subject areas of *Reciprocating Engines* and *Engine Instrument Systems*. Students will learn piston powered engine theory, and put it into practice in the shop. Students completely tear down a large aircraft engine, and reassemble it in an airworthy fashion.

AV 25015 TURBINE ENGINES – This course contains the FAA subject areas of *Turbine Engines*, *Auxiliary Power Units*, *Unducted Fans*, and *Engine Instrument Systems*. This class teaches students the theory behind gas turbine engines. Students then gain hands on working experience as they tear down and rebuild a gas turbine engine. They apply what they have learned to smaller APUs and a variety of other systems.

AV 25023 AIRCRAFT LUBRICATION & COOLING – This course contains the FAA subject areas of *Lubrication Systems*, *Engine Cooling Systems*, and *Engine Fire Protection Systems*. This class examines the systems that keep an engine from being damaged by excessive heat build up. In *Lubrication Systems*, students learn how to service and troubleshoot the systems, as well as how to determine which lubricants are compatible with which engines. *Engine Cooling Systems* deals with both air cooling and liquid cooling systems as they apply to internal and external components of the engine. Finally, students learn about the onboard fire detection and extinguishing systems as they apply to some small and most large aircraft engines.

AV 25074 POWERPLANT SUPPORT SYSTEMS – This course contains the FAA subject areas of *Introduction and Engine Airflow Systems*, *Engine Exhaust and Reverser Systems*, *Engine Fuel Systems*, and *Fuel Metering Systems*. This class deals with critical systems on all engines, such as the oxygen and fuel supply required to support combustion. Students will learn to troubleshoot, adjust, and service the complex systems which precisely control the fuel to air ratio for the engine. Students also study exhaust systems and power and safety enhancing systems associated with the exhaust, such as cooling augmentation, turbocharging, and reversing.

AV 25084 POWERPLANT ELECTRICAL SYSTEMS – This course contains the FAA subject areas of *Engine Electrical Systems* and *Ignition and Starting Systems*. Students learn proper wiring and servicing techniques for in front of the firewall. Students gain familiarity with a wide variety of systems from the relatively delicate thermocouple sensing circuits to the high voltage ignition circuits and the high amperage starting circuits. This class emphasizes vibration protection and fire protection of the wiring.

AV 25093 PROPELLERS – This course contains the FAA subject area of *Propellers*. This class teaches students about what they can and cannot do with aircraft propellers. The class examines many types of propellers, from fixed and variable pitch to composite and aluminum. Students learn to make minor repairs, such as balancing and tracking.

AV 25103 POWERPLANT INSPECTION – This course contains the FAA subject area of *Engine Inspection*. This class teaches the proper way to complete annual and other required engine inspections. Students perform an actual annual engine inspection, and in doing so, they review all of the airframe section information in preparation for their FAA Airframes Computer Based Test.

BIOLOGY

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

BI 14033 GENERAL BIOLOGY - 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. Prerequisite: CP 01113 Advanced Reading Techniques or the appropriate placement test score in reading (43 or above on ASSET, 19 or above on ACT, 82 or above on COMPASS) and CP 02343 Introduction to Composition or the appropriate placement test score in writing (45 or above on ASSET, 19 or above on ACT, 75 or above on COMPASS).

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. Students must enroll in the same section of lecture and 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 taken concurrently and completed as part of the class. Prerequisite: Grade “C” or above in Anatomy and Physiology I and Lab (BI 24003 and BI 24011) . Students must enroll in teh same section of lecture and lab.

**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. The student is introduced to the operations of the various business segments of society including the free enterprise system, management, marketing, accounting and finance, information technology, and the role of government. The overview of the fundamentals of business incorporates the terminology of business and potential career fields.

BU 11013 LEGAL ENVIRONMENT OF BUSINESS – This course is an introduction to the fundamental elements of the Anglo-American legal system and its common law origins. The scope of the course will include the application and operation of the legal system in the remedy of business disputes, the development and operation of the court system, and the regulation of American business and industry by the United States Government. Prerequisite: CP 01113 Advanced Reading Techniques or a score of 82 on COMPASS Reading, 43 on ASSET Reading, or 19 on ACT Reading.

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 11033 STORE ENVIRONMENT – This course makes an in depth study of retail and other similar industries such as hotel operations and convenience store management. It provides an overview of all aspects of retail management including marketing strategy, retail site locations, human resource management, supply chain, planning merchandise assortments, and buying systems. The class also involves going out into the field on numerous occasions to interact with businesses to find out how these areas apply specifically to each type of industry.

BU 21003 PERSONAL FINANCE – The course is a study of money management from the viewpoint of the individual. Emphasis will be given to the wise allocation of personal resources in relation to the following: budgeting, taxes, banking, consumer credit and protection, insurance, housing, investments, retirement, and estate planning. 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. Recommended Prerequisite: CP 04803 Intermediate Algebra.

BU 21013 BUSINESS STATISTICS – This is a statistical methods course covering the collection, analysis, and presentation of data for business purposes. Also, includes the study of averages and dispersions, sampling, statistical inference, probability, tests of hypotheses, estimation, regression and correlation. Prerequisite: Grade “C” or better in MA 14043 College Algebra .

BU 21083 NEW VENTURE ANALYSIS – Upon successful completion of this course, students should be able to assess the current economic, social, and political climate for small business. Students should be able to explain how demographic, technological, and social changes create business opportunities. Students will assess the personal appropriateness of their business ideas based on personal strengths and skills, as well as personal, professional, and financial goals. Additionally, the course will provide an overview of venture financing and business plan development.

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. Prerequisite: Grade “C” or above in CP 01113 Advanced Reading Techniques (or appropriate placement test score) and CP 02003 College Writing Skills (or appropriate placement test score).

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.

CH 14083 CHEMISTRY OF STEELMAKING – The course is an introduction to chemistry with emphasis on chemicals and reactions seen in the steel making industry. Topics will include measurements and calculations, matter, elements, atoms, ions, nomenclature, chemical reactions, reactions in aqueous solutions, chemical composition, chemical quantities, energy, chemical bonding, gasses, liquids, solids, acids, bases, equilibrium, organic chemistry.

COLLEGE PREPARATORY

NOTE: CP courses are required by state law if placement test results indicate a need for College Prep. CP courses are graded on the following scale: A[^], B[^], C[^], D[^], and F. In sequential courses a grade of C or 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[^], B[^], C[^], D[^] 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 or 13 or below on the ACT.

CP 02343 INTRODUCTION TO 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 02003 College Writing Skills.

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 0-39 in Pre-Algebra on the COMPASS placement test, *15 or below on the ACT 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 04003 Basic Mathematics Skills, or ACT score of 16-17, or ASSET Numerical Skills score of 40-45 (type N) or above or between 40-100 in the COMPASS (type P) Pre-Algebra or Algebra (type A) score of 22-33. 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 04783 Beginning Algebra, or ACT score of 18-20, or ASSET Intermediate Algebra score Type I of 0 - 38 or COMPASS (type A) Algebra score between 34-52.

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.

CE 21023 ENTREPRENEURSHIP PRACTICUM – This course involves hands-on application of business responsibilities associated with operating an actual business enterprise. Students will work together as a team, with the instructor’s guidance, to plan and make business decisions related to product pricing, product mix, inventory planning, promotion/marketing, daily cash management, staffing, and administration of the store environment. Students will participate in a supervised workplace practicum, up to 10 hours per week for a total of 120 clock hours during the semester. Punctuality, attendance, professionalism, and team effort are essential for success in this course.

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, the Internet and presentation software. Co-requisite: Demonstrated keyboarding ability of 20 words per minute by touch or OT 11003 Beginning Keyboarding. Students may challenge this course through Credit by Examination and payment of related fees.

CS 11533 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS – This course will provide basic through advanced computer concepts with an emphasis on both the personal computer and enterprise computing. Topics include hardware, application and system software, the Internet and World Wide Web, communications, e-commerce, societal issues, database management, systems analysis and design, programming, information systems, career opportunities, certifications in the computer field, and computer trends.

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 of “C” or better in CS 11033 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 Basic fundamentals and will be able to develop a wide variety of Windows applications. Prerequisite: Grade of “C” or better in CS 11033 Computer Fundamentals and MA 14043 College Algebra.

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 of “C” or better in CS 11033 Computer Fundamentals.

CS 21123 NETWORKING I – This course introduces networking vocabulary, concepts, and uses. Topics include the Open System Interconnection model; networking topologies, standards, specifications, uses, and function; networking devices, Internet Protocol addressing; routing; and hands-on and virtual labs. The course objectives cover approximately one-half of the CompTIA Networking+ certification exam objectives.

CS 21181 – INTRODUCTION TO WORD – This class teaches the student how to use Microsoft Word. Word processing functions such as creating documents, editing, copying, pasting, fonts, and printing. This course is designed to familiarize students with both beginning and intermediate functions.

CS 21191 – INTRODUCTION TO POWERPOINT – This course teaches the importance of legibility, simplicity, and clarity in developing and creating effective visual presentations. Students will create slides, customize templates, create charts, graphs, pictures, and animation for presentations or reports. Students learn to apply visual design criteria as they develop visuals through step-by-step, hands-on practice using PowerPoint.

CS 21201 INTRODUCTION TO EXCEL – This course teaches the student how to use today's most popular spreadsheet package, providing the student hands-on experience. Creating spreadsheets, using formulas, printing and creating graphs and using database features will be featured.

CS 21231 INTRODUCTION TO ACCESS – This course explores the key concepts, features, and commands of the leading Windows-based database program. Students will learn how to use Microsoft Access to solve almost any business problem.

CS 21333 NETWORKING II – The course objectives are in two distinct groups: Knowledge of networking technology and knowledge of networking practices. Topics include switching; wireless technologies; wide area networks; network security and access control; hardware, software, and command-line tools; network troubleshooting, management, and monitoring; and hands-on and virtual labs. The course objectives, together with those of CS 21123 Networking I, cover the CompTIA Network+ certification exam objectives. Prerequisite: Grade of C or better in CS 21123 Networking I.

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 of "C" or better in CS 21123 Networking I.

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+ certification exams. Prerequisite: Grade of "C" or better in CS 11533 Introduction to Computer Information Systems.

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+ certification exams. Prerequisite: Grade of "C" or better in CS 11533 Introduction to Computer Information Systems.

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 and tables. Prerequisite or co-requisite: CS 11033 Computer Fundamentals.

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. Prerequisite: Grade of "C" or better in CS 21383 Internet Applications I.

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 15093 CRIMINAL JUSTICE ETHICS – This course is a study of the ethical aspect of the criminal justice system. The idea is to introduce the student to ethical decision-making in the criminal justice system. The course includes an introduction to ethics, the basic principles behind moral and ethical decisions, and how these concepts are applied to all aspects of the criminal justice system.

CJ 15103 TERRORISM – This course examines domestic and international terrorism, including the historical and philosophical underpinnings of terrorism in general and identified terrorist organizations in particular. Also examined will be the religious ideologies used to justify terrorism as well as the social, political, economic, psychological and legal impacts of terrorism in addition to methods of counter-terrorism. The course will discuss general methods by which terrorism might be confronted and America's specific response to domestic security issues in light of the September 11, 2001 attacks.

CJ 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 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 25143 JUVENILE LAW AND PROCEDURES - This course gives the student an overview of the procedure for dealing with juvenile violators from a law enforcement prospective. It 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 25163 FRONTLINE LAW ENFORCEMENT SUPERVISION - This course is designed to prepare law enforcement professionals employed or desirous of employment in positions of frontline leaders and supervisors to lead, motivate, discipline, and evaluate employees.

CJ 25193 POLICE AND SOCIETY – This course is a survey and overview of policing in the United States, including a description of the historical development of modern policing, the structure and organization of the police in the United States, and an assessment and analysis of policing in America. In addition, this course will explore basic police patrol operations and procedures covering both routine and emergency situations.

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.

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 MA 14043 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 MA 14043 College Algebra.

EDUCATION

ED 13013 CURRICULUM AND MATERIALS FOR PRESCHOOL - A wide variety of classroom activities for preschool will be presented. The program is designed to promote developmentally appropriate practices that are creatively expressed in all areas of curriculum. This course will also provide the student with practical “hands-on” experience to develop materials and methods related to the study of preschool child care. A "curriculum unit" pertinent to the child care profession will be produced.

ED 13023 HEALTH/SAFETY/NUTRITION - Three major topical areas are addressed in this course: children's health; safety concerns and management; and nutrition. Emphasis is on the important role teachers play in promoting children's health and fostering their development of healthy attitudes, values, and practices. Basic fundamentals of good health and first aid will be explored as well as preventive measures. The students will prepare and present "curriculum units" on related topics.

ED 13043 CHILD GUIDANCE - Students will examine factors that affect the behavior and guidance techniques in group child care settings. Units on developmental factors, indirect guidance, and direct guidance and strategies will be studied. Emphasis will be on "Positive" Child Guidance. The students will explore "Bibliotherapy", the use of literature to promote mental health.

ED 13053 CURRICULUM AND MATERIALS FOR INFANTS AND TODDLERS -During this course, students will come to understand how to create goals and plans for every day routines and create developmentally appropriate activities for quality infant/toddler programs. These Classroom activities and experiences include the areas of art, literature, music, and movement. Also, the types of play, sand and water, and outdoor activities will be studied. A file box of student made materials and a collection of lesson activities will be produced and presented. This course explains the aspects of a developmentally appropriate program and leads students through the process of planning and implementing every aspect of caring for and teaching infants and toddlers.

ED 13063 PROGRAM PLANNING AND MANAGEMENT - This course includes planning and administering a day care program, personal practices, facility development and maintenance, laws and licensing regulations of day care centers and family homes. Guest speakers will share experiences and information.

ED 13083 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION –This course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories that early childhood education is based upon and learn how to develop an effective program designed uniquely for children ages birth to five. The student will also obtain knowledge of state and federal laws pertaining to the care and education of young children. The course content is based upon guidelines established by the Council for Early Childhood Professional Recognition.

ED 13093 CHILD GROWTH AND DEVELOPMENT –This course focuses on children ages birth to eight and covers all aspects of a child's physical and cognitive growth and socio-emotional development. The students will be introduced to ways to observe and evaluate children's development and recognize possible delays in development. The course content is based upon guidelines established by the Council for Early Childhood Professional Recognition.

ED13103 ENVIRONMENTS FOR YOUNG CHILDREN – This course is designed to provide the student with a broad knowledge based on how to design a program for children developing both typically and atypically. The course provides the opportunity to plan environments that are physically and emotionally secure. The students will plan and implement activities that are age, stage and culturally appropriate for children from birth to age five. The course content is based upon guidelines established by the Council for Early Childhood Professional Recognition.

ED 13111 ENVIRONMENTS FOR YOUNG CHILDREN LAB –This course is designed for students to have computer time in the classroom to record documents of his/her skills in relation to the CDA Competency Standards. Students learn how to format documentation and how to present it to the Council Representative in an organized professional manner.

ED 13123 CHILD CARE PRACTICUM AND ORIENTATION – This course is designed for students who are assuming responsibility of a childcare worker under the guided supervision of a child care center director or early childhood teacher. The student will be required to document 480 clock hours in his/her place of employment as required by the Council for Early Childhood Professional Recognition.

ED 23003 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 – This course is designed to prepare pre-service teachers in becoming widely acquainted with the different genres in literature and the wealth of quality books available for children. Students will become more knowledgeable about the role literature plays in enticing, motivating, and instructing children, enabling them to make informed, creative decisions regarding the utilization of literacy materials for children. Book talks, creative alternatives to book reports, Internet activities, read-alouds, critiques, and questioning techniques will be included in the course content. The major course project involves the development of a resource tool for children's and adolescent's literature. The overall focus for this course is to illuminate children's books and the overall use of them.

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 INTRODUCTION TO EDUCATION TECHNOLOGY - 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.

ED 23113 PRAXIS PREP - This three-hour credit course provides strategies and tools to help students meet the expectations of the PRAXIS I, a three-part state exam, required as part of the qualifying and certification process for pre-education students. It consists of three modular sections: Mathematics, Reading, and Writing. In addition, students will be provided with standardized test-taking strategies.

ED 23123 MULTIMEDIA IN THE CLASSROOM - This course is designed to introduce the student to multimedia technology applicable to instruction in elementary, secondary, and adult classroom settings. Students will learn how to use course management software, graphic editing software, and multimedia authoring tools. Students will create HTML files using word-processing software and upload them to the Web. Demonstrations of current technology tools (digital cameras, camcorders, handheld devices) will help the student learn which tools are best suited for his or her instructional needs. Project-based exercises help ensure student success. Prerequisite: ED 23103 Introduction to Educational Technology or CS 11033 Computer Fundamentals or basic skills in word processing and presentation software (ie., Microsoft Word and Microsoft PowerPoint or Word Perfect and Corel Presentations).



RENEWABLE ENERGY

EG 15003 INTRODUCTION TO RENEWABLE ENERGY TECHNOLOGY – This course introduces the concepts, methodologies, and sources of renewable energy. Energy production and the environmental impacts from the use of fossil fuels will be compared with alternative forms of energy, including hydro-electric, solar, wind, geothermal, tidal, and nuclear energies. Upon completion, students should have a thorough understanding of renewable energy technology and its impact on humans and the environment.

EG 15013 BIOFUELS – The course will cover the history of biodiesel and its early applications, as well as biochemical methods involved in the generation of biodiesel from feed stocks, animal fats, and waste vegetable oil. The course will introduce the structure and function of ethanol and uses and define the fundamental processes involved in ethanol production.

EG 25004 PROCESS INSTRUMENTATION – The course introduces students to the basic principles of physics, mechanics, electricity, fluid power, and electronics required for understanding instrumentation devices used by modern industrial complexes. Laboratory elements provide a hands-on experience to demonstrate course concepts using realistic training equipment to conduct applied exercises.

EG 25015 BIOPROCESS PRACTICES – The course involves in-depth examination of the methods utilized in the analyses of biofuel throughout the production process. Laboratory elements provide a hands-on experience of producing and testing biofuel and acclimatize students to the biofuel laboratory setting. Prerequisite: EG 15013 Biofuels.

EG 25023 INTRODUCTION TO WIND TURBINE TECHNOLOGY – The course will cover the major types and components of modern wind turbines. Topics covered include wind turbine architecture, air flow, blade efficiencies, wind farm anatomy, and wind turbine siting. The course also will provide an overview of critical issues related to wind turbine operation and maintenance.

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 15023 APPLIED ELECTRICITY & ELECTRONICS – This laboratory-based course provides a study of electrical laws and principles pertaining to DC and AC circuits. Topics covered include current, voltage, resistance, power, inductance, capacitance, and transformers. Applied activities will stress the use of standard electrical tests, electrical equipment, and troubleshooting procedures. Safety procedures and practices are emphasized.

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.

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.

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.

EL 25063 ADVANCED PLC - The course provides intense hands-on training related to programming and troubleshooting programmable logic controllers (PLC) used in a variety of industrial applications.



EMERGENCY MEDICAL

EM 18008 EMERGENCY MEDICAL TECHNICIAN – This program trains students to recognize, assess, and manage medical emergencies of acutely ill or injured patients in a pre-hospital care setting. Students in this program are required to participate in a field internship, 24 hours in the emergency room, 24 hours at an ambulance service, and 24 hours at various hospital departments. After completing this program, students may take the National Registry Certification Exam.

EM 18016 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 18024 PREPARATORY 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 18043 MEDICAL EMERGENCIES 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 18053 MEDICAL EMERGENCIES II 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. Prerequisite: all first semester subjects.

EM 18065 MEDICAL EMERGENCIES CLINICAL - Supervised student rotations in clinical settings. Emphasis is on the application of previous coursework. Prerequisite: All first semester subjects.

EM 18073 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.

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. All first semester subjects.

EM 18105 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. All first semester subjects.

EM 18123 AMBULANCE OPERATIONS 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. Also included in this unit is assessment based management techniques. It contains a didactic presentation or “putting it all together” and then shifts to common chief complaint categories. All second 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 - This internship will allow supervised experience in prehospital care setting. Emphasis is on the applications of previous coursework. During this rotation, the student will be able to apply the knowledge and skills learned during the past year. The clinical setting will change from the hospital to an ambulance capable of delivering advanced life support services. The student will serve as a Team Leader on the advanced care unit.

EM 18201 BASIC EMERGENCY MEDICAL TECHNICIAN REFRESHER - 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.

EM 18213 PARAMEDIC REFRESHER COURSE - 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.

ENGLISH

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 students to write with a purpose and express themselves 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 Introduction to Composition, ACT score of 19 or above, or ASSET score of 45 or above or a COMPASS score between 75-100. Students must make “C” or better in this course to earn an associate degree.

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. Students must make “C” or better in this course to earn an associate degree.

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 students 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).

ES 15023 FIRST RESPONDER: MEDICAL - This course is designed to prepare a person to assist Emergency Medical Technicians & assess injuries and provide immediate care. This is the next step after Basic First Aid and CPR.

ES 15041 EMERGENCY RESPONSE PLANNING - This is an introductory course designed to prepare students to identify, evaluate, and control safety and health hazards. The course also provides an overview of emergency response activities.

ES 15051 ACCIDENT INVESTIGATION - This course is designed to equip the student with the knowledge and skill needed to conduct accident investigations and complete mandatory reporting as required by the Occupational Safety & Health Administration (OSHA). An overview of regulations will be provided and investigative procedures, problem solving techniques, and reporting will be studied.

ES 15061 HAZARDOUS MATERIALS - The application of Standard Operating Procedures (SOP) and Material Safety Data Sheets (MSDS) to chemical materials will be covered. Students will participate in the writing of a Hazard Communications program.

ES 15071 INDUSTRIAL RIGGING - This course provides hands-on training on the variety of methods available in the area of industrial rigging. Students will be provided classroom instruction as well as practical application and exercises.

ES 25023 ENVIRONMENTAL MANAGEMENT – This course introduces students to various industrial water treatment processes, as well as basic requirements and procedures for an air pollution control program. Treatment processes covered include boiler water, cooling water, and wastewater. Students will study emission-related compliance issues, pollution control equipment, and the calculation of basic air quality formulas and associated sampling. This course also explores noise level measurement, reduction, and regulatory compliance.

GEOGRAPHY

GE 23003 INTRODUCTION TO GEOGRAPHY – A basic course emphasizing the major physical and cultural regions in the world. (Recommended for education majors.). Prerequisite: A grade of “C” or above in EN 10003 Fundamentals of Composition, an ACT score of 19 or above in writing, a Compass score of 75 or above in writing, or and ASSET score of 44 or above in writing.

HISTORY

HI 13003 WORLD CIVILIZATION TO 1600 – A survey of the major contributions to the development of global civilizations from ancient times to the early modern period. Emphasis is given to those people, movements, and ideas influential in the development of the modern world. Prerequisite: A grade of “C” or above in EN 10003 Fundamentals of Composition, an ACT score of 19 or above in writing, a Compass score of 75 or above in writing, or and ASSET score of 44 or above in writing.

HI 13013 WORLD CIVILIZATION SINCE 1600 – A survey of the development of modern industrial and urban society from its European base in the Seventeenth Century to its worldwide impact in the Twentieth Century. Prerequisite: A grade of “C” or above in EN 10003 Fundamentals of Composition, an ACT score of 19 or above in writing, a Compass score of 75 or above in writing, or and ASSET score of 44 or above in writing.

HI 23003 THE U.S. TO 1876 – A survey of the United States from pre-history to the end of Reconstruction. Topics covered include American Indian cultures, the impact of the “discovery,” the colonial period, the American Revolution, the political system, economics and territorial expansion, slavery and sectionalism, and the Civil War and Reconstruction. Prerequisite: A grade of “C” or above in EN 10003 Fundamentals of Composition, an ACT score of 19 or above in writing, a Compass score of 75 or above in writing, or and ASSET score of 44 or above in writing.

HI 23013 THE U.S. SINCE 1876 – A survey of the U.S. from Reconstruction to the energy crisis. Topics covered include industrialization, urbanization, immigration, populism, progressivism, the New Empire, World War I, Twenties, the Great Depression and the New Deal, World War II, the Cold War, the Civil Rights Revolution, Vietnam, and the energy crisis. Prerequisite: A grade of “C” or above in EN 10003 Fundamentals of Composition, an ACT score of 19 or above in writing, a Compass score of 75 or above in writing, or and ASSET score of 44 or above in writing.

HI 23023 ARKANSAS HISTORY – A study of the historical figures, places, major events, and social and economic factors which have influenced the historical growth and development of the state. This course is recommended for education majors. Prerequisite: A grade of “C” or above in EN 10003 Fundamentals of Composition, an ACT score of 19 or above in writing, a Compass score of 75 or above in writing, or and ASSET score of 44 or above in writing.

HI 23033 AFRICAN-AMERICAN HISTORY – A survey of the total Black experience in America. Prerequisite: A grade of “C” or above in EN 10003 Fundamentals of Composition, an ACT score of 19 or above in writing, a Compass score of 75 or above in writing, or and ASSET score of 44 or above in writing.

HI 23043 INTRODUCTION TO HERITAGE STUDIES – This course provides an introduction to the concerns and issues involved in the studies of heritage, tradition, historic preservation, public archaeology, folklore, history and preservation.

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 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.

HV 17083 HVAC CRAFT SKILLS - This course includes six integrated modules for building foundation skills in construction and provides the tools necessary for achieving workplace success. This course also focuses on communication and employability skills--soft skills critical to advancing in the construction and maintenance industries that include the Air Conditioning and Refrigeration service, repair, installation and maintaining fields.

HUMANITIES

HU 12003 WORLD RELIGIONS —This course gives an introduction to the world's religions, studying conceptual, worship and social factors of religious life from past to present.

HU 22003 HUMANITIES THROUGH THE ARTS – An integrated approach to the humanities through the study of literature, painting, music, sculpture, philosophy, and architecture as interrelated displays of human creativity. The student will be exposed to a variety of arts and ideas to develop a lifelong appreciation for the joy, beauty, and truth that are inherent in all the arts. Prerequisite: English Composition I.

INDUSTRIAL SCIENCE

IS 15001 INTRODUCTION TO ISO/QS 9000 - In this course, training modules are used on an as-required basis for specific employee groups. The training and coaching hours depend on the current level of understanding and proficiency within the company. The Implementation Needs Assessment identifies the specific training modules required to fit the situation.

IS 15012 ISO 9000 CERTIFICATION - ISO 9000 is a quality assurance program, designed to allow businesses to install a formal, standardized system to govern the procedural steps of any manufacturing process. The course will explain the system needed to identify, monitor and record the proper steps which support the order entry, manufacture and testing of products to ensure that compliance with agreed customer or product specification requirements are consistently met.

IS 15021 STATISTICAL TECHNIQUES - This course offers a step-by-step approach to understand Statistical Process Control and the techniques available for its application in industry. The course will provide a Technical Math review to facilitate a clearer understanding as well as application of statistical techniques.

IS 15031 FAILURE MODE AND EFFECTS ANALYSIS - This course is designed to assist the student in identifying areas that could be problematic to the workplace. The student will learn to identify things that have gone wrong and ways to reduce future risk.

IS 15042 INTERNAL QUALITY AUDITING - This course is designed to assist the student in gaining skills through activities and individual participation to successfully conduct system audits.

IS 15053 PROJECT MANAGEMENT – The course is designed to provide the class participant with practical lessons in project management. The course presents an integrated view of the concepts, skills, and techniques involved in project management. Focus is on the five phases of project management: Initiating, Planning, Executing, Controlling, and Closing, and the nine project management knowledge areas: Integration, Scope, Time, Cost, Quality, Human Resources, Quality, Risk, and Procurement. Usage of Microsoft Office Project software as the application tool will be integrated into the lessons.

IS 15063 BASIC METALLURGY - This program is designed to provide the student with: (1) a working knowledge of metallurgical terminology; (2) the conceptual background of material types; (3) an understanding of mechanical properties and tests methods; and (4) a background in heat treatment and property modification. The course will cover an introduction to metals, properties of metals, manufacturing process, iron and steel, standard steels, heat treatment, and other metals.

IS 15073 ULTRASONIC INSPECTION – This course is designed to introduce students to the basics of the ultrasonic inspection field. Coursework consists of theory coupled with practical exercises in which the participants become familiar with the common inspection systems and basic data interpretation.

IS 25003 METALLURGY OF STEEL MAKING & TESTING - This course is intended to introduce the student to the processes of manufacturing steel and to highlight the important characteristics, properties, and applications of steel products. An introduction to basic metallurgy and testing is included, as well as a brief comparison with competing technologies in the steel industry.

IS 25013 TOTAL QUALITY MANAGEMENT – This course is a study of the comparison of traditional detection quality control systems with the contemporary trend for controlling the prevention of defects. This class addresses the commitment of management, and the organization as a whole, to the cultural changes necessary to implement quality improvements throughout the organization. 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 math score of 16-17 or a COMPASS score of 40 or above in Pre-Algebra or 22-33 in Algebra.

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: A grade of "C" or above in Basic Math Skills, or ACT math score of 16-17, or ASSET Numerical Skills score of 40 to 45 or above or a COMPASS score of 40 or above in Pre-algebra or 22-33 in Algebra.

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 04803 Intermediate Algebra, ACT of 21 or above, ASSET Intermediate Algebra Type I score of 39 or above, or a COMPASS score of 53-100 in Type A Algebra. Students must make a “C” or above in the course to earn an Associate in Arts Degree.

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, or ACT score of 25 or above, or COMPASS score of 70 or above in Algebra, or COMPASS score of 45 or above in 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 MA 14083, Intermediate Algebra, ACT score of 21 or above, 39 or above on ASSET Intermediate Algebra test, or a COMPASS score of 53-100 in Algebra.

MA 14073 TECHNICAL MATHEMATICS – This course consists of applications of the following topics: using a scientific calculator, using both US and metric measurements, converting between US and metric systems, learning problem-solving techniques, estimating answers, using formulas, solving geometry problems in two and three dimensions, and working with ratio and proportion. Prerequisite: A “C” or above in CP 04003 Basic Math Skills, or Asset Numerical Skills score 40 or above, or Compass score 40 or above in Pre-Algebra, or ACT match score of 16 or above.

MA 14101 INDUSTRIAL APPLIED MATH – This course is a customized industrial math class that depends on application of mathematical concepts. Fractions, decimals, the metric system, equations, and formulas will be part of course study. This course is offered in the Fall and Summer I terms.

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. This course is offered in the Fall semester.

MA 24025 CALCULUS II – A continuation of Calculus I which includes the following topics: logarithmic and exponential functions, trigonometric functions and inverse trigonometric functions, techniques of integration, infinite series, conics, plane curves, parametric equations, and polar coordinates. Prerequisite: A “C” or above in MA 24015 Calculus I. This course is offered in the Spring semester.

MA 24033 CALCULUS III – A continuation of Calculus II which includes the following topics: vectors in three-dimensional space, solid analytic geometry, differential calculus of several variables, multiple integration, and vector analysis. Prerequisite: A “C” or above in MA 24025 Calculus II. This course is offered in the summer.

MA 24043 MATHEMATICS FOR TEACHERS II – Math for Teachers II is a continuation of Math for Teachers I. Topics studied include probability and statistics, introductory geometry, congruence and similarity, measurement, and decimals and percents, with applications. Prerequisite: A “C” or above in MA 24003 Math Teachers I. This course is offered in the Spring and Summer II terms.

MA 24073 BUSINESS CALCULUS - A study of algebraic, exponential and logarithmic functions, their limits, derivatives, and integrals and how this applies in business. Prerequisite: Grade “C” or better in College Algebra (MA 14043). This course is offered in the Spring and Summer terms.

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 25012 ADVANCED HYDRAULICS - This course provides hands-on training in hydraulics to those students wishing to advance to a more sophisticated level of hydraulics troubleshooting and maintenance.

ME 25033 CNC PROGRAMMING - This course is designed for individuals with no previous experience in CNC machine tool programming. The course will introduce the students to basic programming languages, G & M codes, as well as discussions on machine terminology, tooling, setup, cutting speeds and feeds, and computer aided off-line programming.

ME 25043 INTRODUCTION TO ROBOTICS - This course provides students with a broad base of robotics competencies in modern manufacturing technology. Educational hardware and software, based on actual industrial components, emulate automated manufacturing environments. The course incorporates hands-on lab experience with simulation, creative design projects, and problem solving. Students work in teams and are exposed to various core technologies on a rotation basis. Prerequisite: MA 14083 Intermediate Algebra.

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 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.

MK 21043 CUSTOMER SERVICE - This course focuses on the development of skills and attitudes necessary to provide quality customer service. The importance of the customer, satisfying customer needs, the keys to effective customer service, and retention strategies related to customer service are addressed. Students will learn effective techniques to resolve problem situations and how to measure the effectiveness of their customer satisfaction programs.

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.

MANUFACTURING

MT 15003 INTRODUCTION TO MANUFACTURING – This course is designed to introduce the student to the world of advanced manufacturing and establish a foundation upon which further studies in manufacturing might rest. Students will explore basic manufacturing materials and processes, tools, techniques, and produce some simple products.

MT 15013 DESIGN FOR MANUFACTURING – This course is designed to expand on the introductory manufacturing course and expose the student to basic design concepts, computer skills, and drawing skills used in product and process design within the field of manufacturing. Additionally, the course is designed to expose students to a number of interpersonal skills and competencies necessary for a sustained career in manufacturing.

MT 15023 MANUFACTURING PRODUCTION PROCESSES – This course is designed to provide the student with a hands-on learning experience with the basic tools, equipment, and operations of manufacturing industries. The student will also understand the relationship between a manufacturing need, a design, materials, processes, as well as tools and equipment. During this course, the student will utilize many of the basic manufacturing processes to produce primary and secondary materials for manufacturing.

MT 15033 MANUFACTURING POWER & EQUIPMENT SYSTEMS – This course is designed to expand upon previous courses and allow students the opportunity to demonstrate knowledge of power systems and use the advanced tools of manufacturing production. Students will plan, design, implement, use, and troubleshoot manufacturing power systems, equipment systems, and control systems.

MT 25003 MANUFACTURING MATERIALS – This course will introduce students to manufacturing materials, materials testing, and material science. Additionally, this course will introduce students to primary and secondary processing in manufacturing and allow the student to construct and conduct experiments with various manufacturing materials.

MT 25013 THE MANUFACTURING ENTERPRISE – This course is designed to expand upon concepts learned in introductory courses while allowing students to further explore how manufacturing enterprises are established, how they maintain control, how they plan, how they produce, package, distribute and market products. As a part of a product development team, students will analyze customer needs and market requirements, conceptualize a design, develop a prototype, production tooling, quality control mechanisms, process control mechanisms, and other procedures necessary to complete a basic production run and distribute a final product.

MT 25023 MANUFACTURING EQUIPMENT MAINTENANCE & OPERATION– This course is designed to provide the student with a comprehensive knowledge of manufacturing equipment, safety, maintenance and operation procedures, control systems as well as leadership abilities in the field.

MT 25033 MANUFACTURING ENGINEERING DESIGN & PROBLEM SOLVING – This course will introduce some new concepts related to engineering design and problem solving, however the primary function of this course will be to serve as a venue for students to place all previous learning into a manufacturing context. Students will solve a given manufacturing challenge that requires the use of advanced manufacturing technology systems, design skills, communication skills, and a thorough understanding of manufacturing materials, processes, and techniques.

MUSIC

NOTE: All applied music courses may be repeated for credit; however, students may not enroll more than four times in any one type of performance or applied music course and have the credit count in their G.P.A. or to meet graduation requirements. Music courses and lessons offered only to the extent that college resources are available in any semester.

MU 12003 FUNDAMENTALS OF MUSIC – Study of the elementary materials of music both written and aural. Topics include standard musical notation, intervals, scales, triads, key signatures, and the development of skills in interval discrimination, melodic dictation, and sight-singing. As a co-requisite to Fundamentals of Music, CLASS PIANO I (MU12121) is required. The piano class will provide practical application of materials learned in Fundamentals. A waiver may be obtained by auditioning with the piano instructor demonstrating proficiency at the Class Piano I level.

MU 12011 AURAL THEORY I – Training in the skills of sight-singing and aural perception including melodic and harmonic dictation. Must be taken with Music Theory I.

MU 12023 MUSIC THEORY I – Harmonization of original and given melodies; chord progressions and structure; general analysis of elementary form; chromatic alterations of fundamental harmonies; and beginning composition. Must be taken with Aural Theory I. Prerequisite: Fundamentals of Music or pass a departmental test.

MU 12031 AURAL THEORY II – Continuation of Aural Theory I. Prerequisite: Aural Theory I or permission of the instructor. Must be taken with Music Theory II. Required of all music majors.

MU 12043 MUSIC THEORY II – Continuation of Music Theory I. Required of all music majors.

MU 12051 COMMUNITY CHOIR – Enrollment is open to all students and the public at large. Rehearsals are scheduled for 2½ hours per week. A wide range of music in various styles will be studied and performed in concerts to be scheduled during the school year. Emphasis is given to high performance standards through achievement of good choral blend, intonation, diction, tone quality, and musical interpretation.

MU 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 12221 ANC CHAMBER CHOIR – ANC Chamber Choir is a choral organization that represents the college in performances during the fall and spring semester. Traditional chamber vocal music will be studied and performed with an emphasis on a cappella literature.

MU 12231A WOMEN'S CHOIR – Women's Choir is a choral organization which represents the college in performances during the fall and spring semesters. Membership is not limited to a specific number. Traditional and contemporary treble choral music will be studied and performed.

MU 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 22072 ADVANCED APPLIED VOICE – This course provides private lessons for one hour per week and is intended for vocalists well versed in classical repertoire who wish to improve their singing in a more rigorous academic environment. Students enrolled in this course should have previous experience studying voice and expect to prepare and present more advanced literature than the typical Applied Voice student.

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: Introduction to Nursing Intervention or LPN/RN Transition in Nursing. (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 or LPN/RN Transition in Nursing. (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 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: Physiologic Adaptation I. (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: Physiologic Adaptation I. (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) Prerequisite: Psychosocial Adaptation. (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: Psychosocial Adaptation. (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: Psychosocial Adaptation. (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 & INFORMATION MANAGEMENT – This is a study of the importance of managing all types of information. Emphasis will be placed on the creation, storage, retention, transfer, and disposition of all types of information/records used in work. Students will learn health information records management in addition to manual and computer records management. Students will learn ARMA International standard rules for different filing methods. Successful completion of this course prepares the office technology student for module 2, Alpha and Numeric Filing of the Office Proficiency Assessment and Certification (OPAC™) test.

OT 11073 DATA ENTRY APPLICATIONS– This course is designed for students to gain experience in real-life activities of data entry specialists. Students will work on actual data entry problems and will improve their accuracy and speed in using the numeric keypad. This course will prepare students to complete the data-entry tests of the Office Proficiency Assessment and Certification Tests (OPAC). Prerequisite: OT 11003 Beginning Keyboarding or equivalent coursework.

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 12003 English Composition I.

OT 21013 ADVANCED KEYBOARDING - 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 21033 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 may emphasize medical or legal transcription. Prerequisite: Demonstrated keying speed of 40 words per minute and knowledge of 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.

OT 21093 MEDICAL TERMINOLOGY FOR TRANSCRIPTION – This course is designed to provide a terminology foundation for students emphasizing in medical or legal office careers through learning the root forms, prefixes, and suffixes to pronounce, spell, and define terms.

OT 21103 HUMAN DISEASE FOR TRANSCRIPTION –To provide the transcriptionist a basic study of diseases, their progress and symptoms. This course includes an introduction to the principles of pharmacology, and drug actions, routes of administration, classes of drugs by body systems. This course also includes a comprehensive study of lab tests, radiology exams, and pathology exams and their role in diagnosis and treatment. Prerequisite or co-requisite: OT 21093 Medical Terminology for Transcription.

OT 21113 LEGAL ASPECTS FOR THE MEDICAL OFFICE – This course is designed to provide a foundation for all aspects of legal requirements, including but not limited to, record release, retention of records, authorizations, and consents. Confidentiality and personal ethics will be emphasized.

OT 21133 LEGAL TERMINOLOGY FOR TRANSCRIPTION – This course is designed to provide a terminology foundation for students emphasizing in legal office careers through learning the terms used in all areas of the law.

OT 21143 INTRODUCTION TO CODING – This course provides an introduction to various coding and classification systems used in health care, specifically the ICD-9-CM coding system. Laboratory practice time covers ICD-9-CM coding. Prerequisite or co-requisites: OT 21093 Medical Terminology for Transcription and OT 21103 Human Disease for Transcription.

OT 21153 ADVANCED MEDICAL TRANSCRIPTION – A continuation of the machine transcription course focusing on actual physician-dictated reports including history and physical, diagnostic imaging, operative, pathology, SOAP notes, consultations, discharge summaries, and correspondence. Course content utilizes dictation from a variety of backgrounds; proofreading and medical terminology included. Prerequisite: OT 21043 Machine Transcription, Medical emphasis.

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 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 17031 CONDITIONING AND WEIGHT TRAINING– Student participation in a variety of activities designed to improve physical fitness. These activities will include running, walking, exercise programs, and individualized training programs on the weight machines.

PE 17041 BOWLING – This course is designed to teach the basic skills, techniques, scoring and fundamentals of bowling.

PE 17091 VOLLEYBALL– In this course, students will learn the fundamental skills, scoring, and game strategy through drills and practice.

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 – This course is designed to develop firm shapely muscles and improve overall female body contour. Each student will learn rules and techniques to develop an individualized program. Free weights and specific exercises will be used to enhance fitness and muscle tone.

PE 17171 RECREATIONAL BASKETBALL – This course offers the opportunity to participate in 5 on 5 full court basketball games, 3 on 3, and 1 on 1 half court games.

PE 17191 INDIVIDUALIZED WELLNESS ACTIVITIES – The Individualized Wellness Activities course provides diverse physical education and wellness activities to meet the specific needs of all students and to develop competency in up to three lifetime wellness activities. Class schedules are flexible and determined by the student and instructor with emphasis on meeting the individualized wellness goals of the student. Improved wellness and fitness is the primary goal for this course. Activities which may be included, but not limited to, are: weight training, and conditioning, aerobics, walking, tennis, badminton, intramurals, and other instructor approved activities. Physical fitness and proper nutrition are emphasized as necessary for maintaining good health and reducing stress throughout life. Assignments include setting individualized goals and keeping an activity journal or record to reflect participation and meeting wellness goals. Activities offered are safe and developmentally appropriate.

PHYSICAL SCIENCE

PS 14003 PHYSICAL SCIENCE – A course designed primarily for students other than those planning a math or science major, it is concerned with concepts of matter and energy involved in the field of astronomy, chemistry, geology, and physics. The application of scientific knowledge to daily life is emphasized and stress is placed on fundamental principles and scientific methods. Lab (PS 14011) must be taken concurrently and completed as part of the class. Prerequisite: Grade “C” or better in Intermediate Algebra (CP 04803) 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 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 under taking and lifetime decision making. Corequisite: MA 24025 Calculus II.

PS 24131 FUNDAMENTAL PHYSICS LABORATORY I – 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. Prerequisite: A grade of “C” or above in EN 10003 Fundamentals of Composition, an ACT score of 19 or above in writing, a Compass score of 75 or above in writing, or an ASSET score of 45 or above in writing.

POWER PLANT

PW 15003 THE ELECTRIC INDUSTRY – This course reviews the history and development of the electrical power industry, including the evolution of important power industry regulation, the transmission of electricity, and the formation of regional/national energy grids. This course will explore the role of electrical power generation in economic development.

PW 15013 THERMODYNAMICS – This course covers the basic principles associated with heat transfer and the movement of energy, including the effects of changes in temperature, pressure, and volume on physical systems. Specifically, students will examine the role of boilers and condensers in the production and transfer of energy, vapor power cycles, Rankine cycle, and lays foundation principles that apply to power plant operation. Prerequisite: MA 14083 Intermediate Algebra.

PW 15023 ENERGY SOURCES & CONVERSION – This course explores the conversion of chemical and potential energy sources into thermal, mechanical, and electrical energy. Energy sources studied include coal, oil, natural gas, water, wind, solar, geothermal, and derived fuel. Students will learn about the combustion and reactive properties of energy sources including requirements for converting one source of energy to another.

PW 25003 POWER PLANT EQUIPMENT – This course covers the operation and purpose of equipment used in electrical power plants, including industrial generators, air compressors, coal pulverizers, fans, cooling towers, condensers, and heat exchange systems. Students will learn where and why assorted types of equipment fit into basic power plant system designs. Prerequisite: PW 15013 Thermodynamics.

PW 25013 ELECTRICAL SYSTEM COMPONENTS – This course covers the design and interrelation of electric power plant system components from the main generator through the switchyard including system relay and protection schemes and zones. Topics include: power distribution transformers, transmission lines, generators, auxiliaries and excitation, generator testing, inspection, and maintenance. Safety procedures and system checks related to placing system components in and out of service will be emphasized. Recommended prerequisite: EL 15013 Electricity II.

PW 25023 BOILER OPERATION – This course covers the design, combustion characteristics, and operation of various boiler systems. Students will contrast low/high pressure, fire/water tube, and negative/positive draft. The course also covers safety and emission control equipment associated with various boiler types.

PW 25033 STEAM TURBINE SYSTEMS – This course covers the design and operation of steam turbines and related auxiliary systems. Students will apply thermodynamic principles in analyzing the process of converting heat to mechanical energy related to a steam turbine. Auxiliary systems covered include extraction steam systems, sealing systems, lubrication systems, and related control instrumentation and mechanisms. Prerequisite: PW 15013 Thermodynamics.

PW 25043 GAS TURBINE SYSTEMS – This course covers the design and operation of gas turbines and heat recovery steam generator within a combined cycle configuration. Topical material will contrast combined cycle system operations with simple-cycle combustion systems. Prerequisite: PW 15013 Thermodynamics.

PW 25053 CONTROL SYSTEMS & INSTRUMENTATION – This course covers instrumentation components, control theory, and distributive control systems related to electrical power distribution. Topics include: open and closed-loop systems, pressure instrumentation, temperature control, flow and level control, analytical instrumentation, instrument calibration, and controller tuning. Control and data acquisition topologies will also be covered. Specifically, students will apply course principles to electric power plant operations. Prerequisite: EL 15013 Basic Electricity II.

PRACTICAL NURSING

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 are studied. Prerequisites: Summer I, Summer II, and Fall Semester PN courses. Co-requisite: PN Clinical II

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. Prerequisites: all Summer I and Summer II PN courses. Co-requisite PN Clinical I

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. Prerequisites: MA 14023 Math for Health Sciences, all Summer I and Summer II PN courses. Co-requisite PN Clinical I

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 client. Prerequisites: all Summer I and Summer II PN courses. Co-requisite PN Clinical I

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. Prerequisites: all Summer I and Summer II PN courses. Co-requisite: PN Clinical I

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 long-term care facilities, acute care settings, pediatrics, and physicians' offices. Prerequisites: All Summer I and II PN courses. If any Fall Semester Course is repeated. PN Clinical I must be repeated.

PN 16092 NURSING OF MOTHERS AND INFANTS - This course focuses on the holistic approach to modern maternity nursing through the prenatal, antepartal, intrapartal and postpartum periods with emphasis on normal obstetrics and the normal newborn. Also, it includes complications of pregnancy and childbirth, and disorders of the neonate. Prerequisites: All Summer I, Summer II, and Fall Semester PN courses. Co-requisite PN Clinical II

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. Prerequisites: All Summer I, Summer II, and Fall Semester PN courses. Co-requisite PN Clinical II

PN 16117 NURSING THE ADULT PATIENT WITH MED-SURG CONDITION - This course is designed to prepare the student in the nursing care of adult clients, developing skills on recognition of physiological manifestations of disease, planning and providing for physical and psychological comfort, assisting with therapy, and providing for rehabilitation are all presented. Prerequisites: All Summer I, Summer II, and Fall Semester PN courses. Co-requisite PN Clinical II

PN 16127 PRACTICAL NURSING CLINICAL II - This course covers specialty rotation two to three days a week. Students may be rotated through pediatrics, operating room, recovery room, outpatient services, women's center (obstetrics and newborn care) , medical and surgical units, ICU/CCU, doctors' offices, senior care units, emergency departments,

publicschools, and home health . Sites are dependent upon availability. Emphasis is on total patient care. Prerequisites: All Summer I, Summer II, and Fall Semester PN courses. If any Spring Semester PN Course is repeated PN Clinical II must be repeated.

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 nurse, and general information on nursing and nursing organizations such as the Arkansas Licensed Practical Nurses Association (ALPNA) are presented.

PN 16153 PRACTICAL NURSING CLINICAL III - This course involves finishing specialty rotations, team leading, and providing total patient care. Depending on the competencies of the student, he/she may be allowed to work alongside a nurse preceptor who will serve as a role model, mentor, and/or direct supervisor to the student. This course is designed to ease the transition of the student as he/she moves from the role of a student to a “new” entry level licensed practical nurse. Prerequisites: All Summer I, Summer II, Fall, and Spring Semester PN courses.

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. “My-Pyramid” is taught as well as the importance of good nutrition in supplying body needs. Prerequisites: All Summer I, and Summer II PN courses. Co-requisite PN Clinical I

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. Prerequisites: All Summer I, Summer II, and Fall Semester PN Courses. Co-requisite PN Clinical II

PSYCHOLOGY

PY 13002 ACADEMIC & CAREER ENRICHMENT – This course is designed to encourage the personal, academic, and career development of students as they transition into the College environment. The focus of this course is to facilitate student success and to assist in the identification and attainment of short and long-term goals. Through lecture, individual, small and large group interactions, the expectations and responsibilities of the College student will be examined. Additionally, these interactions will provide the student with an opportunity to foster relationships and assist in building a successful support system in their personal lives and within the College.

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.

SO 23103 CRIMINOLOGY – This course is designed to be a general introduction into criminal behavior using an interdisciplinary approach. The student will be introduced to the sociological patterns of crime and criminals with an emphasis on classical and contemporary theories. Further attention will be given to the detailed analysis of the causes, affects and prevention of criminal behavior.

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 introduction of the dynamics of communication. Students will examine interpersonal, small group, and organizational contexts. Additionally, specific areas of non-verbal communication, listening, public address (including a minimum of three speeches), 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.

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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SERVICES FOR THE DISABLED

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

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

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

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

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

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