



ARKANSAS  
NORTHEASTERN  

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COLLEGE

[www.anc.edu](http://www.anc.edu)

*Academic Catalog*  
2012-2013

# *Welcome to Arkansas Northeastern College*

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

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

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

At Arkansas Northeastern College, people can join others like themselves in creating the futures they want. ANC offers access to higher education and the opportunity to prepare for a variety of career fields. ANC graduates go on to become doctors and lawyers, business owners and industry managers. Technical certificate and job training programs provide relevant skills for entering the workplace with better earning potential—in one year or less. ANC students learn skills such as welding, air conditioning and refrigeration, and automotive repair. Some students train to become nurses while others pursue careers in law enforcement or dental assisting technology. The list of opportunities is endless. ANC can provide training for career advancement or skills for a whole new career. Arkansas Northeastern College is a great place to start!

## **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 served until July 2012, at which time June Walters was named the Interim President.

### **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 Board of Trustees**

Clif Chitwood, Chairman  
Frank Richardson  
Todd Edwards

Dan Ritchey, Vice Chairman  
Dr. Anes Wiley Abraham  
John Logan

John Newcomb, Secretary  
Dr. Thomas E. Westbrook  
Curtis Walker, Jr.

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

# TABLE OF CONTENTS

Profile of Arkansas Northeastern College .....	5
Campus Locations .....	3, 31
Academic Calendar .....	11-13
Affirmative Action Policy.....	147
Accreditation .....	5
Assessment of Student Learning .....	53
Long Range Plan .....	2-3
History .....	1-2
Mission Statement.....	2
Admission and Records .....	14-18
Academic Policies and Information.....	19
Community Education .....	8, 33
The Solutions Group .....	33
Student Services, Activities, and Policies .....	37-42
Financial Aid and Scholarships .....	43-53
Academic Programs	
Associate in Arts Degree (A.A.).....	54-56
Associate of Science Degree – Business.....	57
Associate of Science Degree - Childhood Education.....	58
Associate of Science - Criminology .....	59
Associate in Applied Science Degree (A.A.S.) & Certificate Programs .....	60
Course Descriptions.....	95-137
Tuition and Fees .....	6, 34-35
Organization	
Board of Trustees .....	3, 138
Administration .....	138
Faculty/Academic Staff.....	139-146
Index.....	148-151

### **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. ANC's Aviation Maintenance Program is approved by the Federal Aviation Administration and students are 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 Service Members 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**

3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
404-975-5000

#### **The Commission on Dental Accreditation**

211 East Chicago Ave.  
Chicago, IL 60611  
(312) 440-4653

#### **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.

### **Evening Classes**

In addition to day classes, Arkansas Northeastern provides equivalent college credit courses during the evenings, Monday through Thursday. The evening academic courses are taught by college staff and contain the same material as the regular day sessions, as approved in institutional syllabi. Students may elect to enroll in day classes, evening 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 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.

### **Regular Enrollment**

Arkansas Northeastern 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 and complete a High School Authorization Form. 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.

#### Per Credit Hour

In-County Residents\* \$59

Out-of-County Residents\*\* \$69

Out-of-State \$119

International \$119

The maximum charges for tuition and mandatory fees is capped at 18 credit hours. Students enrolled in more than 18 credit hours will not be charged for any hours above the 18.

\* 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 or Associate in Science 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, 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 and Technical Education 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. 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.

### **Academic Success Center (ASC)**

The Academic Success Center offers a host of free services to ANC students such as access to computers in the computer lab, one-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®. Resource books in various subjects are available and can be checked out. Multimedia software systems are available to provide self-paced instruction and drop-in tutorial services.

### **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.

### **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, as well as intramurals in flag football, basketball, and volleyball. 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, 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.

### **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. Online book ordering is also available through Efollett. 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](http://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 at least 1,000 public school students to continue their education through graduation with the eventual goal of entering a postsecondary institution. The ETS Education Advisors provide a variety of services to area public school students: financial aid awareness, career counseling, college application procedures, cultural awareness, college trips, 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. Each year, EOC provides services to 1,000 or more adults. 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, 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](http://www.anc.edu) or by contacting the Arkansas Northeastern University Center Coordinator at extension 1113 or 870-762- 3137. Currently, the following universities are offering degrees:

### **Arkansas State University -**

Bachelor 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** – Offers a wide array of bachelor and master degrees.

Go to: [www.alliance.franklin.edu](http://www.alliance.franklin.edu) for more information

**University of Arkansas** - Master degree in Operations Management.

Call (479) 575-7015 for more information.

**The University of Arkansas at Fort Smith -**

Bachelor of Applied Science

Bachelor of Information Technology

Go to [uafortsmmit.edu](http://uafortsmmit.edu) for more information

**Victory University** – Bachelor Degrees

Go to: [www.victory.edu](http://www.victory.edu) for more information, or call 1-855-822-2500 for an online admissions counselor.

# Arkansas Northeastern College

## Academic Calendar

### *Fall 2012*

July 16	Early Fall 2012 Walk-In Registration – Returning Students
July 17	Early Fall 2012 Web Registration Opens – Returning Students
July 18	Early Fall 2012 Registration – New Students – Walk-In
August 7	Main Fall 2012 Registration – Blytheville - New Students
August 7	Main Fall 2012 Registration – Osceola
August 8	Main Fall 2012 Registration – Paragould
August 13	Faculty Reconvening
August 14-15	Main Registration - Blytheville
August 15	Main Registration - Leachville
August 17	Faculty Meetings
August 20	Classes Begin
August 21	Late Registration end – day classes
August 23	Late Registration ends – evening & internet classes
August 23	Last day to change classes (class cancellations) or declare Audit
August 24	Purge for NON-PAYMENT & NO SHOW ROSTERS due at noon
September 3	Labor Day (college closed)
October 12	Mid-term grades due by noon
November 5	Early Spring 2013 Web Registration Opens – Returning Students
November 5 -6	Early Spring 2013 Walk-In Registration – Returning Students
November 8	Early Spring 2013 Registration – New Students
November 20	Last Day to Withdraw
November 21-23	Thanksgiving Break (no classes) (College Closed 22 & 23)
December 4	Last Day of Tuesday/Thursday Classes
December 5	Last Day of Monday/Wednesday Classes
December 6	Final Exams
December 7	Study Day
December 10-12	Final Exams
December 13	Grades due in Registrar's Office by 12:00 Noon

# Arkansas Northeastern College

## Academic Calendar

*Spring 2013*

November 5	Early Spring 2013 Web Registration Opens-Returning Students
November 6	Early Spring 2013 Walk-In Registration Returning Students
November 8	Early Spring 2013 Registration – New Students
January 7	Faculty Reconvening
January 8	Main Registration – Osceola
January 9-10	Main Registration – Blytheville
January 10	Main Registration – Leachville, Paragould
January 14	Classes Begin
January 15	Late Registration ends – day classes
January 17	Late Registration ends – evening & internet classes
January 17	Last day to change classes (class cancellations)or declare Audit
January 18	Purge for NON-PAYMENT & NO SHOW ROSTERS due at noon
January 21	Martin Luther King Day (College Closed)
February 18	President’s Day (President’s Day) (College Closed)
March 8	Mid-Term Grades due by noon
March 18-22	Spring Break (no classes) (College Closed Friday March 22)
March 29	Good Friday (college closed)
April 15	Early Summer/Fall Web Registration Opens – Returning Students
April 16	Early Summer/Fall Walk-In Registration – Returning Students
April 18	Early Summer/Fall Registration – New Students
April 19	Last Day to Withdraw
May 7	Last Day of Tuesday/Thursday Classes
May 8	Last Day of Monday/Wednesday Classes
May 9	Final Examinations
May 10	Study Day
May 13-15	Final Exams
May 16	Grades due in Registrar’s Office 12:00 Noon
May 16	Commencement Rehearsal – 6 p.m. Briggs/Sebaugh Wellness Center
May 17	Graduation Activities

# Arkansas Northeastern College

## Academic Calendar

### *Summer I 2013 Day, Evening and Internet Classes*

April 15	Early Summer/Fall Web Registration Opens – Returning Students
April 16	Early Summer/Fall Walk-In Registration – Returning Students
April 18	Early Summer/Fall Registration – New Students
May 30	<b>Main Registration (All Campuses)</b>
June 3	<b>Classes Begin</b>
June 4	Late Registration ends. Last day to change classes (cancel) or declare Audit.
June 5	No Show Rosters Due @ 12:00 Noon/Purge for Non-Payment
June 21	Last Day to Withdraw from Summer I Day classes
June 26	Last Day of Classes
June 27	Final Exams Summer I Day Classes
June 27	Grades due in Registrar's Office – 4:00 p.m. (Summer I Days)
July 19	Last Day to Withdraw – Summer Evening & Internet Classes
July 23	Last Day of Classes Summer Evening (Tuesday/Thursday)
July 24	Last Day of Classes Summer Evening (Wednesday)
July 25	Final Exams (Tuesday/Thursday)
July 29	Final Exams (Monday/Wednesday)
July 30	Grades Due in Registrar's Office – 4:00 pm . (Summer I Evening & Internet)

### *Summer II 2013 Day Classes*

April 15	Early Summer/Fall Web Registration Opens – Returning Students
April 16	Early Summer/Fall Walk-In Registration – Returning Students
April 18	Early Summer/Fall Registration – New Students
<b>July 2</b>	<b>Summer II Main Registration – All Campuses</b>
July 4	Independence Day (College Closes)
July 8	Classes Begin
July 9	Late Registration ends. Last day to change classes (cancellations) or declare Audit.
July 10	No Show Rosters Due @ 12:00 p.m./Purge for Non-Payment
July 19	Last Day to Withdraw Summer I Evening, Internet & Summer II Day
July 31	Last Day of Summer II Classes
August 1	Final Exams
August 1	Grades Due in Registrar's Office – 4:00 pm.

## Admissions and Records

Arkansas Northeastern College offers equal educational opportunity to all persons without regard to race, sex, creed, color, national origin, age, marital status, or handicap. Admission inquiries should be addressed to the Admissions Office. This office receives and processes all applications for admission, high school transcripts, and college transcripts, immunization records (two MMR's), and issues notices of acceptance to qualified applicants. Students may enter at the beginning of the fall, spring, or 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 scoring an ACT of 12 or above (or the equivalent COMPASS score) in two of these three areas: Reading, Writing, or Math.

**e. Transfer Students**

Permanent students previously enrolled in other post-secondary institutions must provide evidence of good standing at those institutions. An official transcript must 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 must be received by the Registrar's Office prior to enrollment.

**2. High School Students**

- a. Currently enrolled high school students in grades 9 through 12 may enroll for college credit, with a signed High School Authorization Form and 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 College.

**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](mailto: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), 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, 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.

In order to be admitted, prospective students must score an ACT of 12 or above (or the equivalent COMPASS score) in two of these three areas: Reading, Writing, or Math. Students who do not achieve the required score will be given the opportunity to improve their basic skills and retest.

*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](http://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 postsecondary institutions previously attended be sent to the Registrar's Office.
3. Take all completed documents to the Registrar's Office for residency determination.
4. 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](mailto: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 must request that official transcripts of their academic records be sent to the Registrar at the College. All transcripts should be received and evaluated prior to admission. Individual's transcript records at 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 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 College'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 College'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:

- Unpaid financial obligations to the college.
- Incomplete records, including high school transcripts, college transcripts from other institutions, and immunization records, and Release of Information Form (ROI).
- Failure to register with the Selective Service.
- Other obligations to the college such as library materials, equipment, and textbooks which have not been returned.
- Failure to complete exit loan counseling.

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

- Further enrollment at Arkansas Northeastern will be denied.
- Records will not be released.
- Transcripts will not be released.
- Graduation will be denied.
- 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 Student Services Department and are available on the ANC website ([www.anc.edu](http://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.

## **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, or COMPASS. In order to be admitted to ANC, a student must score an ACT of 12 or above (or the equivalent COMPASS score) in two of these three areas: Reading, Writing, or Math. Students who do not achieve the required score will be given the opportunity to improve their basic skills and retest.

A student who meets admission requirements, but 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.

## **ACADEMIC & CAREER ENRICHMENT**

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

## **CREDIT FOR COURSES**

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

## **CREDIT TRANSFER**

Arkansas Northeastern emphasizes the transferability of courses to other colleges and universities. Arkansas Northeastern is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools; therefore, courses transfer to all colleges and universities within the state and to other post-secondary institutions in the United States. Arkansas Northeastern College has engaged in an articulation agreement with all public four-year institutions in the State of Arkansas. Thus, an Arkansas Northeastern College student who completes the Associate in Arts degree will be able to transfer to the participating university with junior status. Arkansas Northeastern complies in the General Education Curriculum with the 35-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 4<sup>th</sup> day of a fall or spring semester or by the 2<sup>nd</sup> 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 11<sup>th</sup> day enrollment status for the fall and spring semesters, and 5<sup>th</sup> 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.**

## **ACADEMIC INTEGRITY POLICY**

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:

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

**Cheating:** to practice fraud or trickery; to violate rules dishonestly

<http://www.merriamwebster.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.

## **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.

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

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

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

## **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, Academic and Career Enrichment (ACE) 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.

## **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<sup>+</sup>, B<sup>+</sup>, C<sup>+</sup>, D<sup>+</sup>, or F. Credit hours earned in these courses will not be applied toward graduation.

## **GRADING SCALE**

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

## **AUDITING A COURSE**

Students wishing to enroll in courses for no grade and no credit may enroll as audit students. Audit status must be declared in the Registrar’s Office by the fifth day of the semester or the end of the add period for that term as stated in the College catalog. Audit students will be charged the current tuition and fee rate. Audited courses are NOT financial aid eligible.

## **GRADE POINT AVERAGE**

G.P.A. is determined by dividing the total grade points earned by the total credit hours attempted during the same period of time. Grades of W, AU, A<sup>+</sup>, B<sup>+</sup>, C<sup>+</sup>, D<sup>+</sup>, 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](http://www.anc.edu). Other services are also available to students via the website.

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

## **GRADE CHANGES**

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

## **INCOMPLETE GRADES**

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

- Been separated from all academic institutions for a period of at least 5 consecutive years;
- Met all assessment/placement requirements for entering freshman at Arkansas Northeastern College at the time of reentry;
- 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)
- Upon completion of the above validation period, filed a Petition for Academic Clemency with the Vice President of Instruction.

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.

## **PRIOR LEARNING ASSESSMENT (PLA)**

### **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 (NACE)** - 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 consist 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. ANC must have the score. AP credit is listed as follows:

### **COLLEGE CREDIT FOR AP EXAMS**

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

Arkansas Northeastern College subscribes to the American Council on Education recommendations.

**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.

<u>CLEP GENERAL EXAMINATIONS:</u>			
CLEP Exam	<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 or AR 22003 Art Appreciation	3**
Literature	420	EN 22003 World Literature I or EN 22013 World Literature II, or HU 22003 Humanities through the Arts	3

<u>CLEP SUBJECT EXAMINATIONS:</u>			
CLEP Exam	<u>Passing Score</u>	<u>Arkansas Northeastern Credit Awarded In</u>	<u>Sem. 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. Functions	50	MA 24015/24025 Calculus I/II	10

\*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.

## **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 7 to 18 credit hours with 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 standalone 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 Mathematical Applications 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 Science Degree - Designed for students who wish to complete the first two years of a baccalaureate degree in Business, Criminology, or Childhood Education 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 upcoming 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 Student Services. 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.



# 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 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.



# **Adams/Vines Library and Mississippi County Library Systems**

## **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.

## **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.

## **ACADEMIC SUCCESS CENTER**

The Arkansas Northeastern College Academic Success Center (ASC) 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 ASC provides basic skills instruction through state-of-the-art multimedia systems, and content specific labs offered on an as-needed-basis.

## **COMMUNITY EDUCATION**

The Community Education Department at the College is a non-credit, lifelong learning program that meets the changing needs of the community. Educational opportunities are continually developed and offered for citizens of all ages at a reasonable cost.

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

Additionally, the Department of Community 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.

Schedules of Community Education classes are published three times a year - January, May, and August. The schedule is available on the ANC website at [www.anc.edu](http://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 Community Education office which is located in the Adams/Vines Building on the main campus in Blytheville.

### *Educational and Travel Opportunities*

Travel is an important cultural and learning tool. Arkansas Northeastern College offers tours as a part of the Department of Community Education. 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.

## **THE SOLUTIONS GROUP**

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. The Solutions Group offers non-credit courses and courses for credit, which may be applied to certain associate degrees. State-of-the-art industrial, management, and computer technologies are made available in ways that are both convenient and cost-effective. Like the clients served by the Solutions Group, the training and courses offered are customer driven. The Solutions Group identifies and develops responses to the training needs of the service district. Customized training programs are developed by the professional staff to meet the changing needs of business and industry. Open seminars and workshops are presented in conjunction with cosponsoring institutions.

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.

<b>PER SEM HR.</b> <i>(maximum of 18 18 semester hours)</i>	<b>In-County</b>	<b>Out-of-County</b>	<b>Out-of-State*</b>	<b>International</b>
	\$59.00	\$69.00	\$119.00	\$119.00

### TUITION

Tuition-In-County	\$59 per credit hour**
Out-of-County Residents	\$69 per credit hour**
Out-of-State for Missouri Bootheel & Tennessee Border Counties*	\$69 per credit hour**
Out-of-State Residents	\$119 per credit hour**
International Students	\$119 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
Emergency Medical Technician AR Cert. Fee	\$20
Emergency Medical Technician National Reg. Cert. Fee	\$70
Emergency Medical Technician Paramedic	\$25 per course
Emergency Medical Technician Liability Ins. Fee	\$71
Emergency Medical Technical Course Fee	\$55 per course
Golf Fee	\$60 per course

HESI Testing Fee	\$45 per Concepts of Nursing Course
IC3 Testing Fee	\$85 per Internet App. II course
Internet Course Fee	\$20 per credit hour
Patient Care Tech (PCT) Practicum Fee	\$25 per course
Patient Care Tech Liability Insurance	\$25
Patient Care Tech Advanced Concepts & Skills	\$50 per course
Phlebotomy Fee	\$50 per course
Phlebotomy Liability Insurance Fee	\$25
PN Nursing Fee	\$25 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	\$46 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	\$60 per nursing course
RN and PN Student Malpractice Insurance Fee	\$25
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

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

### 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%

### 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](http://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, message board and emergency notification system are part of *myANC*. Although some of *myANC*'s information is available to the public, a personal UserID and password is required to access most of the portal. *myANC* can be found at <http://myanc.anc.edu> or accessed using the link on our homepage, [www.anc.edu](http://www.anc.edu). Help for new users is available through the *myANC* Tutor tab found on *myANC* or by emailing [ANCHelp@smail.anc.edu](mailto: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!**

**ANC Links** - *The ANC LINKS* 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.

**ANC Connections** -The College's bi-annually magazine is published and direct mailed throughout the service district. Copies are also made available at each campus location for students, faculty, and staff. To place announcements in this publication, students and organizations must provide information to the 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 Connections* with a section of the publication being specifically held for student contributions when submitted. Additionally, the English faculty work with students to create a yearly magazine *Energy* which includes creative writings, photography, and artwork by students

**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.

**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 a service oriented national honor society for students in two and four year schools that was established to recognize those students who have excelled academically and have demonstrated high personal characteristics in leadership and service. Membership into Gamma Beta Phi is by invitation, extended at the beginning of each semester. Students are invited to join GBP if they have completed 12 credit hours, are degree seeking, and have a minimum 3.4 G.P.A. School and community service projects add to the success of this organization which receives regional and national attention for its quality. The Arkansas Northeastern College chapter of Gamma Beta Phi is one of the three chapters within the society to have received the National Gamma Beta Phi Distinguished Chapter Award every year since its inception.

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

## **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.

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 HARRASSMENT 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](http://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.
5. Have a high school diploma from an accredited institution or a GED.

### SATISFACTORY ACADEMIC PROGRESS STATEMENT

To receive financial assistance under Title IV programs at 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](http://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](http://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 15<sup>th</sup> 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](http://www.adhe.edu).

**E) Arkansas Academic Challenge (Lottery) Scholarship**

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

**F) Great River Promise Scholarship**

The GRP Scholarship provides an opportunity to every high school graduate in Mississippi County and Buffalo Island Central to receive a tuition and mandatory fees scholarship to Arkansas Northeastern College. Students must earn a high school diploma, maintain a 95% attendance record throughout high school and have no drug or alcohol offenses to qualify. This scholarship promotes the idea that students should do their best, stay in school, and avoid the negative temptations sometimes facing them by awarding them the opportunity of a college education. This scholarship will not be stacked and will only be awarded after all other sources of aid have been exhausted.



## 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](http://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 be recommended for the scholarship by a high school counselor, a high school vocational/occupational instructor, or the ANC Secondary Center Director. Eligibility will be for one academic year or continued for the period of time required to complete the chosen certificate program, providing the recipient remains continuously enrolled, makes satisfactory progress toward the certificate, and maintains a minimum 2.5 G.P.A. each term. The scholarship must be activated during the immediate summer or fall semester following graduation from a public high school. The award of the Technical Scholarship does not mean automatic admission into special programs. Scholarship students interested in one of the College's special admissions programs should contact an advisor in the occupational field.

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

**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](http://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 Frenchman's Bayou in the early sixties, not long before Mr. Trimue's death on October 26, 1964. His wife, Nancy, stayed on their plantation in Frenchman's Bayou for several years managing the farm before returning to her childhood hometown of Blytheville and closer to her dear friend Helen Armstrong Miller. Ms. Trimue succumbed to the complications of a stroke and passed away on March 1, 2001, at the age of 82. It was her desire to help people long after her death; therefore, she bequeathed her farm to 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 2.5 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 longtime 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.

**JIM GRIMES MEMORIAL SCHOLARSHIP** - This endowed scholarship fund will be available to ANC students with preferential consideration going to those living within the city limits of Blytheville. The scholarship is named in memory of former Blytheville resident Jim Grimes. This endowment was made possible through the planned gift by Marie Grimes who passed away on December 1, 2009. Ms. Grimes was a longtime resident of Blytheville where she was a retired office clerk of Entergy and a member of the North Tenth Street Baptist Church. Mrs. Grimes lost her husband, Benny, to cancer in 1962 when he was only 39 years old. Because of her husband's death, someone told her that her son would no longer be able to attend college. This statement, and her commitment to education, motivated her to prove the opposite and she worked to provide for her son's college. Her son Jim was a graduate of Blytheville High School later earned an engineering degree from the University of Arkansas. At the time of his death, he was an engineer for Raytheon Aircraft in Wichita, Kansas. Sadly, Jim passes away unexpectedly on

August 20, 2001, at the age of 54. Because of Ms. Grimes' efforts and her understanding of the importance of education, it was her wish to help others who might have financial barriers to attending college. She left this gift to the Arkansas Northeastern College Foundation as a lasting tribute to her son who was able to find success in both his educational and career endeavors.

**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.

**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 Associate Degree Nursing students who reside in Mississippi County.

**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 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.

**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](http://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. For more information, visit their website at: [arsinfo.org](http://arsinfo.org) or call: 501-686-9433.

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

**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 6<sup>th</sup> 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).

## GENERAL EDUCATION CORE REQUIREMENTS:

### ENGLISH COMPOSITION AND MATHEMATICS.....9 HOURS

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

#### **English Composition(6 hrs): (Grade of C or above in each)**

EN 12003 English Composition I

EN 12013 English Composition II

#### **Mathematics: (3 hrs) (Grade of C or above)**

MA 14043 College Algebra or higher level math

### NATURAL SCIENCES.....8 HOURS

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

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

**Life Sciences (Choose one)**

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

**Physical Sciences (Choose one)**

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

**FINE ARTS/HUMANITIES.....6 HOURS**

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

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

**Integrative (Choose one):**

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

**Appreciation (Choose one):**

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

**U.S. HISTORY/GOVERNMENT (Choose one).....3 HOURS**

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

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

**SOCIAL SCIENCES.....9 HOURS**

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

***World Civilization (3 hours): Choose one.***

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

***Social Science (6 hours): Choose two.***

- HI 13003 World Civilization to 1600
- HI 13013 World Civilization since 1600
- HI 23003 The U.S. to 1876
- HI 23013 The U.S. since 1876
- PO 23003 American National Government
- PY 23003 General Psychology
- EC 21003 Macroeconomics
- SO 23013 Introduction to Sociology

**INSTITUTIONAL REQUIREMENTS (7 HOURS)**

**SPEECH COMMUNICATION.....3 HOURS**

**Rationale:** Speaking, listening, and interpreting competently are necessary skills for the successful communication of ideas. This course provides a firm knowledge of how people send, receive, and perceive messages in everyday life.

SP 12103 Introduction to Speech Communication

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

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

PE 17112 Fitness for Life or two one-hour activity courses

**ACADEMIC & CAREER ENRICHMENT.....2 HOURS**

**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.

PY 13002 Academic and Career Enrichment

**Directed Electives (18 HOURS)**

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

Prefix	Elective Credit
AN, AR, BI, CH, EC, HI, HU, LA, MU, PH, PO, PS, PY, SO, SP, GE	All courses with these prefixes will count.
EN	Technical Communications and Fund. Of Comp will not count. All other EN courses will count.
MA	Applied Math, Math for Bus and TP, Math for Health Science, Technical Math, Math Apps, Math for Teachers I and II will not count. All other MA courses will count.
CJ	CJ 15003 Intro to CJ will count. All other CJ courses will not count.

**Total Hours.....60 HOURS**

**Summary of Associate of Arts Degree Requirements:**

**General Education Core Requirements**

- English Composition and Mathematics..... 9 hours
- Natural Sciences..... 8 hours
- Fine Arts/Humanities..... 6 hours
- U.S. History or Government..... 3 hours
- Social Sciences..... 9 hours

**Institutional Requirements**

- Speech Communications..... 3 hours
- Physical Fitness and Recreation..... 2 hours
- Academic and Career Enrichment..... 2 hours

**Directed Electives.....18 hours**

**Total Hours.....60 hours**

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

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

## 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:	Credit Hours	
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 <b>OR</b>		
EN 22013 World Literature II	3	<i><b>Note:</b> Students must pass the PRAXIS I Test prior to admission into the Teacher Education Program at ASU.</i>
HUMANITIES - 3 hours (choose 1 course)	3	
AR 22003 Art Appreciation		
MU 22003 Music Appreciation		
SP 22013 Fine Arts Theatre		<i><b>Note:</b> Students must make a "C" or better in English Composition I, English Composition II, and College Algebra to receive an Associate degree from ANC.</i>
HI 13003 World Civ. to 1600 <b>OR</b>		
HI 13013 World Civ. since 1600	3	
HI 23003 US History to 1876 <b>OR</b>		
HI 23013 US History since 1876	3	
PO 23003 American National Gov't.	3	
PY 23003 General Psychology	3	
PHYSICAL EDUCATION - (any PE course)	1	
<b>TOTAL CREDIT HOURS</b>	<b>39</b>	<i><b>Note:</b> 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.</i>
<b>Directed Electives: Choose Seven Courses (21 hours)</b>		
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	
<b>TOTAL CREDIT HOURS</b>	<b>21</b>	
<b>TOTAL DEGREE CREDIT PROGRAMS</b>	<b>60</b>	

## Associate of Science Degree Criminology

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This two-year Associate of 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 core Criminology courses with a sound liberal arts education. This degree may be used as the springboard for desired employment with federal law enforcement agencies such as the FBI, CIA, DEA, ATF or Federal Probation and parole as well as pre-law or political ambitions.

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

	<u>Credit Hours</u>	
<b>FIRST SEMESTER</b>		
PY 13002 Academic & Career Enrichment	2	
EN 12003 English Composition I	3	
MA 14043 College Algebra	3	
CJ 15003 Introduction to Criminal Justice	3	
SP 12103 Introduction to Speech	3	
PE 17112 Fitness For Life	2	
<b>SEMESTER CREDIT HOURS</b>	<b>16</b>	
<b>SECOND SEMESTER</b>		
EN 12013 English Composition II	3	
BI 14033 General Biology	3	
BI 14041 General Biology Lab	1	
SO 23013 Introduction to Sociology	3	
HI 13003 World Civ To 1600 <b>OR</b>		
HI 13013 World Civ Since 1600	3	
CJ 25023 Criminal Evidence	3	
<b>SEMESTER CREDIT HOURS</b>	<b>16</b>	
<b>THIRD SEMESTER</b>		
PS 14003 Physical Science	3	
PS 14011 Physical Science Lab	1	
EN 22003 World Literature I	3	
AR 22003 Art Appreciation <b>OR</b>		
MU 22003 Music Appreciation <b>OR</b>		
SP 22013 Fine Arts Theater	3	
PY 23003 General Psychology	3	
CJ 25013 Criminal Investigation	3	
<b>SEMESTER CREDIT HOURS</b>	<b>16</b>	
<b>FOURTH SEMESTER</b>		
PO 23003 American National Gov't	3	
HI 23003 US History To 1876 <b>OR</b>		
HI 23013 US History Since 1876	3	
SO 23103 Criminology	3	
EN 22013 World Literature II	3	
<b>SEMESTER CREDIT HOURS</b>	<b>12</b>	
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>60</b>	

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

## **Associate in Applied Science Degrees (AAS) & Certificate Programs**

Career and Technical Education (CTE) programs integrate employability skills, technical knowledge and skills, and core academic knowledge to prepare students for a wide range of occupations. They also provide the education necessary for additional workplace training, skills upgrades and career advancement. Arkansas Northeastern College offers a wide range of CTE programs that vary in length as described below.

### **Associate in Applied Science**

The Associate in Applied Science Degree is a technical degree designed to prepare the student in a specific occupational area. Persons receiving the AAS normally enter directly into employment in the area of specialization. The AAS 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 assurances in advance from the institution to which they wish to transfer.

The AAS 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. 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.

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.

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: Students must make a "C" or better in English Composition I, English Composition II, and the math requirement to receive an Associate in Applied Science Degree from ANC.

### **Technical Certificates**

One year certificates are available in certain technical areas as listed on the following pages. Each certificate requires the completion of all courses listed under that technical certificate's requirements with a minimum grade point average of 2.0. Exceptions to program requirements must have the approval of the Dean of the 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.

### **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 course work 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.

## Career and Technical Education Programs

CTE programs are administered by several divisions within the College. A listing of these divisions and the programs they offer are as follows.

### Allied Health Division

The health care industry is one of the fastest growing employment sectors in the United States. Arkansas Northeastern College is proud to offer excellent programs in the allied health field. Allied health programs prepare students for careers in a variety of health science and medical technology fields. It's a complex area of study with a lot of options and opportunities. ANC's Allied Health Division offers degree and certificate programs which are designed to prepare students for a career in specific health care occupations. The programs range from one semester to two academic years in length. Programs administered by ANC's Allied Health Division are:

#### Associate in Applied Science

- Nursing

#### Technical Certificates

- Dental Assisting Technology
- Paramedic
- Patient Care Technology
- Practical Nursing

#### Certificates of Proficiency

- Emergency Medical Technician
- Nursing Assistant
- Phlebotomy Technician

### Business and Technical Division

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. Programs administered by ANC's Business and Technical Division are:

#### Associate in Applied Science

- Business Technology
  - Business Administration Option
  - Business Enterprise Option
- Computer Information Systems
- Criminal Justice
- Office Technology

#### Certificates of Proficiency

- Clerical Support
- Medical Transcription

The Business and Technical Division also offers two degrees for students who are planning to transfer to a college or university to obtain a bachelor's degree. They are:

#### **Associate of Science**

- Business
- Criminology

All candidates for an Associate in Applied Science degree taken within the Business and Technical Division must have a minimum grade point average of 2.0 in all courses listed under the major requirements and in addition to meeting this 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: AC 21003 Principles of Accounting I, BU 11013 Legal Environment of Business, BU 11023 Decision Strategies, CS 21003 Spreadsheet Applications, and OT 21003 Business Communications.

#### **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.

#### **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 PowerPoint \$80
Microsoft Excel \$80	IC <sup>3</sup> \$85
Microsoft Access \$80	

#### **Occupational Programs Division (Burdette Center)**

Arkansas Northeastern College's occupational programs offer a wide variety of programs leading to degrees and certificates and are offered by the College to serve a variety of student needs. Occupational programs are available as a Certificate of Proficiency, which may be completed in as little as one semester, as a Technical Certificate, which can be completed in one year, or as an Associate in Applied Science degree, which may be completed in as little as two years. This specialized approach to education results in graduates who enter the job market with highly marketable skills and backgrounds. The courses that are taken in the occupational programs were selected based upon recommendations from professionals working in specific occupational fields. Programs administered by ANC's Occupational Programs Division are:

#### **Associate in Applied Science**

- General Technology
  - Air Conditioning and Refrigeration Option
  - Automotive Service Technology Option
  - Welding Option

#### **Technical Certificates**

- Air Conditioning and Refrigeration
- Automotive Service Technology
- Welding

**Certificates of Proficiency**

- Air Conditioning and Refrigeration
- Automotive Services
- Welding

**Workforce Training Division (Harry L. Crisp Center)**

The Solutions Group is the workforce training division of Arkansas Northeastern College. The Solutions Group provides customized training solutions and opportunities for individuals and organizations to succeed in the high-speed knowledge-based economy of today. The Solution's Group staff can develop training events that meet the needs of different organizations to maximize profitability and sustainability in the global marketplace.

In addition to customized training, The Solutions Group offers associate degrees and certificates that are designed to meet the needs of targeted industries. Programs administered by The Solutions Group are:

**Associate in Applied Science**

- Advanced Manufacturing
- Aviation Maintenance
- Steel Industry Technology

**Technical Certificates**

- Aviation Maintenance

**Certificates of Proficiency**

- Advanced Manufacturing
- General Aviation
- General Industry
- Industrial Electrical Systems

More detailed information about each of ANC's career and technical education programs can be found on the following pages.

## 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.

				Credit Hours					Credit Hours		
<b>First Semester</b>					<b>Third Semester</b>						
EN	12003	English Comp I	3	SP	22063	Human Relations	3				
CS	11033	Computer Fundamentals	3	EL	15023	Applied Electricity	3				
MA	14113	Math Apps Manufacturing	3	MT	25013	The Mfg. Enterprise	3				
MT	15003	Intro to Manufacturing	3	MT	25023	Mfg. Equip. Maintenance & Operation	3				
MT	15023	Mfg. Production Processes	3	MT	15013	Design for Manufacturing	3				
				<b>Total Credit Hours</b>	<b>15</b>					<b>Total Credit Hours</b>	<b>15</b>
<b>Second Semester</b>					<b>Fourth Semester</b>						
EN	12013	English Comp II	3	MT	25033	Problem Solving	3				
MT	15033	Mfg. Power & Equip Systems	3	ES	15003	Industrial Safety	3				
MT	25003	Mfg. Materials	3	ME	15013	Basic Hydraulics/Pneumatics Electives	3				
ME	15023	Mechanical Drives & Bearings	3								
MG	21003	Principles of Supervision	3								
				<b>Total Credit Hours</b>	<b>15</b>					<b>Total Credit Hours</b>	<b>15</b>
<b>TOTAL DEGREE CREDIT HOURS</b>										<b>60</b>	

#### Approved Electives

AC	21003	Principles of Accounting I	3
AC	21013	Principles of Accounting II	3
EL	25023	Industrial Motor Controls II	3
ES	15023	First Responder-Med.	3
MG	21003	Staffing & Human Resources	3
IS	25043	Prod & Inventory Control	3
BU	21013	Business Statistics	3
CE	21013	Internship	3
ME	25013	Cad Fundamentals I	3
ES	25023	Environmental Management	3
IS	15053	Project Management	3
BU	11023	Decision Strategies	3
IS	25023	Manufacturing Org. Mgmt.	3
EL	25023	AC/DC Machines	3
EL	25033	Basic PLC	3
ME	15063	Metrology	
IS	25013	Total Quality Management	

\* Note: Students must make a "C" or better in English Composition I, English Composition II, and the required math course 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	3
<b>Total Certificate Credit Hours</b>	<b>12</b>

## 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 14073 Mathematical Applications OR	
MA 14043 College Algebra	3
CS 11033 Computer Fundamentals	3
SP 22063 Human Relations	3
<b>Total Credit Hours</b>	<b>15</b>

*\*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.*

Division Requirements:	Credit Hours
CE 11003 Workplace Essentials	3
<b>Total Credit Hours</b>	<b>3</b>

*\* Note: Students must make a “C” or better in English Composition I, English Composition II, and the required math course to receive an Associate in Applied Science Degree from ANC.*

Major Requirements:	Credit Hours
HV 17004 Introduction to Air Conditioning	4
HV 17013 Tubing, Pipe, and Welding	3
HV 17024 HVAC Electricity	4
HV 17033 Electrical Components and Motors	3
HV 17043 Schematics	3
HV 17054 Fundamentals of Gas & Electric Heat	4
HV 17073 Residential Systems	3
<b>Total Credit Hours</b>	<b>24</b>

**Approved Electives\*** **18**

**Total Degree Credit Hours** **60**

## 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

<b>Requirements:</b>	<b>Credit Hours</b>
<b><i>Fall Semester</i></b>	
MA 14073 Mathematical Applications OR	
MA 14043 College Algebra	3
HV 17004 Introduction to Air Conditioning	4
HV 17054 Fundamentals of Gas and Electric Heat	4
HV 17024 HVAC Electricity	4
<b>Total Credit Hours</b>	<b>15</b>
<b><i>Spring Semester</i></b>	
CE 11003 Workplace Essentials	3
HV 17043 Schematics	3
HV 17013 Tubing, Pipe, and Welding	3
HV 17033 Electrical Components and Motors	3
HV 17073 Residential Systems	3
<b>Total Credit Hours</b>	<b>15</b>
<b>Total Program Credit Hours</b>	<b>30</b>

## Certificate of Proficiency Air Conditioning and Refrigeration

The short-term certificate of proficiency in Air Conditioning and Refrigeration is designed to provide students the skills for an entry level technician position. It is the first step in the career ladder for HVAC technicians. Students will learn the basics in HVAC electricity and the fundamentals of HVAC. Additionally, students will receive training in workplace skills to make them more employable.

<b>Requirements:</b>	<b>Credit Hours</b>
CE 11003 Workplace Essentials	3
HV 17004 Introduction to Air Conditioning	4
HV 17054 Fundamentals of Gas and Electric Heat	4
HV 17024 HVAC Electricity	4
<b>Total Certificate Credit Hours</b>	<b>15</b>



## 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.

<b>Requirements:</b>	<b>Credit Hours</b>
MA 14073 Mathematical Applications OR MA 14043 College Algebra	3
CE 11003 Workplace Essentials	3
AS 17006 Engine Performance	6
AS 17016 Engine Performance Lab	6
AS 17025 Automotive Drive Trains	5
AS 17034 Automotive Brake Systems	4
AS 17054 Automotive Chassis and Steering	4
AS 17064 Automotive Climate Control	4
AS 17075 Gasoline Engine Repair	5
AS 17088 Automotive Electronics	8
<b>Total Program Certificate Credit Hours</b>	<b>48</b>

## Certificate of Proficiency Automotive Service Technology

The short-term certificate of proficiency in Automotive Service Technology is designed to provide students the skills for an entry level technician position. It is the first step in the career ladder for Automotive technicians. Students will learn the basics in engine performance and automotive electronics. Additionally, students will receive training in workplace skills to make them more employable.

<b>Requirements:</b>	<b>Credit Hours</b>
AS 17006 Engine Performance	6
AS 17088 Automotive Electronics	8
Approved Automotive Services Electives*	3
<b>*Approved Electives</b>	
AS 17016 Engine Performance Lab	6
AS 17025 Automotive Drive Trains	5
AS 17034 Automotive Brake Systems	4
AS 17054 Automotive Chassis and Steering	4
AS 17064 Automotive Climate Control	4
AS 17075 Gasoline Engine Repair	5
CE 11003 Workplace Essentials	3
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>17</b>

## Associate of Applied Science Degree

### Aviation Maintenance

This program is designed for students who intend to pursue careers in the aviation maintenance industry. The general education components prepare students to pursue baccalaureate studies, and advance to positions of leadership in the industry. Students who successfully complete this program will be eligible to take the Federal Aviation Administration (FAA) certification exams for Airframe and Powerplant (A&P) Mechanics. This program is approved by the FAA, which requires that every single hour of instruction be given to each student. Because of this requirement and the vital importance of mechanical performance, class attendance is an absolute must to remain in good standing in the program. Failure to attend the classes in accordance with instructor-established guidelines will result in dismissal from the program. The program is divided into four separate segments: general education, general aviation, airframe, and powerplant. The general education core may be taken at any time before, during, or after the other segments are taken, depending on scheduling preferences. The remaining segments are taken sequentially in an intensive combination of lecture and laboratory learning. Students may be required to attend classes as many as 30 clock hours per week. Consult with your advisor each semester to determine an appropriate schedule.

#### General Education Core:

	Credit Hours
EN 12003 English Composition I	3
EN 12013 English Composition II	3
MA 14073 Mathematical Applications for Technical Programs	3
CS11033 Computer Fundamentals	3
SP 22063 Human Relations	3
<b>Total Credit Hours</b>	<b>15</b>

#### 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
<b>Total Credit Hours</b>	<b>16</b>

#### Airframe Requirements:

AV 15076 Aircraft Structures II	6
AV 15083 Aircraft Assembly & Rigging	3
AV 15153 Aircraft Welding & Painting	3
AV 15054 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
<b>Total Credit Hours</b>	<b>30</b>
<b>Total Degree Hours</b>	<b>90</b>

#### 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
<b>Total Credit Hours</b>	<b>29</b>

#### Curriculum Summary:

General Education Requirements	15
General Aviation Requirements	16
Airframe Requirements	30
Powerplant Requirements	29
<b>Total Degree Credit Hours</b>	<b>90</b>

## 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.

<b>General Aviation Requirements:</b>	<b>Credit Hours</b>
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
<b>Total Credit Hours</b>	<b>16</b>
<b>Airframe Requirements:</b>	
AV 15076 Aircraft Structures II	6
AV 15083 Aircraft Assembly & Rigging	3
AV 15153 Aircraft Welding & Painting	3
AV 15054 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
<b>Total Credit Hours</b>	<b>30</b>
<b>Powerplant Requirements:</b>	
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
<b>Total Credit Hours</b>	<b>29</b>
<b>Total Program Credit Hours</b>	<b>75</b>

## **Certificate of Proficiency General Aviation**

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

<b>General Aviation Certificate of Proficiency Requirements:</b>	<b>Credit Hours</b>
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
<b>Total Certificate Credit Hours</b>	<b>16</b>



## 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.

	<u>Credit Hours</u>	
<b>FIRST SEMESTER</b>		
PY 13002 Academic & Career Enrichment	2	
EN 12003 English Composition I	3	
MA14093 Mathematical Applications for Business <b>OR</b>		
MA 14043 College Algebra	3	
CS 11033 Computer Fundamentals	3	
BU 11003 Introduction to Business	3	
<b>SEMESTER CREDIT HOURS</b>	<b>14</b>	
<b>SECOND SEMESTER</b>		
EN 12013 English Composition II	3	
CS 21003 Spreadsheet Applications	3	
MK 21043 Customer Service	3	
MG 21003 Principles of Supervision	3	
BU 11023 Decision Strategies	3	
<b>SEMESTER CREDIT HOURS</b>	<b>15</b>	
<b>THIRD SEMESTER</b>		
OT 21003 Business Communications	3	
AC 21003 Principles of Accounting I	3	
BU 11013 Legal Environment of Business	3	
MK 21013 Marketing Fundamentals	3	
BU 21003 Personal Finance <b>OR</b>		
IS 15053 Project Management	3	
<b>SEMESTER CREDIT HOURS</b>	<b>15</b>	
<b>FOURTH SEMESTER</b>		
MG 21063 Leadership/Teamwork	3	
AC 21013 Principles of Accounting II	3	
EC 21023 Survey of Economics	3	
AC 21033 Computerized Accounting	3	
Approved Elective*	3	
CE 21041 Career Management	1	
<b>SEMESTER CREDIT HOURS</b>	<b>16</b>	
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>60</b>	

**\*Approved Elective: Choose one course from the following list.**  
 AC 21064 Professional Bookkeeping  
 AC 21053 Income Tax Preparation  
 CS 21093 Database Management

**Curriculum Summary:**

General Education Requirements	15
Institutional Requirements	2
Business Core Requirements	15
Major Requirements	25
Approved Electives	3
<b>Total Degree Credit Hours</b>	<b>60</b>

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

## 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 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. Students in this program must also be 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 for the semester. Consult with your advisor each semester to determine an appropriate schedule.

	<u>Credit Hours</u>
<b>FIRST SEMESTER</b>	
PY 13002 Academic & Career Enrichment	2
EN 12003 English Composition I	3
MA14093 Mathematical Applications for Business <b>OR</b> MA 14043 College Algebra	3
CS 11033 Computer Fundamentals	3
BU 11003 Introduction to Business	3
<b>SEMESTER CREDIT HOURS</b>	<b>14</b>
<b>SECOND SEMESTER</b>	
EN 12013 English Composition II	3
CS 21003 Spreadsheet Applications	3
MK 21043 Customer Service	3
MG 21003 Prin. of Supervision	3
BU 11023 Decision Strategies	3
<b>SEMESTER CREDIT HOURS</b>	<b>15</b>
<b>THIRD SEMESTER</b>	
OT 21003 Business Communications	3
AC 21003 Principles of Accounting I	3
BU 11013 Legal Environment of Business	3
MK 21013 Marketing Fundamentals	3
BU 11033 Store Environment	3
<b>SEMESTER CREDIT HOURS</b>	<b>15</b>
<b>FOURTH SEMESTER</b>	
MG 21063 Leadership Teamwork	3
MK 21053 Sales Strategies	3
EC 21023 Survey of Economics	3
BU 21083 New Venture Analysis	3
CE 21023 Entrepreneurship Practicum	3
CE 21041 Career Management	1
<b>SEMESTER CREDIT HOURS</b>	<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>60</b>

### Curriculum Summary:

General Education Requirements	15
Institutional Requirements	2
Business Core Requirements	5
Major Requirements	28
<b>Total Degree Credit Hours</b>	<b>60</b>

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

## 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 as well as a sound liberal arts education. 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. This program also prepares students to transfer to senior colleges and universities to pursue baccalaureate degrees and beyond. *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.*

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>		
<b>FIRST SEMESTER</b>			
PY 13002 Academic & Career Enrichment	2	<b>*Approved Electives: Fine Arts/ Humanities/Social Electives: (Choose 2)</b> 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  <b>History/Government Electives: (Choose 1)</b> 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  <b>Life/Physical Science Electives: (Choose 1)</b> BI 14033/14041 General Biology & Lab BI 14053/14061 Botany & Lab BI 24003/24011 Anatomy/Physiology & Lab BI 14073/14081 Zoology & Lab CH 14023/14031 General Chemistry & Lab PS 14003/14011 Physical Science & Lab PS 14043/14051 Physical Geology & Lab PS 24023/24031 General Physics & Lab	
EN 12003 English Composition I	3		
MA14093 Mathematical Applications for Business <b>OR</b> MA 14043 College Algebra	3		
CS 11033 Computer Fundamentals	3		
CS 11533 Intro to Computer Info Sys	3		
<b>SEMESTER CREDIT HOURS</b>	<b>14</b>		
<b>SECOND SEMESTER</b>			
EN 12013 English Composition II	3		
CS 21123 Networking I	3		
CS21363 PC Maintenance-Software	3		
CS 21383 Internet Applications I	3		
CS 21003 Spreadsheet Applications	3		
<b>SEMESTER CREDIT HOURS</b>	<b>15</b>		
<b>THIRD SEMESTER</b>			
CS 21333 Networking II	3		
CS 21423 Internet Applications II	3		
CS 21353 PC Maintenance-Hardware	3		
Fine Arts/Humanities/Social Elective*	3		
Life/Physical Science Elective with Lab*	4		
<b>SEMESTER CREDIT HOURS</b>	<b>16</b>		
<b>FOURTH SEMESTER</b>			
CS 21043 Visual Basic Programming	3		
CS 21343 Networking III	3		
CS 21093 Database Management	3		
Fine Arts/Humanities/Social Elective*	3		
History/Government Elective*	3		
<b>SEMESTER CREDIT HOURS</b>	<b>15</b>		
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>60</b>	<b>Curriculum Summary:</b> General Education Requirements 25 Institutional Requirements 2 Major Requirements 33 <b>Total Degree Credit Hours 60</b>	
<b>Associate in Applied Science Degree</b>			

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

## Associate in Applied Science Degree Criminal Justice

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

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>	
<b>FIRST SEMESTER</b>		<b>Approved Electives:</b>
PY 13002 Academic & Career Enrichment	2	<b>Choose two courses from the following list.</b>
EN 12003 English Composition I	3	BU 11013 Legal Environment of Business
MA 14073 Mathematical Applications for Technical Programs <b>OR</b> MA 14043 College Algebra	3	CE 21013 Internship
CJ 15003 Introduction to Criminal Justice	3	CJ 15033 Introduction to Jail Standards
SO 23013 Introduction to Sociology	3	CJ 15103 Terrorism
<b>SEMESTER CREDIT HOURS</b>	<b>14</b>	CJ 25033 Basic Law Enforcement/Corrections I (Officer Reserve Course)
		CJ 25043 Basic Law Enforcement/Corrections II (Credit granted through Certification only.)
		CJ 25003 Basic Law Enforcement/Corrections III (Credit granted through Certification only)
<b>SECOND SEMESTER</b>		CJ 25063 Community Corrections
EN 12013 English Composition II	3	CJ 25163 Frontline Law Enforcement Supervision
CS 11033 Computer Fundamentals	3	LA 12003 Spanish I
BU 11023 Decision Strategies	3	LA 12013 Spanish II
CJ 15013 Introduction to Corrections	3	SO 23043 Social Problems
CJ 25143 Juvenile Law & Procedure	3	
<b>SEMESTER CREDIT HOURS</b>	<b>15</b>	
		<b>Curriculum Summary:</b>
<b>THIRD SEMESTER</b>		General Education
PY 23003 General Psychology	3	Requirements
CJ 25093 Forensic Science	3	Institutional Requirements
CJ 25053 Criminal Law & Procedure	3	Major Requirements
CJ 25013 Criminal Investigation	3	Approved Electives
Approved Elective*	3	<b>Total Degree Credit Hours</b>
<b>SEMESTER CREDIT HOURS</b>	<b>15</b>	<b>60</b>
<b>FOURTH SEMESTER</b>		
CJ15093 Criminal Justice Ethics	3	
CJ 25023 Criminal Evidence	3	
SO 23103 Criminology	3	
CJ 25193 Police & Society	3	
CE 21041 Career Management	1	
Approved Elective	3	
<b>SEMESTER CREDIT HOURS</b>	<b>16</b>	
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>60</b>	

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

## 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	<i>(Continued)</i>
PE 17112 Fitness for Life	2	
PE 17013 Personal & Community Health	3	<i>(Select one from the following)</i>
PY 13002 Academic and Career Enrichment	1	ED 23003 Intro. to Elem. Education 3
<i>(Select one from the following)</i>		ED 13123 Childcare Practicum Lab/Orientation 3
MA 14073 Mathematical Applications for Technical Programs	3	
MA 14043 College Algebra	3	Electives
<i>Humanities Requirements (Select one of the following)</i>		Electives 3
SP 12103 Intro. to Speech	3	
AR 22003 Art Appreciation	3	
MU 22003 Music Appreciation	3	
SP 22063 Human Relations	3	
<i>History Requirements (Select one of the following)</i>		
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	
<b>Education Core Requirements:</b>		
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	
<i>(Select one of the following)</i>		
ED 23013 Survey of Early Childhood Edu.	3	
ED 13083 Found. of Early Childhood Edu.	3	
<i>(Select one of the following)</i>		
ED 23053 Child Development	3	
ED 13093 Child Growth & Dev.	3	
<i>(Select two of the following)</i>		
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	
<i>*note: ED 13111 must be taken with ED 13013</i>		

### Curriculum Summary

General Education	
Requirements:	27
Education Core	
Requirements:	30
Electives:	3
<b>Total Degree Credit Hours:</b>	<b>60</b>

*\* Note: Students must make a "C" or better in English Composition I and English Composition II and the math requirement, 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.

<b>Requirements:</b>	<b>Credit Hours</b>
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
<b>Total Certificate Credit Hours</b>	<b>13</b>



## Technical Certificate Program

### Dental Assisting Technology

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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 operatory, the laboratory, and the dental business office. The formal training contains technical knowledge pertaining to dentistry and clinical application of this knowledge. Students must provide recent COMPASS/ASSET/ACT scores that meet the minimum required skill level. All recommended College Prep courses must be completed prior to admission into the program. Students wishing to enter this program should discuss their career objectives with an advisor to ensure this is the appropriate track for them. Refer to Dental Assisting Information Guidelines located on the ANC Allied Health Website.

#### Requirements:

#### Credit Hours

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

DA 19003 Chairside Assisting I	3
DA 19011 Dental Science	1
DA 19022 Dental Biomedical Science	2
DA 19033 Dental Materials I	3
DA 19042 Dental Clinical Science I	2
DA 19052 Dental Radiology I	2
DA 19061 Preventive Dentistry	1
EN 10013 Technical Communications (or higher level writing course)	3
<b>Total Credit Hours</b>	<b>17</b>

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

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

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

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

## 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 to meet the admission minimal requirement. 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 Credit Hours

#### Prerequisites:

MA 14003 Mathematical Applications for Allied Health OR	
MA 14043 College Algebra	3
BI 24003 Anatomy & Physiology I	3
BI 24011 Anatomy & Physiology I Lab	1
BI 24023 Anatomy & Physiology II	3
BI 24031 Anatomy & Physiology II Lab	1
* NU 16063 LPN/RN Transition in Nursing	3

#### General Education Courses:

PY 23003 General Psychology	3
PY 23023 Developmental Psychology	3
EN 12003 English Composition I	3
EN 12013 English Composition II	3
CS 11033 Computer Fundamentals/Applications	3
BI 24043 Microbiology	3
BI 24051 Microbiology Lab	1

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

NU 16008 Fundamentals of Nursing (1 <sup>st</sup> Semester)	8
NU 16045 Medical Surgical Nursing (2 <sup>nd</sup> Semester)	5
NU 16014 Psychiatric Nursing (2 <sup>nd</sup> Semester)	4
NU 26014 Maternal Nursing (3 <sup>rd</sup> Semester)	4

(Continued)

NU 26004 Pediatric Nursing (3 <sup>rd</sup> Semester)	4
NU 26035 Advanced Adult Medical Surgical I (4 <sup>th</sup> Semester)	5
NU 26045 Advanced Adult Medical Surgical II (4 <sup>th</sup> Semester)	5
NU 26022 Nursing Concepts (4 <sup>th</sup> Semester)	2

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

### **Traditional Associate Degree Nursing Curriculum.**

Prerequisites: As noted on the previous page.

#### **FIRST YEAR**

<b>Fall Semester</b>	<b>Credit Hours</b>
NU 16008 Fundamentals of Nursing	8
PY 23003 General Psychology	3
EN 12003 English Composition I	3
<b>Total Credit Hours</b>	<b>14</b>

#### **Spring Semester**

NU 16045 Medical Surgical Nursing	5
NU 16014 Psychiatric Nursing	4
PY 23023 Developmental Psychology	3
CS 11033 Computer Fundamentals	3
<b>Total Credit Hours:</b>	<b>15</b>

#### **Summer Semester**

Session I	
BI 24043 Microbiology	3
BI 24051 Microbiology Lab	1
Session II	
EN 12013 English Composition II	3
<b>Total Credit Hours:</b>	<b>7</b>

#### **SECOND YEAR**

##### **Fall Semester**

NU 26014 Maternal Nursing	4
NU 26004 Pediatric Nursing	4
<b>Total Credit Hours</b>	<b>8</b>

##### **Spring Semester**

NU 26035 Advanced Adult Medical Surgical Nursing I	5
NU 26045 Advanced Adult Medical Surgical Nursing II	5
NU 26022 Nursing Concepts	2
<b>Total Credit hours:</b>	<b>12</b>

#### **Curriculum Summary:**

General Education Requirements:	30
Nursing:	37
<b>Total Degree Credit Hours (including prerequisites):</b>	<b>67</b>

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

### **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 (8 credits).\*

<b>Spring Semester</b>	<b>Credit Hours</b>
NU 16045 Medical Surgical Nursing	5
NU 16014 Psychiatric Nursing	4
<b>Total Credit hours:</b>	<b>9</b>

<b>Summer I &amp; II Semesters</b>	
NU 26014 Maternal Nursing	4
NU 26004 Pediatric Nursing	4
<b>Total Degree Credit hours:</b>	<b>8</b>

<b>Fall Semester</b>	
NU 26035 Advanced Medical Surgical Nursing I	5
NU 26045 Advanced Medical Surgical Nursing II	5
NU 26022 Nursing Concepts	2
<b>Total Credit hours:</b>	<b>12</b>

**Total Hours** **37**

\* ANC holds 8 credit hours for successful completion of the transition course in escrow until graduation.

<b>Curriculum Summary:</b>	<b>Credit Hours</b>
General Education Requirements:	30
Nursing:	37
<b>Total Degree Credit Hours (including prerequisites):</b>	<b>67</b>



## 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:	Credit Hours
NA 16006 Nursing Assistant	6
AH 16001 Medical Terminology	1
Or	
OT 21093 Medical Terminology for Transcription	(3)
AH 16006 Phlebotomy	6
*AH-16093 Introduction to Anatomy & Physiology	3
Or	
AH 16084 Body Structure and Function	(4)
Or	
BI 24003/BI 24011 Anatomy Physiology I with Lab & And	(4)
BI 24023/BI 24031 Anatomy & Physiology II with Lab	(4)
AH 16054 Introduction to ECG and Rhythm Strip Monitoring	4
AH 16044 Patient Medical Record & Clerical Principles	4
AH 16064 **Patient Care Technician (Advanced Concepts & Skills)	4
AH 16023 **Patient Care Technician Practicum	3
<b>Total Program Credit Hours</b>	<b>31-33</b>

*\*\*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) or Body Structure and Function (4 credit hours) for the required Introduction to Anatomy & Physiology (3 credit hours).*

### Program Admission Criteria

Admission to the Arkansas Northeastern College PCT Program is selective. In order to be considered for admission to the program, applicants must meet the following minimum criteria:

- Be at least 18 years of age.
- High School graduate or GED certificate.
- Complete ANC admission application and PCT Program application process.
- Attend mandatory orientation for PCT.
- Complete the PCT Application & Statement of Responsibility located in the PCT Information Guidelines.
- Have a cumulative 2.0 minimum grade point average on previous college courses.
- Recent COMPASS scores (taken within the last year) which meet the minimum skill level. 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 (PN) 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 acute care hospitals, long-term care facilities, doctor's offices, and public schools, etc. The PN Program is offered at the ANC Main Campus, Blytheville and Paragould Center 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.

The Practical Nursing Program has selective admission criteria. Students must score a 100 or greater on the PAX-PN Exam and have a minimal grade point average of 2.0 on all college or prerequisite courses. A grade of "C" or above is required in all academic courses required for the Technical Certificate in Practical Nursing. Refer to the Practical Nursing Information Guidelines located on the ANC Allied Health website for additional information and admission process.

<b>Prerequisites:</b>	<b>Credit Hours:</b>
MA 14023 Mathematical Applications for Allied Health	3
Or	
MA 14043 College Algebra	3
AH 16084 Body Structure & Function	4
Or	
BI 24003/24011 Anatomy & Physiology I with Lab	4
And	
BI 24023/24031 Anatomy & Physiology II with Lab	4

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

#### **Summer I Semester 2012**

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

#### **Fall Semester 2012**

PN 16051 Care of the Geriatric Patient	1
PN 16161 Nutrition I	1
PN 16036 Basic Nursing Principles and Skills II	6
PN 16042 Pharmacology I	2
PN 16072 Nursing of Children	2
PN 16011 Mental Health & Care of Mentally III	1
PN 16085 Practical Nursing Clinical I	5
<b>Total Credit Hours</b>	<b>18</b>

#### **Spring Semester 2013**

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 16127 Practical Nursing Clinical II	7
<b>Total Credit Hours</b>	<b>20</b>

#### **Summer I Semester 2013**

PN 16153 Practical Nursing Clinical III	3
<b>Total Credit Hours</b>	<b>3</b>

<b>Total Program Credit Hours</b>	<b>54</b>
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## **Certificate of Proficiency Program Nursing Assistant (CNA)**

Successful completion of the Nursing Assistant program qualifies students to work as nursing assistants in hospitals, long term care facilities, rest homes or convalescent homes. Testing and certification for this program is offered through the Office of Long Term Care. Students must also complete a medical terminology course as part of the Nursing Assistant curriculum. This course provides structural analysis, suffixes, pronunciation, pluralization, and spelling of medical terms. Students must complete the both courses with a grade of "C" or better. Refer to Nursing Assistant Information Guidelines located in the ANC Allied Health Website for additional information.

<b>Program Requirements:</b>	<b>Credit Hours</b>
AH 16076 Nursing Assistant	6
AH 16011 Medical Terminology or	1 or
OT 21093 Medical Terminology for Transcription	3
<b>Total Certificate Credit Hours</b>	<b>7/9</b>

## **Certificate of Proficiency Program Phlebotomy Technician**

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

<b>Course Requirements</b>	<b>Credit Hours</b>
AH 16006 Phlebotomy Technician	6
AH 16011 Medical Terminology or	1 or
OT 21093 Medical Terminology for Transcription	3
<b>Total Certificate Credit Hours</b>	<b>7/9</b>

### **Program Admission Requirements:**

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

- Must be a minimum of 18 years of age.
- Be a high school graduate or completed the GED certificate.
- Make acceptable scores on the COMPASS (used as admission selection criteria).
- Complete the ANC and Phlebotomy admission application forms.
- Refer to Phlebotomy Information Guidelines located on the ANC Allied Health Web page for additional admission criteria and program application for admission.

## Associate in Applied Science Degree Office Technology

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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 in Office Technology 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.

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.

	<b>Credit Hours</b>
<b>FIRST SEMESTER</b>	
PY 13002 Academic & Career Enrichment	2
EN 12003 English Composition I	3
CS 11033 Computer Fundamentals	3
MA14093 Mathematical Applications for Business <b>OR</b> MA 14043 College Algebra	3
OT 11043 Records & Information Management	3
<b>SEMESTER CREDIT HOURS</b>	<b>14</b>
<b>SECOND SEMESTER</b>	
BU 11023 Decision Strategies	3
EN 12013 English Composition II	3
CS 21003 Spreadsheet Applications	3
OT 21083 Word Processing—Microsoft Word	3
Approved Elective*	3
<b>SEMESTER CREDIT HOURS</b>	<b>15</b>
<b>THIRD SEMESTER</b>	
OT 21003 Business Communications	3
OT 21013 Advanced Keyboarding	3
AC 21003 Principles of Accounting I	3
BU 11013 Legal Environment of Business	3
Approved Elective*	3
<b>SEMESTER CREDIT HOURS</b>	<b>15</b>
<b>FOURTH SEMESTER</b>	
OT 21033 Office Procedures	3
EC 21023 Survey of Economics	3
OT 21043 Machine Transcription	3
CE 21013 Internship	3
CE 21041 Career Management	1
Approved Elective*	3
<b>SEMESTER CREDIT HOURS</b>	<b>16</b>
<b>TOTAL DEGREE CREDIT HOURS</b>	<b>60</b>

**\*Approved Electives: Choose three from the following list.**

OT 11003 Beginning Keyboarding**	3
OT 11073 Data Entry Applications	3
OT 21093 Medical Terminology for Transcription	3
OT 21103 Human Disease for Transcription	3
OT 21113 Legal Aspects of Medical Office	3
OT 21133 Legal Terminology for Transcription	3
OT 21143 Introduction to Coding	3
OT 21153 Advanced Medical Transcription	3
AC 21013 Principles of Accounting II	3
AC 21033 Computerized Accounting	3
AC 21064 Professional Bookkeeping	4
BU 11003 Introduction to Business	3
BU 21003 Personal Finance	3
CS 20193 Database Management	3
CS 21383 Internet Applications I	3
MK 21043 Customer Service	3

<b>Curriculum Summary:</b>	<b>Credit Hours</b>
General Education Requirements	15
Institutional Requirements	2
Business Core Requirements	15
Major Requirements	19
Approved Electives	9
<b>Total Degree Credit Hours</b>	<b>60</b>

\*\*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 AAS Degree in Office Technology must successfully complete the Office Proficiency Assessment and Certification (OPAC) tests, 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 the Microsoft Office Specialist certification program exams. 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 the math requirement to receive an Associate in Applied Science Degree from Arkansas Northeastern College.

## Certificate of Proficiency Clerical Support

The certificate of proficiency in Clerical Support provides students with the essential clerical skills necessary for entry-level general office support positions, such as receptionists, file clerks, general office clerks, and data entry clerks. Students develop basic skills required to work efficiently, productively, and successfully in the modern business office. Courses in this program may be applied to the Associate of Applied Science Degree in Office Technology.

<b>PROGRAM REQUIREMENTS</b>	<b>Credit Hours</b>
OT11003 Beginning Keyboarding <b>OR</b>	
CS11033 Computer Fundamentals	3
OT11043 Records & Information Management	3
CE11003 Workplace Essentials	3
OT11073 Data Entry Applications	3
OT11061 The Total Office	1
MK21043 Customer Service	3
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>16</b>

## Certificate of Proficiency 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 a grade of C or better in each prescribed course.

<b>PROGRAM REQUIREMENTS</b>	<b>Credit Hours</b>
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	3
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>12</b>

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

## Technical Certificate Program Paramedic

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The 12 month Paramedic Technical Certificate Program provides education and training to EMT's 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 necessary to function effectively as a professional provider of advanced life support outside of the hospital environment. Students wishing to apply to the Paramedic Program should discuss their career objectives with an Advisor within the Allied Health Department to ensure this is the appropriate program to meet their career goals.

### Course Requirements for the Paramedic Technical Certificate Program:

<b>Fall Semester</b>	<b>Credit Hours</b>
AH 16093 Introduction to Anatomy & Physiology	3
EM 18017 Preparatory for Paramedics	7
EM 18046 Medical Emergencies for Paramedics I with Lab	6
<b>Spring Semester</b>	
EM 18054 Medical Emergencies for Paramedics II with Lab	4
EM 18063 Medical Emergencies Clinical	3
EM 18074 Trauma for Paramedics with Lab	4
EM 18092 Paramedic Field Clinical	2
EM 18103 Special Consideration for Paramedics with Lab	3
<b>Summer I &amp; II Semesters</b>	
EM 18123 Ambulance Operations for Paramedics with Lab	3
EM 18132 Ambulance Operations Clinical	2
EM 18146 Field Internship	6
<b>Total Program Credits:</b>	<b>43</b>

### Program Admission Requirements:

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

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

## **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. The course covers anatomy and physiology, initial patient survey and triage, airway management, oxygen therapy, and treatment of bleeding, shock, cardiac arrest, fractures, spinal injuries and other medical emergencies. Additional areas of study include automated external defibrillation, multi-lumen airways and general pharmacology.

The course is designed for anyone interested in working in public safety, including fire, police and ambulance operations. Students who successfully complete this program are eligible to take the National Registry Examination. Students must complete the course with a grade of "C" or better.

<b>Course Requirements:</b>	<b>Credit Hours</b>
EM 18008 Emergency Medical Technician	8
<b>TOTAL CERTIFICATE CREDIT HOURS</b>	<b>8</b>

### **Program Admission Requirements:**

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

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



## Associate in Applied Science Degree Steel Industry Technology

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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.

### Technical Track

			Credit Hours				Credit Hours
<b>First Semester</b>				<b>Third Semester</b>			
EN	12003	English Comp I	3	SP	22063	Human Relations	3
CS	11033	Computer Fundamentals	3	EL	25013	Industrial Motor Controls	3
MA	14113	Math Apps Manufacturing	3	ME	15013	Basic Hydraulics / Pneumatics	3
ES	15003	Industrial Safety	3	MG	21063	Leadership / Teamwork	3
EL	15003	Basic Electricity I	3	EL	25003	AC/DC Machines	3
			<b>Total Credit Hours</b>				<b>Total Credit Hours</b>
			<b>15</b>				<b>15</b>
<b>Second Semester</b>				<b>Fourth Semester</b>			
EN	12013	English Comp II	3	ME	15023	Mechanical Drives & Bearings**	3
EL	15013	Basic Electricity II	3	ME	15033	Maintenance Welding	3
MT	15013	Design for Manufacturing	3	EL	25033	Basic PLC	3
CH	14083	Chemistry for Steelmaking	3			Electives	6
IS	15063	Basic Metallurgy	3				
			<b>Total Credit Hours</b>				<b>Total Credit Hours</b>
			<b>15</b>				<b>15</b>
							<b>Total Degree Credit Hours</b>
							<b>60</b>
<b>Approved Electives</b>							
AC	21003	Principles of Accounting I	3				
AC	21013	Principles of Accounting II	3				
EL	25023	Industrial Motor Controls II	3				
ES	15023	First Responder-Med.	3				
MG	21003	Staffing & Human Resources	3				
IS	25043	Prod & Inventory Control	3				
IS	25013	Total Quality Management	3				
BU	21013	Business Statistics	3				
ME	25013	Cad Fundamentals I	3				
ME	15063	Metrology	3				
ES	25053	Environmental Management	3				
IS	15053	Project Management	3				
CE	21013	Internship	3				
IS	25023	Manufacturing Org. Mgmt.	3				
EL	25003	AC/DC Machines	3				
EL	25063	Advanced PLC	3				

\* Note: Students must make a "C" or better in English Composition I, English Composition II, and the math requirement to receive an Associate in Applied Science Degree

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

## Associate in Applied Science Degree Steel Industry Technology

### Management/Intern Track

			Credit Hours				Credit Hours
<b>First Semester</b>				<b>Third Semester</b>			
EN	12003	English Comp I	3	SP	22063	Human Relations	3
CS	11033	Computer Fundamentals	3	EL	25013	Industrial Motor Controls	3
MA	14113	Math Apps Manufacturing	3	ME	15013	Basic Hydraulics / Pneumatics	3
ES	15003	Industrial Safety	3	MG	21003	Principles of Supervision	3
EL	15003	Basic Electricity I	3			Elective	3
<b>Total Credit Hours</b>			<b>15</b>	<b>Total Credit Hours</b>			<b>15</b>
<b>Second Semester</b>				<b>Fourth Semester</b>			
EN	12013	English Comp II	3	ME	15023	Mechanical Drives & Bearings	3
EL	15013	Basic Electricity II	3	ME	15033	Maintenance Welding	3
MT	15013	Design for Manufacturing	3	EL	25033	Basic PLC	3
CH	14083	Intro to Chem for Steelmaking Ind.	3	MG	21063	Leadership / Teamwork	3
IS	15063	Basic Metallurgy	3			Elective	3
<b>Total Credit Hours</b>			<b>15</b>	<b>Total Credit Hours</b>			<b>15</b>
				<b>Total Degree Credit Hours</b>			<b>60</b>
<b>Approved Electives</b>							
AC	21003	Principles of Accounting I	3				
AC	21013	Principles of Accounting II	3				
EL	25023	Industrial Motor Controls II	3				
ES	15023	First Responder-Med.	3				
MG	21003	Staffing & Human Resources	3				
IS	25043	Prod & Inventory Control	3				
IS	25013	Total Quality Management	3				
BU	21013	Business Statistics	3				
ME	25013	Cad Fundamentals I	3				
ME	15063	Metrology	3				
ES	25053	Environmental Management	3				
IS	15053	Project Management	3				
CE	21013	Internship	3				
IS	25023	Manufacturing Org. Mgmt.	3				
EL	25003	AC/DC Machines	3				
EL	25063	Advanced PLC	3				

\* Note: Students must make a "C" or better in English Composition I, English Composition II, and the math requirement to receive an Associate in Applied Science Degree.

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

## Certificate of Proficiency Program General Industrial Certificate

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To provide an alternative course of study for prospective students who do not initially meet all of the entrance qualifications of Arkansas Northeastern College. This certificate will develop basic skills and knowledge that could be useful in applying for a position with an industrial employer.

<b>Course Number</b>	<b>Course Name</b>	<b>Credits</b>
<b>ES 15003</b>	Industrial Safety (OSHA 30hr)	<b>3</b>
<b>MT 15003</b>	Introduction to Manufacturing	<b>3</b>
<b>MT 15023</b>	Manufacturing Production Process	<b>3</b>
<b>MT 25023</b>	Equipment Maintenance	<b>3</b>
<b>MA 14113</b>	Mathematical Apps for Manufacturing	<b>3</b>
<b>CS 21201</b>	Intro to Excel	<b>1</b>
<b>Total Certificate Credit Hours</b>		<b>16</b>

## 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.

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

## Associate of Applied Science Degree in General Technology

### Welding Option

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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.

<b>General Education Core:</b>	<b>Credit Hours</b>
EN 12003 English Composition I	3
EN 12023 Technical Writing OR	
EN 12013 English Composition II	3
MA 14073 Mathematical Applications OR	
MA 14043 College Algebra	3
CS 11033 Computer Fundamentals	3
SP 22063 Human Relations	3
<b>Total Credit Hours</b>	<b>15</b>

#### **Division Requirements:**

CE 11003 Workplace Essentials	3
<b>Total Credit Hours</b>	<b>3</b>

#### **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
<b>Total Credit Hours</b>	<b>32</b>

<b>Approved Electives*</b>	<b>10</b>
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<b>Total Degree Credit Hours</b>	<b>60</b>
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*\*Approved electives may also be chosen from courses with the following prefixes: AC, BU, EL, ES, IS, ME, and MG as approved by the Dean of Occupational Programs.*

*\* 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 the math requirement to receive an Associate in Applied Science Degree*

## 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:

<i>First Semester</i>	<i>Credit Hours</i>
MA 14073 Mathematical Applications OR	
MA 14043 College Algebra	3
WE17001 Oxygen/Acetylene Safety and Orientation	1
WE17013 Blueprint Reading for Welders	3
WE17094 SMAW Structural Welding (Partial Joint Penetration)	4
WE17104 SMAW Structural Welding (Complete Joint Penetration)	4
<b>Total Credit Hours</b>	<b>15</b>
<i>Second Semester</i>	
CE 11003 Workplace Essentials	3
Approved Electives*	12
<b>Total Credit Hours</b>	<b>15</b>
<b>Approved Electives*</b>	
WE17064 Gas Metal Arc Welding	4
WE17074 Tungsten Inert Gas (TIG) Manufacturing	4
WE17084 Flux Cored Arc Welding	4
WE17034 Shield Metal Arc Welding (SMAW) Pipe Welding	4
WE17044 Tungsten Inert Gas (TIG) Pipe Welding	4
<b>Total Program Credit Hours</b>	<b>30</b>

## Certificate of Proficiency Welding

<b>Requirements:</b>	<b>Credit Hours</b>
WE17001 Oxygen/Acetylene Safety and Orientation	1
WE17094 SMAW Structural Welding (Partial Joint Penetration)	4
WE17104 SMAW Structural Welding (Complete Joint Penetration)	4
Approved Electives*	7
<b>Approved Electives*</b>	
WE17064 Gas Metal Arc Welding	4
WE17074 Tungsten Inert Gas (TIG) Manufacturing	4
WE17084 Flux Cored Arc Welding	4
WE17034 Shield Metal Arc Welding (SMAW) Pipe Welding	4
WE17044 Tungsten Inert Gas (TIG) Pipe Welding	4
CE 11003 Workplace Essentials	3
<b>Total Certificate Credit Hours</b>	<b>16</b>

## 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 (0-Developmental, 1-freshman, 2-sophomore). The second digit represents the academic division. The next two digits represent the numerical sequence of the course and the fifth digit indicates the credit hour value of the course. It should be emphasized that the change in course numbers will not affect the transferability of courses.

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
EL Electrical	PS Physical Science
EM Emergency Medical	PY Psychology
EN English	RE Real Estate
ES Environmental Systems	SO Sociology
GE Geography	SP Speech
HI History	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 includes basic differences in accounting for single proprietorships and partnerships and differences in how corporation equities are accounted. Sophomore standing is 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 AC 21003 Principles of Accounting I. This course is offered only in the spring semester.

AC 21033 COMPUTERIZED ACCOUNTING – This course gives the student hands-on experience operating an accounting software package. Students learn to use the computer for common business transactions such as paying bills; purchasing and selling merchandise; processing payroll; and tracking vendors, customers, and inventory. Basic accounting principles and concepts are reinforced. Prerequisite: Grade "C" or better in AC 21003 Principles of Accounting I.

AC 21053 INCOME TAX PREPARATION – This course provides the student with basic knowledge in the preparation of Federal Income Tax returns for individuals and unincorporated businesses. The course includes 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 – This is 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.

## **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 58- hour lecture/lab and a 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 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 16093 INTRODUCTION TO ANATOMY AND PHYSIOLOGY – Human anatomy and physiology from cellular structure to systems applications are studied. Emphasis is on the normal human anatomy, physiology and disease process as related to pre-hospital medicine. An overview of the human body to include respiratory, cardiovascular, digestive, reproductive, excretory, endocrine, nervous, skeletal and muscular systems.

AH 16084 BODY STRUCTURE AND FUNCTION – This 4 hour credit course follows the organization of the body from the single cell to the coordinated whole. Body systems covered in this course are an overview of the human body to include respiratory, cardiovascular, digestive, reproductive, excretory,

endocrine, nervous, skeletal and muscular systems. A major emphasis is placed on the interaction of all body systems for the maintenance of a stable internal state.

**AH 16054 INTRODUCTION TO ECG AND RHYTHM STRIP MONITORING** – This four hour credit course is designed to provide the student with the knowledge and technical competency to perform a twelve lead ECG's. Identifying and interpreting normal and abnormal ECG rhythms and functioning as an ECG and Monitor Technician. 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. In the clinical laboratory students practice their technical, skills and become CPR certified by the American Heart Association, prior to a 16 hour clinical component where students apply knowledge and skills in twelve lead ECG and rhythm strip monitoring in the clinical setting.

**AH 16044 PATIENT MEDICAL RECORDS & CLERICAL PRINCIPLES** – This four credit hour course includes a generalized orientation to the healthcare profession, and is intended as an introduction to the roles and responsibilities of HIM, (Health Information Management) within the healthcare team in the digital age. Content study includes applications and effective methods of identifying and solving specified types of problems and situations encountered with patient health/medical records and associated clerical duties in a variety of clinical settings. The course provides an overview of therapeutic communication skills, human needs, health care delivery systems, and vocational responsibilities of a patient care provider. The course also focuses on the development and retention of health information and or medical records in a variety of health care environments.

**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 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 clinical competencies in a healthcare setting. Students practice under direct supervision of licensed healthcare personnel the advanced skills validated in the program in the areas of: Patient Care Technician, Nursing Assistant, Phlebotomy Technician, 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.

## **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. Drivability 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 DRIVE TRAINS - This course is designed to cover the entire drive train on a late model vehicle with a standard or automatic 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/automatic 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 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 17088 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 the things that 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 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*. Students will learn to read and understand aircraft drawings, and to complete sketches of the repairs that they will make to aircraft. Students will also learn the procedures for weighing and aircraft and determining if it can be safely flown as it is loaded. Finally, they will learn how to adjust the center of gravity of the aircraft if needed.

AV 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 will gain a wide overview of the type of flight structures on an aircraft, as well as their purpose and function. They learn how to properly assemble and rig aircraft for safe operation.

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

AV 15162 AIRCRAFT ICE AND ATMOSPHERE – This course contains the FAA subject areas of *Ice and Rain Control Systems and Cabin Atmosphere Control Systems*. This class deals with the systems which allow aircraft to safely operate in hazardous weather. It covers ground based and 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 annual airframe inspection and other required aircraft inspections. Students perform an actual annual airframe inspection, and in doing so, they review all of the airframe section information in preparation for the FAA Airframe Computer Based Test.

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

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

AV 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 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 buildup. In *Lubrication Systems*, students learn how to service and troubleshoot the systems, as well as how to determine which lubricants are compatible with which engines. *Engine Cooling Systems* deals with both air cooling and liquid cooling systems as they apply to internal and external components of the engine. Finally, students learn about the onboard fire detection and extinguishing systems as they apply to some small and most large aircraft engines.

AV 25074 POWERPLANT SUPPORT SYSTEMS – This course contains the FAA subject areas of *Introduction and Engine Airflow Systems*, *Engine Exhaust and Reverser Systems*, *Engine Fuel Systems*,

and *Fuel Metering Systems*. This class deals with critical systems on all engines, such as the oxygen and fuel supply required to support combustion. Students will learn to troubleshoot, adjust, and service the complex systems which precisely control the fuel to air ratio for the engine. Students also study exhaust systems and power and safety enhancing systems associated with the exhaust, such as cooling augmentation, turbo charging, and reversing.

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

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

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

## **BIOLOGY**

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

BI 14033 GENERAL BIOLOGY - Introduces the student to the unifying principles common to all levels of biological organization. Emphasis is at the cellular, organism and population levels with inquiry into the nature of scientific investigation. General Biology (BI 14033) must be taken concurrently with General Biology Lab (BI 14041). 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 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) OR a C or above in CP 02023 Fundamentals of Language or a C or above in CP 02053 Accelerated Learning Lab..

BI 14041 GENERAL BIOLOGY LAB - Lab extends the concepts of and must be completed with the General Biology course. Students should have the same instructor for lecture and lab and will receive the same grade for both lecture and lab.

BI 14053 BOTANY – Introduction to the study of plant structure, physiology, life histories, economic importance, and evolution. 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. 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 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. Students must have the same instructor for lecture and lab. The Arkansas Course Transfer System (ACTS) requires that Anatomy and Physiology I and II be taken at the same institution to ensure transferability of the Associate of Arts Degree to a four-year institution.

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

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

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 have the same instructor for lecture and lab. The Arkansas Course Transfer System (ACTS) requires that Anatomy and Physiology I and II be taken at the same institution to ensure transferability.

*\*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 02023 Fundamentals of Language and CP 02032 Language Lab or a score of 83 on COMPASS 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 02023 Fundamentals of Language and CP 02032 Language Lab or a score of 83 on COMPASS 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. This course is offered only in the fall semester.

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 02023 Fundamentals of Language and CP 02032 Fundamentals of Language Lab or a score of 83 on COMPASS Reading or 19 on ACT Reading. Recommended Prerequisite: MA 14093 Mathematical Applications for Business or CP 04023 Fundamentals of 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. This course is offered only in the spring semester.

## **CHEMISTRY**

CH 14003 SURVEY OF CHEMISTRY – A course designed to introduce students to the different phases of chemistry: inorganic, organic, and biochemistry. Prerequisite: “C” or above in CP 04023 Fundamentals of Algebra and a “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) or a “C” or above in CP 02023 Fundamentals of Language.

CH 14023 GENERAL CHEMISTRY I – This course is designed to include the basic principles of chemistry, including the correlation between electronic configurations of their elements and their chemical properties. Lab (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<sup>^</sup>, B<sup>^</sup>, C<sup>^</sup>, D<sup>^</sup>, and F. In sequential courses a grade of C or better will be required to advance to the next level course. Courses which carry a CP prefix are not applicable for transfer or graduation, and grades of A<sup>^</sup>, B<sup>^</sup>, C<sup>^</sup>, D<sup>^</sup> are not figured into the student's G.P.A.*

CP 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 02023 FUNDAMENTALS OF LANGUAGE -- Fundamentals of Language is designed to prepare students for English Composition I and to enhance their skills in, essential rules of grammar, mechanics, punctuation, usage, composition, and reading comprehension. This course is required for students who score from 26 to 59 on the COMPASS, or from 12 to 15 on the ACT.

CP 02032 LANGUAGE LAB -- The Language Lab is designed to aid students in successfully completing Fundamentals of Language. This lab re-enforces the concepts of the Fundamentals of Language class and gives practice to those students who need additional attention from the instructor to be effective writers. This course is required for students who score from 26 to 59 on the COMPASS, or from 12-15 on the ACT.

CP 02053 ACCELERATED LEARNING LAB -- The Accelerated Learning Program (ALP) Lab is designed to aid students in successfully completing English Comp I. This lab re-enforces the concepts of the Comp I class and gives practice to those students who need additional attention from the instructor to be effective writers. This course is required for students who score 64-79 on the COMPASS, or 16-18 on the ACT; 40 on the ASSET.

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 03203 ESL/SPEECH IMPROVEMENT - This course is designed to assist both native and non-native speakers of English in improving their method of speaking. Elements of phonics as well as group practice sessions are used to achieve the goals.

CP 04023 FUNDAMENTALS OF ALGEBRA-- Fundamentals of Algebra is a modular, mastery-based review of basic mathematical concepts associated with the arithmetic of real numbers, basic algebra, and intermediate algebra. This course is the prerequisite course for MA 14043 College Algebra for students scoring below 21 on the ACT and 52 on the Compass Test Type “A”.

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. This course will no longer be offered after Fall 2012.

## **COOPERATIVE EDUCATION**

CE 11003 WORKPLACE ESSENTIALS – This course is designed to teach employability skills that are required for success in today’s ever-changing workplace. Students receive instruction in proper business etiquette, effective communication, appropriate work habits, and additional workplace effectiveness skills such as time management and working in teams. In addition, students have the opportunity to earn a Career Readiness Certificate through the interactive training system, KeyTrain, based on ACT’s WorkKeys® assessment system.

CE 21013 INTERNSHIP – A venture between the student, the College, and business/ industry in which students combine classroom theory with on-the-job training. Students work closely with a faculty advisor to develop viable learning objectives that provide learning experiences that are consistent with their overall educational goals. The student will be responsible for completing the objectives, preparing the observation forms, and summarizing the results of the learning experience. Completion of this course requires 120 clock hours of instructor-approved workplace experience. Students should take this course during their last semester of study.

CE 21023 ENTREPRENEURSHIP PRACTICUM – This course involves hands-on application of business practices associated with operating an actual business enterprise. Students 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 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. This course is offered only in the spring semester.

CE 21041 CAREER MANAGEMENT – Career Management prepares the student to meet the expectations of the workplace in finding and securing employment. Students explore job searching techniques, write a professional-looking resume and cover letter, and learn how to prepare for an interview. Prerequisite: Completion of at least 45 hours toward declared major.

## **COMPUTER INFORMATION SYSTEMS**

CS 11033 COMPUTER FUNDAMENTALS – This course covers basic computer terminology and hands-on computer training in a popular software suite. Students 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 provides introductory computer concepts. Topics include hardware, application and system software, communications and basic networking, the Internet and World Wide Web, e-commerce, the social web and technologies, and data security and privacy.

CS 21003 SPREADSHEET APPLICATIONS – This course is an introduction to electronic spreadsheet concepts and terminology, using current applications software. The fundamentals of worksheets, graphics, and databases are employed to develop good problem solving skills. A variety of “what if” conditions are explored in business, mathematics, and other areas. 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 reinforces the mechanics of the BASIC language while challenging students with the applications associated with business applications. Students 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 14093 Mathematical Applications for Business or MA 14043 College Algebra. This course is offered only in the fall semester.

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 are 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. This course is offered only in the spring semester.

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

CS 21191 – INTRODUCTION TO POWERPOINT – This course teaches the importance of legibility, simplicity, and clarity in developing and creating effective visual presentations. Students will create slides, customize templates, 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. This course is offered only in the fall semester.

CS 21343 NETWORKING III – Through the use of a hands-on lab and Microsoft server simulators, students learn how to use administrative tools to set up, manage, and provide basic services for a Microsoft server network. Students 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 learns 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. This course is offered only in the spring semester.

CS 21353 PC MAINTENANCE HARDWARE– Students gain hands-on experience working inside a personal computer performing routine maintenance, installing internal and external hardware, installing software, and running diagnostic programs. The course objectives help students prepare for the CompTIA A+ certification exams. Prerequisite: Grade of “C” or better in CS 11533 Introduction to Computer Information Systems. This course is offered only in the fall semester.

CS 21363 PC MAINTENANCE SOFTWARE – Students 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. This course is offered only in the spring semester.

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 also learn how to design and create web pages with HTML. Topics 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 students to create web pages utilizing more advanced HTML features such as forms, cascading style sheets, and multimedia. Students also learn to create Web pages using the Java Script language and work with Java Script objects and events. This course also introduces 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 is taught in a seminar format, using the lesson plan provided by the Arkansas Law Enforcement Training Academy. Traditional students who can fit it into their schedule are invited to take this course as an elective; however, it is primarily geared toward personnel who are within their first year as a jail employee.

CJ 15093 CRIMINAL JUSTICE ETHICS – This course is a study of the ethical aspect of the criminal justice system. The idea is to introduce the student to ethical decision-making in the criminal justice

system. The course includes an introduction to ethics, the basic principles behind moral and ethical decisions, and how these concepts are applied to all aspects of the criminal justice system.

**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** – This course provides an overview of criminal trial procedures; evidence; constitutional rights; presumption, relevance; expert testimony; testimonial privileges; hearsay, confessions; and impeachment. Emphasis will be given to the Arkansas and Federal Rules of Evidence.

**CJ 25053 CRIMINAL LAW AND PROCEDURE** – This course is an introduction to the study of criminal, common statutory laws, and evidentiary rules within the context of enforcement and admissibility. Particular emphasis will be placed upon the Arkansas Criminal Code and Rules of Criminal Procedure, and recent decisions of the Arkansas and United States Supreme Court.

**CJ 25XX3 BASIC LAW ENFORCEMENT/CORRECTIONS** – The Police Academy or Basic Corrections Academy in-service training is provided for police officers to meet the needs of law enforcement today. It provides practical training in note taking, ethics, jurisdiction, law, traffic, arrest, investigation, evidence, firearms, testifying, detention, report writing, race relations, drugs, criminalistics, patrol techniques, communications, photography and contemporary police problems and issues. Successful completion of the Basic Police Training Course at most law enforcement training academies will be evaluated, with three hours of elective college credit to be given for each 90 clock hours of academy training. A maximum of nine hours of elective college credit may be given to the student designated as: CJ 25033 BASIC LAW ENFORCEMENT/CORRECTIONS I and/or CJ 25043 Basic Law Enforcement/Corrections II, and/or CJ 25003 Basic Law Enforcement/Corrections III.

**CJ 25063 COMMUNITY CORRECTIONS** – This course provides an analysis and evaluation of the concept of punishment and rehabilitation through probation, parole, diversion, shock treatment, and other measures outside of traditional incarceration. It is also a study of the development, organization, operation and results of probation and parole.

**CJ 25093 FORENSIC SCIENCE** – This course introduces students to crime scene technology, procedures for sketching and diagramming crime scenes, and using casting materials. It also surveys the concepts of forensic chemistry, fingerprint classification/identification and other latent techniques, drug identification, hair and fiber analysis, death investigation techniques, thin-layer chromatography methods and examination of arson materials. Students may be assigned laboratory times as well.

**CJ 25143 JUVENILE LAW AND PROCEDURES** - This course gives the student an overview of the procedure for dealing with juvenile violators from a law enforcement perspective. It explores the differences between juvenile offenders charged as juveniles, juvenile offenders charged as adults, and adult offenders as well as pure "status offenses," which only apply to juveniles.

**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 explores 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 focuses on current problems and issues and strategies in providing effective services. Courses in this area are usually on specific law enforcement topics and will typically be offered in the summer or between semesters in full-day 8-hour formats.

## **DENTAL ASSISTING**

DA 19011 DENTAL SCIENCE - This course includes instruction on dental anatomy: the study of the development of the head and neck, face, and oral cavity, the form and function of the structures of the oral cavity. This course 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 preparing the student for the ICE (Infection Control Exam) portion of the Dental Assisting National Board certification exam.

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 19022 DENTAL BIOMEDICAL SCIENCE - This course includes the study of anatomy and physiology, which introduces the student to basic structure and function of each system of the body and their contributions to the body as a whole. Emphasis is placed on anatomical structures of the head and neck and their effect on chewing, salivation, circulation, and respiration. A unit on microbiology/oral pathology includes historical contributions to the study of micro-biology, 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.

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 preparing the student for the Chairside portion of the Dental Assisting National Board certification exam.

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

DA 19061 PREVENTIVE DENTISTRY - This course prepares students to provide oral health instruction, focusing on prevention to include: basic nutritional counseling, coronal polish, and sealants.

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 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. The Practice Management course is to provide information and practice in performing general duties in the typical dental business office. The unit includes maintaining financial records, job application, and gaining and maintaining employment.

DA 19073 CHAIRSIDE ASSISTING II - A continuation of DA 19004. This course provides the student knowledge with an emphasis on dental specialty practices and improving competency in chairside procedures. This course will cover all nine of the dental specialties preparing the student for the Chairside portion of the Dental Assisting National Board certification exam.

DA 19082 DENTAL MATERIALS II - A continuation of DA 19033. This course provides students with an opportunity to gain competence in the manipulation of dental materials. The emphasis of this course will be in the lab setting improving the techniques of temporary crowns, study models and bleaching trays.

DA 19102 DENTAL RADIOLOGY II - A continuation of DA 19053. This course provides students with an opportunity to gain competence in exposure, developing, and interpretation skills of dental radiographs. The students will be exposing and processing a complete radiographic series on a patient under the direct supervision of the instructor. Upon successful completion of DA 19052 Dental Radiology I and DA 19102 Dental Radiology II the student will meet the requirements to sit for the Radiography portion of the Dental Assisting National Board.

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 accumulating 64 hrs. During this part of the clinical training the student will be rotated through various dental specialty offices and general offices.

DA19123 DENTAL CLINICAL EXPERIENCE II - A continuation of DA 19112. The students will continue to 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, Monday through Thursday of each week for approximately eight hours a day accumulating 72 hrs. Class time will be scheduled on a Friday. During this part of the clinical training the student will be rotated through various dental specialty offices and general offices.

DA 19136 DENTAL CLINICAL EXPERIENCE III - During the last semester of the year, the student will finish the clinical practice in one office, Monday through Friday of each week for six weeks. On scheduled Fridays, the students will return to campus seminars and instruction. Upon successful completion of DA 19136 Dental Clinical Experience III the student is eligible to sit for the Chairside portion of the Dental Assisting National Board certification exam, completing the testing of the three components (Radiography, Infection Control and Chairside Assisting) of Certified Dental Assistant (CDA)

## **ECONOMICS**

EC 21003 MACROECONOMICS – This course is a study of how economic systems operate, with much stress placed on money, banking, and national income. It is designed to increase awareness of economic problems and encourage the student to analyze alternative solutions. Resource allocation in International Trade is investigated. Prerequisite: Grade “C” or better in MA 14043 College Algebra or MA 14093 Mathematical Applications for Business.

EC 21013 MICROECONOMICS – This course is a study of how market participants interact to allocate scarce resources to the production of goods and services. Particular emphasis is placed on production cost and revenue and how these factors determine the firm’s output. Market conduct, the economics of human resources and social problems, and alternate economic systems are investigated. Prerequisite: Grade “C” or better in MA 14043 College Algebra or MA 14093 Mathematical Applications for Business. This course is offered only in the spring semester.

EC 21023 SURVEY OF ECONOMICS – This course introduces the basic concepts of microeconomics and macroeconomics. It is an overview course that focuses on how economic systems affect economic outcomes. The economic way of thinking is utilized to explore alternative solutions to the economic problems faced by the private and public sectors at both the macroeconomic and microeconomic levels. Prerequisite: Grade “C” or better in MA 14093 Mathematical Applications for Business or 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 Pre-K-4<sup>th</sup> grade and Mid-level (4-8 grades). The course includes lecture and field-based laboratory experience and is designed to meet the new standards for accreditation established by the National Council for Accreditation of Teacher Education. This class includes 40 hours of observation in the public schools and/or Head Start program.

ED 23013 EARLY CHILDHOOD EDUCATION – A survey of the history, curriculum, and program development of early childhood education from birth to age eight. Includes five (5) 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. This class is intended for students in the Associate of Applied Science in ECE degree only and not the AS in CE degree (the transfer degree).

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 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. Corequisite: 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 (i.e., Microsoft Word and Microsoft PowerPoint or Word Perfect and Corel Presentations).

## **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. Prerequisite: EL 25033 Programmable Logic Controllers.

## **EMERGENCY MEDICAL**

**EM 18008 EMERGENCY MEDICAL TECHNICIAN** – This program trains students to recognize, assess, and manage medical emergencies of acutely ill or injured patients in a prehospital care setting. Students in this program are required to participate in a 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 18017 PREPARATORY FOR PARAMEDICS** – This course is a combination of classroom and clinical laboratory instruction centered on important areas of the pre-hospital environment to include: an introductory study of modern Emergency Medical Services, basic principles, procedures, and techniques of emergency care along with patient assessment and concepts regarding legal /ethical, care delivery, technologies and patient / family expectations.

**EM 18046 MEDICAL EMERGENICES FOR PARAMEDICS I WITH LAB** – At the completion of this course, the Paramedic student will be provided the opportunity to integrate patho-physiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients experiencing medical emergencies in the pre-hospital care environment, involving the respiratory, cardiac and nervous systems.

**EM 18054 MEDICAL EMERGENICES FOR PARAMEDICS II WITH LAB** – At the completion of this course, the Paramedic student will be provided the opportunity to integrate patho-physiologic principles and assessment findings to formulate a field impression and implement a treatment plan for patients experiencing medical emergencies in the pre-hospital care environment, involving the endocrine, gastroenterological, renal/urinary and gynecologic systems, including toxicological emergencies.

**EM 18063 MEDICAL EMERGENICES CLINICAL FOR PARAMEDICS** – This clinical course allows Paramedic students to demonstrate, assist and perform skills learned from previous course work, (EM 18046 Medical Emergencies for Paramedics I with Lab & EM 18054-Medical Emergencies for Paramedics II with Lab), under supervision in a hospital setting.

**EM 18074 TRAUMA FOR PARAMEDICS WITH LAB** – At the completion of this course, the Paramedic student will be able to integrate the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient's mechanism of injury. Management and treatment of traumatic injuries will include; hemorrhage/shock, soft tissue trauma, burns, head/facial trauma, spinal trauma, thoracic trauma, abdominal trauma, and musculoskeletal trauma.

EM 18092 PARAMEDIC FIELD CLINICAL – This clinical course will provide Paramedic students the opportunity to obtain supervised field experience in a pre-hospital setting. The clinical setting changes from the hospital as experienced in the Medical Emergencies Clinical for Paramedics course to an ambulance environment capable of providing advanced life support.

EM 18103 SPECIAL CONSIDERATIONS FOR PARAMEDICS WITH LAB – At the completion of this course, the Paramedic student will be provided the opportunity to integrate patho-physiologic principles and assessment findings to formulate a field impression and implement a treatment plan for patients experiencing medical emergencies in the pre-hospital care environment, involving, neonatal, pediatric, geriatric, diverse, and chronically ill patients.

EM 18123 AMBULANCE OPERATIONS WITH LAB – This course is a combination of classroom and clinical laboratory instruction centered on areas of the pre-hospital environment and includes; Ambulance Operations, Medical Incident Management, Rescue Awareness and Operations, Hazardous Materials Incidents, Crime Scene Awareness, Responding to Terrorist Act.

EM 18132 AMBULANCE OPERATIONS CLINICAL – This clinical course allows Paramedic students to demonstrate, assist and perform skills learned from previous course work in the Ambulance Operations for Paramedics with Lab course under supervision in a pre-hospital setting.

EM 18146 PARAMEDIC FIELD INTERNSHIP – This course allows the Paramedic student a supervised experience in the pre-hospital care setting. During this internship, the student will have the opportunity to apply knowledge and skills learned during their previous coursework. The student will also have the opportunity to serve as a team leader on an advanced life support unit.

## **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 – This course encourages students to write with purpose and express their ideas logically in writing. The course emphasizes acceptable grammatical options, appropriate usage, sentence and paragraph variety, organized patterns, and good content. Prerequisite: A grade of “C” or better in Fundamentals of Language, an ACT Score of 16 or above in English, or a COMPASS score between 60-79. Students must make a “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 or English Composition I (ALP) 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 interest 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. This course will encompass the major works from the Eighteenth Century to present. Emphasis will also be on the relationship of the works to literary and intellectual movements.

EN 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 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 CP 02023 Fundamentals of Language/Lab or CP 02343 Introduction to Composition or an ACT score of 19 or better in English or a COMPASS score of 75 or above in English.

## **HISTORY**

HI 13003 WORLD CIVILIZATION TO 1600 – A survey of the major contributions to the development of global civilizations from ancient times to the early modern period. Emphasis is given to those people, movements, and ideas influential in the development of the modern world. Prerequisite: A grade of “C” or above in CP 02023 Fundamentals of Language/Lab or CP 02343 Introduction to Composition or an ACT score of 19 or better in English or a COMPASS score of 75 or above in English.

HI 13013 WORLD CIVILIZATION SINCE 1600 – A survey of the development of modern industrial and urban society from its European base in the Seventeenth Century to its worldwide impact in the Twentieth Century. Prerequisite: A grade of “C” or above in CP 02023 Fundamentals of Language/Lab or CP 02343 Introduction to Composition or an ACT score of 19 or better in English or a COMPASS score of 75 or above in English.

HI 23003 THE U.S. TO 1876 – A survey of the United States from pre-history to the end of Reconstruction. Topics covered include American Indian cultures, the impact of the “discovery,” the colonial period, the American Revolution, the political system, economics and territorial expansion, slavery and sectionalism, and the Civil War and Reconstruction. Prerequisite: A grade of “C” or above in CP 02023 Fundamentals of Language/Lab or CP 02343 Introduction to Composition or an ACT score of 19 or better in English or a COMPASS score of 75 or above in English.

HI 23013 THE U.S. SINCE 1876 – A survey of the U.S. from Reconstruction to the energy crisis. Topics covered include industrialization, urbanization, immigration, populism, progressivism, the New Empire, World War I, Twenties, the Great Depression and the New Deal, World War II, the Cold War, the Civil Rights Revolution, Vietnam, and the energy crisis. Prerequisite A grade of “C” or above in CP 02023

Fundamentals of Language/Lab or CP 02343 Introduction to Composition or an ACT score of 19 or better in English or a COMPASS score of 75 or above in English.

HI 23023 ARKANSAS HISTORY – A study of the historical figures, places, major events, and social and economic factors which have influenced the historical growth and development of the state. This course is recommended for education majors. Prerequisite: A grade of “C” or above in CP 02023 Fundamentals of Language/Lab or CP 02343 Introduction to Composition or an ACT score of 19 or better in English or a COMPASS score of 75 or above in English.

HI 23033 AFRICAN-AMERICAN HISTORY – A survey of the total Black experience in America. Prerequisite: A grade of “C” or above in CP 02023 Fundamentals of Language/Lab or CP 02343 Introduction to Composition or an ACT score of 19 or better in English or a COMPASS score of 75 or above in English.

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 17004 INTRODUCTION TO AIR CONDITIONING - This course contains a series of lectures and demonstrations on the history and development of refrigeration. General and specific safety rules and school procedures will be stressed. The identification and use of hand and special tools, as well as, principles of measurement using rules and micrometers, will be taught.

HV 17013 TUBING, PIPE, AND WELDING - This course covers the process of identifying tubing and piping with practical applications in sizing and fitting to different configurations using mechanical fittings, soft soldering, silver brazing, aluminum brazing, and equipment usage. Practical application is provided in the laboratory.

HV 17024 HVAC ELECTRICITY - This course provides a study of electricity, its effects, and its behavior. This knowledge of the fundamentals will prepare students to understand the construction and operation of electric motors, controls, and circuits used for refrigeration and air conditioning.

HV 17033 ELECTRICAL COMPONENTS AND MOTORS - This course teaches the characteristics of alternating current waves, phase relations, transfer action and its use with controls, motors and relay resistors. In addition, the student will study a wide variety of motors, single and three phase, used in the air condition and refrigeration field. Practical application is provided in the laboratory.

HV 17043 SCHEMATICS - The student will learn to read, draw, and interpret wiring diagrams, and place the circuitry in operative arrangements with electrical and electronic symbols. The student will develop systems diagrams for a variety of air conditioning and refrigeration equipment.

HV 17054 FUNDAMENTALS OF GAS AND ELECTRIC HEAT - This course provides the student with the basic components of gas and electric heating systems. Students will be required to identify components, disassemble and reassemble the various systems.

HV 17063 HEAT GAIN AND LOSS - This is a study of air properties and the instrumentation to meet the environmental needs of structures, residential and commercial, and the factors involved the calculation of heating and cooling loads. The distribution mediums such as duct design and sizing are studied. Application is provided.

HV 17073 RESIDENTIAL SYSTEMS - This course is a study of the major components and control devices for cooling systems. The student will be required to assemble components into an operative system. Practical application is provided in the laboratory.

## **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 14XX3 MATHEMATICAL APPLICATIONS – Mathematical Applications reviews basic mathematical concepts in the context of technical areas and builds on those skills to include applications in measurement, using formulas, applied geometry, basic statistics and graphing, and nursing. Using a modular, mastery-based approach, those majoring in certain AAS or TC programs will complete a subset of the modules, completing only the mathematics needed for that major. The modules are as follows:

Module	Title	Module	Title
1	Arithmetic of whole numbers and apps	8	Basic Algebra II and Applications
2	Arithmetic of fractions and apps	9	Practical plane geometry, solid figures and apps
3	Arithmetic of decimals and apps	10	Right triangle trigonometry and apps
4	Ratio, proportion, percent and apps	11	Household measurement units and conversions for nursing
5	Measurement	12	Med labels, prescriptions, syringe calculations and dosage calculations for nursing
6	Arithmetic of integers, exponents, roots and apps	13	Calculating IV flow rates for nursing
7	Basic Algebra I and Applications	14	Graphing and basic statistics

The modules to be completed by each major are as follows:

Mathematical Applications Track	Majors	Modules
MA 14XX3 Mathematical Applications	All majors	1-7
MA 14073 Math Apps for Tech. Programs	CJ, Occupational Programs, Aviation Maintenance, Early Childhood	9
MA 14113 Math Apps for Manufacturing	Advanced Manufacturing, Steel Technology	8,10
MA 14093 Math Apps for Business	Business Technology, Office Technology, CIS	8,14
MA 14023 Math Apps for Health Science	Allied Health, Nursing	11,12,13

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, or a “C” or above in CP 04023 Fundamentals of Algebra, or ACT of 21 or above, or ASSET Intermediate Algebra Type I score of 39 or above, or a COMPASS score of 53 or above 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, or a “C” or above in CP 04023 Fundamentals of Algebra, or an ACT score of 21 or above, or 39 or above on ASSET Intermediate Algebra test, or a COMPASS score of 53-100 in Algebra.

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).

## **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 or CP 04023 Fundamentals of 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, and 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 is placed on interviewing techniques and procedures, examining and developing instruments for measuring performance, and workforce reduction procedures. This course is offered only in the fall semester.

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

## **MARKETING**

MK 21013 MARKETING FUNDAMENTALS – This introductory course is designed to present principles, methods, and problems involved in the distribution and marketing of goods and services. The essential role of marketing in society is studied, as well as specific areas such as consumer motivation, market segmentation, product development, advertising, target markets, and channels of distribution. The marketing mix is examined as an integrated system designed to plan, promote, price, and distribute goods and services.

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

MK 21053 SALES STRATEGY – This 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. This course is offered only in the spring semester.

## **MANUFACTURING**

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

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

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

MT 15033 MANUFACTURING POWER & EQUIPMENT SYSTEMS – This course 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 16008 FUNDAMENTALS OF NURSING – This introductory 16 week course focuses on the assessment of overt client behavior as well as the nursing process, roles of the ADN nurse, and skills basic to activities of daily living. Coping mechanisms, communication, nutrition, pharmacology, and drug administration are integrated into the classroom/lecture component of the course. The lab and clinical component incorporates the skills taught in the classroom. CPR Certification Level C required by mid-term. (Pre-requisites: general education courses as outlined in the selected ADN Option Curriculum Plan).

NU 16063 LPN/RN TRANSITIONS IN NURSING – This 16 week course was developed for the LPN to facilitate the transition into the Associate Degree Nursing Program. The course concentrates upon the roles of the Associate Degree Nurse as defined by the National League for Nursing Accrediting Committee. The content is designed to prepare students to participate as primary care providers to promote adaptation of client within a structured health care environment. The focus of the clinical lab is to validate and assess expertise in fundamental skills expected of first level nursing students. (Pre-requisites: general education courses as outlined in the selected ADN Option Curriculum Plan).

NU 16045 MEDICAL SURGICAL NURSING – This 8 week course focuses on identifying influencing factors specific to focal stimuli that promote or inhibit adaptation. The student is introduced to basic concepts of health care and nursing interventions to manipulate the focal stimuli. The clinical component directs the student to intervene in those illness problems which are acute-temporary interruptions in adaptive modes. (Pre-requisites: NU 16008 Fundamentals of Nursing or NU 16063 LPN/RN Transition in Nursing).

NU 16014 PSYCHIATRIC NURSING – This 8 week course examines specific psychosocial responses within the adaptive process. Content includes communication of self- concept and role function which interrupt the holistic stability of the individual. The clinical component provides the student opportunities to assess and intervene with clients demonstrating ineffective psychosocial responses. (Pre-requisite: NU 16045 Medical Surgical Nursing).

NU 26014 MATERNAL NURSING – This 8 week course focuses on a holistic approach to the family in child-bearing years. The development of healthy family-infant relationship is examined according to the adaptive modes of physiologic, self concept, role, and interdependence. The clinical component provides experiences for the student to support the adaptive capacity of the child-bearing family. (Pre-requisite: NU 16014 Psychiatric Nursing).

NU 26004 PEDIATRIC NURSING – This 8 week course focuses on the adaptive modes of role and self-concept from infancy through adolescence. The physiologic interruptions of adaptive responses commonly exhibited during these years are examined. The clinical component directs the student toward nursing interventions which will alter or interrupt ineffective responses of the child and provide support to enhance the adaptive capacity of the family. (Pre-requisite: NU 26014 Maternal Nursing).

NU 26035 ADVANCED MEDICAL SURGICAL NURSING I – This 8 week course focuses on the signs and symptoms of altered functions of an organ or system for the purpose of recognizing coping responses designated to maintain integrity of the internal environment. The course includes nursing theory basic to diagnosis, planning, intervention, and evaluation of client care. The clinical component is designed to provide integration of nursing theory with clients experiencing moderate to complex interruption in adaptive modes and focuses on role mastery and interdependence for the associate nurse. (Pre-requisite: NU 26004 Pediatric Nursing).

NU 26045 ADVANCED MEDICAL SURGICAL NURSING II – This 8 week course is a continuation of the study of altered body functions. The nursing process is utilized to promote client adaptation to complex interruptions in physiologic needs. The course includes continued nursing theory basic to diagnosis, planning, intervention, and evaluation of client care. The clinical component is designed to provide integration of nursing theory with clients experiencing moderate to complex interruption in adaptive

modes and focuses on role mastery and interdependence for the associate nurse. (Pre-requisite: NU 26035 Advanced medical Surgical Nursing I).

NU 26022 NURSING CONCEPTS – The 16 week lecture/classroom only course 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. Students are provided opportunity to prepare for program completion and focused review for the NCLEX-RN (Must be enrolled in the fourth semester: NU 26035 Adult Medical Surgical Course I & NU 26045 Advanced Medical Surgical Nursing II).

## **OFFICE TECHNOLOGY**

OT 11003 BEGINNING KEYBOARDING – This course is designed for students with little or no previous training in touch keying techniques. Emphasis is on developing touch keyboarding skills so that students are 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 is placed on the creation, storage, retention, transfer, and disposition of all types of information/records used in work. Students learn health information records management in addition to manual and computer records management. Students also learn ARMA International standard rules for different filing methods. Successful completion of this course prepares the office technology student for module 2, Alpha and Numeric Filing of the Office Proficiency Assessment and Certification (OPAC<sup>®</sup>) test.

OT11061 THE TOTAL OFFICE – This course is designed to help students develop the professional skills required in today's office. Topics include business etiquette, netiquette, grooming and dress, office equipment, telephone etiquette, and the importance of confidentiality in the office environment.

OT 11073 DATA ENTRY APPLICATIONS – This course is designed for students to gain experience in real-life activities of data entry specialists. Students work on actual data entry problems and improve their accuracy and speed in using the numeric keypad. This course prepares students to complete the data-entry tests of the Office Proficiency Assessment and Certification Tests (OPAC<sup>®</sup>). 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 are instructed to properly write and format all types of written business communications, including letters, memos, reports, and resumes. In addition, the student gains experience in creating an oral presentation and in improving listening skills. Intercultural communications are also explored. Prerequisite: Grade "C" or better in EN 12003 English Composition I.

OT 21013 ADVANCED KEYBOARDING – This is a second-level course for students requiring advanced keyboarding and word processing software applications instruction. Areas covered include speed building, accuracy, and word processing applications using Microsoft Word. Successful completion of this course prepares the office technology student for OPAC<sup>®</sup> testing in keyboarding (typing speed/accuracy), editing/formatting from rough draft, advanced editing/formatting from rough draft, and formatting a letter. Prerequisite: Documented keyboarding speed of at least 30 words per minute and knowledge of word processing software. This course is offered only in the spring semester.

OT 21033 OFFICE PROCEDURES – This capstone course is designed to help students develop specific professional skills required in modern business offices. Students perform individual and group tasks and solve business problems via cases and simulations. Professionalism, ethics, telephone techniques, travel, and continued professional development are some topics to be examined. Students will successfully complete OPAC testing in composing minutes, proofreading 1 & 2, petty cash, bank deposit, and bank

reconciliation. Prerequisite: Demonstrated keying speed of 30 words per minute and knowledge of word processing software. This course is designed to be taken after 50 hours in the Office Technology degree are attained. This course is offered only in the spring semester.

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 by completing the appropriate courses prior to enrolling in machine transcription. Prerequisite: Demonstrated keying speed of 30 words per minute and knowledge of word processing software. This course is offered only in the spring semester.

OT 21083 WORD PROCESSING–MS WORD – This course is designed to provide hands-on training in processing textual information using current Microsoft Word software on microcomputers. Prerequisite: Demonstrated keying speed of 30 words per minute is needed. This course is offered only in the fall semester.

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

OT 21103 HUMAN DISEASE FOR TRANSCRIPTION – This course is designed to provide the transcriptionist with a basic study of diseases, their progress and symptoms. It includes an introduction to the principles of pharmacology and drug actions, routes of administration, and 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 corequisite: OT 21093 Medical Terminology for Transcription. This course is offered only in the fall semester.

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 are 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. This course is offered only in the fall semester.

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. Prerequisites 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 cardio-respiratory and muscular strength and endurance, flexibility, and improves body composition.

PE 17151 BODY CONTOURING AND WEIGHT LIFTING – This course is designed to develop firm shapely muscles and improve overall female body contour. Each student will learn rules and techniques to develop an individualized program. Free weights and specific exercises will be used to enhance fitness and muscle tone.

PE 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 17161 TENNIS – An introductory course teaching the fundamental skills of tennis. Basic strokes; the forehand and backhand drives, the flat serve, volley, lob, and smash; history, rules, scoring, and court etiquette. Basic singles and doubles court play and game strategies.

PE 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 CP 04023 Fundamentals of Algebra 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 CP 04023 Fundamentals of Algebra 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 CP 02003 Intro to Composition or CP 02023 Fundamentals of Language, 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.

## **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 PN courses. Co-requisite: PN Clinical I

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: Summer I 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: Summer I 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: Summer I 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: Summer I 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: Summer I 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: Summer I 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: Summer I 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: Summer I and Fall Semester PN courses. Corequisite 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, public schools, and home health. Sites are dependent upon availability. Emphasis is on total patient care. Prerequisites: Summer I 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: Summer I, 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: Summer I 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: Summer I and Fall Semester PN Courses. Co-requisite PN Clinical II.

## **PSYCHOLOGY**

PY 13002 ACADEMIC & CAREER ENRICHMENT – The purpose of the two-credit hour course is to integrate students into the life and culture of Arkansas Northeastern College, its support services and departments, and to prepare students with a foundation for academic success. The course addresses the core curriculum competencies of college success, college stress, self-confidence and self-discipline, career preparation, and experiential learning. Experiential learning involves students in planning,

implementing and assessing a project in the community, and through that experience, gaining skills in teamwork, organization, problem-solving, decision-making and budgeting. Because these skills are transportable, they will enable students to navigate the workplace of the future and become effective leaders in their fields.

**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 wellbeing; and personality. Prerequisite: General Psychology.

**PY 23023 DEVELOPMENTAL PSYCHOLOGY** – An overview of human development from conception through the lifespan. The course analyzes the inter-relationships of the physical, cognitive, and social-emotional domains as one moves through the stages of life. Prerequisite: General Psychology.

## **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 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)

## **Arkansas Northeastern College Past Members, Board of Trustees**

R. E. L. Wilson, III 1975 - 1976	W. R. Bishop 1981 - 1983	Bill E. Ross 1984 - 2001
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Guy Newcomb 1975 - 1982	Edwin L. Holstead 1987 - 1992	Russell H. Farr 1983 - 2007
Max Logan 1975 - 1984	Jesse H. Fleming 1988 - 1988	John Williams, M.D. 2003 - 2008
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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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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.

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

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

# INDEX

Academic Affairs Committee .....	23	Associate of Science - Childhood Education.....	58
Academic Calendar .....	11-13	Associate of Science – Criminology .....	59
Academic Honors .....	22	Attendance .....	20
Academic Integrity Policy .....	21	Auditing a Course .....	24
Academic Policies & Information .....	19	Automotive Service Technology A.A.S.....	67
Academic Probation .....	22	Automotive Service Technology Certificate .....	68
Academic Program.....	54	Aviation Maintenance .....	69
Academic Progress .....	43	Aviation Maintenance Technical Certificate.....	70
Academic Success Center .....	32	General Aviation Certificate of Proficiency .....	71
Academic Suspension .....	22	Board of Trustees.....	3,138
Accreditation .....	5	Bookstore .....	9, 40
Adding Courses .....	20	Billing Policy .....	35
Administration .....	138	Burdette Center .....	31
Administrative Affairs .....	34-36	Business & Industry .....	8
Admissions & Records .....	14-18	Business Administration A.A.S. Degree .....	72
Adult Education .....	7	Career Counseling .....	37
Advanced Manufacturing A.A.S. ....	63	Career Pathways .....	9, 52
Advanced Manufacturing Certificate of Proficiency .....	64	Career Programs .....	7
Advanced Placement Program .....	26-29	Certified Nursing Assistant .....	84
Advisement & Placement .....	15	Child Care .....	40
Affirmative Action .....	147	Childhood Development Associate Certificate .....	77
Air Conditioning & Refrigeration A.A.S. ....	65	Classification of Students .....	17
Air Conditioning & Refrigeration Certificate .....	66	Clemency .....	25
Alumni Association .....	39	Clubs .....	38-39
Arkansas Course Transfer System (ACTS).....	20	College Level Examination Program (CLEP) .....	28-29
Assessment of Student Learning .....	53	Community Education .....	8, 33
Associate Degrees .....	29-30	Computer Information Systems .....	74
Associate in Applied Science – Business Technology .....	72-73	Computer Laboratories .....	8
Associate in Applied Science Degree & Certificate Programs .....	60	Conduct .....	41-42
Associate of Arts Degree (A.A.) .....	54-57	Cost .....	6
Associate of Science – Business .....	57	Counseling Services .....	37
		Course Descriptions .....	95-137

Course Numbers.....	95	Office Technology .....	129-130
Accounting .....	96	Philosophy .....	130
Allied Health .....	96-97	Physical Education/Health .....	131-132
Anthropology.....	97	Physical Science .....	132-133
Art .....	97-98	Political Science .....	133
Automotive .....	98-99	Practical Nursing .....	133-134
Aviation .....	99-102	Psychology .....	134-135
Biology .....	102-103	Sociology .....	135
Business .....	103-104	Speech .....	135-136
Chemistry .....	104-105	Welding .....	136-137
College Preparatory .....	105-106	Course Load .....	20
Cooperative Education .....	106	Course Numbering System .....	20
Computer Information Systems .....	106-108	Credit by Examination .....	25-29
Criminal Justice .....	108-110	Credit for Courses .....	19
Dental .....	110-111	Credit for Previous Training/Experience .....	25-29
Economics .....	111-112	Criminal Justice (A.A.S.) .....	75
Education .....	112-114	Dean's List .....	22
Emergency Medical .....	115-116	Dental Assisting Technology Certificate .....	78
Electrical .....	114-115	Disability Facilities .....	40
English .....	116-117	Division of Business and Technical Programs .....	61-62
Environmental Systems .....	117-118	Dropping Courses .....	20
Geography .....	118	Early Childhood Education (A.A.S.) .....	76
History .....	118-119	Educational Opportunity Center .....	9
Heating/Ventilation/Air Conditioning (A/C & Refrigeration) .....	119	Educational Talent Search .....	9
Humanities .....	120	E-mail .....	37
Industrial Science .....	120-121	Emergency Medical Technician (EMT) .....	89
Language .....	121	Enrollment .....	6
Mathematics .....	122-123	Equal Opportunity/Affirmative Action Statement .....	147
Management .....	125	Evening Classes .....	6
Manufacturing .....	125-126	Faculty & Staff .....	7, 139-146
Mechanical .....	123-124	Fee Waivers .....	45-46
Marketing .....	125	Financial Aid .....	8, 43-36
Music .....	126-127	First Year Experience Committee.....	23
Nursing .....	128-129	Food Services .....	9

Foundation Scholarships .....	47-52	Music .....	8
Foundation .....	46	myANC .....	37
Full-Time Student .....	20	NLN Nursing Acceleration Challenge .....	26
General Education Mission .....	54	No Show Policy .....	20
Good Standing .....	22	Non-Credit Schedule .....	33
Grade Changes .....	24	Nursing (A.A.S.) .....	77-80
Grade Point Average .....	24	Nursing Assistant (CNA) .....	84
Grade Report Procedures .....	24	Office Technology (A.A.S.) .....	85-86
Grades .....	24	Osceola Center .....	31
Graduation .....	29-30	Outcomes Assessment .....	62
Grants .....	43-44	Paragould Center .....	31
Great River Promise .....	44	Paramedic Certificate .....	88
Harry L. Crisp Center .....	63	Parking .....	7
High School Student Admission .....	15	Part-Time Student .....	20
High School Student College Credit .....	6	Pathways Program .....	9, 52
History Arkansas Northeastern College .....	1-2	Patient Care Technology Technical Certificate Program .....	82
Honors .....	22	Pell Grant .....	43
Housing Referral .....	40	Performing Arts, Music .....	8
Immunization Requirements .....	15	Personal Development .....	39
Incomplete Grades .....	24	Petitions Committee .....	23
Identification .....	40	Phlebotomy Technician .....	84
Industrial Electrical Systems Certificate of Proficiency .....	92	Physical Fitness & Recreation .....	8
Institutional Assessment for Credit .....	25-26	Portfolio Development .....	26
Intramural Recreations .....	8, 38	Practical Nursing Certificate .....	83
Japan Ambassadors .....	38	President's List .....	22
Leachville Center .....	31	Prior Learning Assessment .....	25-29
Library .....	8, 32	Professional Credentials/Certification Testing .....	62
Long Range Plan .....	2-3	Profile Arkansas Northeastern College .....	5
Lost & Found .....	40	Publication Statement .....	147
Medical Services .....	40	Publications .....	37
Medical Transcription Certificate of Proficiency .....	87	Refund of Tuition & Fees .....	35
Military Service .....	27	Registration Fees .....	34
Mission Statement .....	2	Registration Procedures .....	16
		Regular Admission .....	14

Remediation of Basic Skills .....	19	Student Services & Information .....	40
Repeating Courses.....	25	Student Support Services.....	9
Residency Regulations.....	17	Summer Session .....	6
Schedule Changes .....	20	Table of Contents .....	4
Scholastic Standards.....	22	Talent Search .....	9
Secondary Technical Center .....	9	Technical Advanced Placement .....	26
Semesters and Terms .....	6	Technical Certificates .....	30, 60-63
Services for the Disabled .....	147	Telephone Numbers .....	3
Sexual Harassment Policy .....	42	Telephone Service .....	40
Solutions Group (Business & Industry Training).....	33	Transcripts .....	18
Special Admission .....	14	Transfer Credit .....	19-20
Student Ambassador Program .....	39	Transfer Policy .....	16-17
Special Services .....	7	Transfer Programs .....	7
Steel Industry Technology (A.A.S.) .....	90-91	Transfer Scholarships .....	53
Student Activities .....	37	Tuition & Fees .....	34-35
Student Appeals Committee .....	42	University Center .....	10
Student Assessment .....	53	Veterans Benefits .....	52-53
Student Conduct .....	41	Vocational Rehabilitation .....	52
Student Complaint Procedure .....	42	Waivers & Scholarships .....	43-52
Student Hold List .....	17-18	Welcome .....	1
Student Identification .....	40	Welding A.A. S. Option .....	93
Student Organizations .....	38-39	Welding Certificate .....	94
Student Responsibility .....	19	Withdrawing from College .....	21



Arkansas Northeastern College  
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Higher Learning Commission  
and a member of the  
North Central Association.  
For more information, call  
312.263.0456 or visit  
[www.ncacihe.org](http://www.ncacihe.org)