

EAST ARKANSAS

COMMUNITY COLLEGE

1700 Newcastle Road

Forrest City, AR 72335-2204

870-633-4480 or toll-free 877-797-EACC

FAX- 870-633-7222

www.eacc.edu



General Catalog and Student Handbook 2009-2010

Volume XXIX

Accreditation and Affiliations

East Arkansas Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago IL 60602-2504, 1-800-621-7440.

EACC's Associate Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road, NE, Suite 500, Atlanta, Georgia, 30326., 866-747-9965, and approved by the Arkansas State Board of Nursing, 1123 South University, Suite 800, Little Rock, AR 72204, 501-686-2700.

East Arkansas Community College's EMT-Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350, Fax: 727-210-2354, Email: mail@caahep.org

East Arkansas Community College is approved by the Arkansas Department of Higher Education, and the institution is also a member of the American Association of Community and Junior Colleges. Transfer of credit courses or programs is generally acceptable at most other colleges and universities in the state and nation.

The College is also approved by the State Approving Agency for Veterans for persons eligible for educational benefits under the G.I. Bill.

Policy Statement

The information and policies contained in this bulletin are subject to change at any time without published notice. Such changes may result from action by the Federal and State governments, the Board of Trustees of East Arkansas Community College, or the College administration.

Equal Opportunity, Affirmative Action, Non-discrimination

East Arkansas Community College is committed to provide equal opportunity through its employment practices, educational programs, admissions policies, scholarship and loan programs and services it offers to the community. The College will make personnel decisions and offer programs that will foster educational opportunities without regard to race, color, national origin, age, sex or disability of qualified handicapped persons. Inquiries regarding provisions for students with disabilities should be addressed to the American Disabilities Act Coordinator, Office Building 1, 633-4480, ext. 304.

Message From the President:

Welcome to East Arkansas Community College. The anticipation of beginning classes and participating in programs provides a very exciting time not only for our students, but for EACC's faculty and staff.

Your college is a learning-centered community committed to providing quality lifelong education opportunities for the diverse citizenry of the Arkansas Delta

This is an exciting era for East Arkansas Community College. We are creating educational opportunities with a focus on the future. Our students are being enriched by new perspectives, new programs, and by a sense of community that encourages and inspires.

EACC is an increasingly dynamic resource for the Arkansas Delta: cultivating partnerships and contributing to cultural, environmental, and economic vitality. The faculty, administration and staff at EACC are dedicated to the success of our students.

The College will provide you with the academic, technical, and personal skills that will prepare you for a successful career or for transfer to a four-year college. But it also means that you will learn from the social, academic, creative, cultural, and leadership opportunities available to you.

Whether you are a work-study student, a member of a club or organization, a part-time or a full-time student, you will enjoy the collaboration with fellow students, instructors and staff.

Take advantage of every experience and know that the satisfaction you receive will be the greatest reward of all - as you become a true lifelong learner.



Dr. Coy Grace, EACC President



East Arkansas Community College Board of Trustees

Ann Hudson, Chair

Charles Jones, Vice Chair

Brent Howton, Secretary

Rick McCollum, Treasurer

Oral Edwards

John R. Stipe

Collie Walker

Gazzola Vaccaro

Buddy Billingsley





ACADEMIC CALENDAR 2009-2010

2009-2010 Academic Calendar

FALL 2009

New Student Orientation	August 10 – 11 (M – T)
Advising/Registration	August 17 – 21 (M – F)
Faculty Report to Campus	August 17 (M)
Classes Begin	August 24 (M)
Drop/Add & Late Registration	August 24 – 28 (M – F)
Labor Day Holiday	September 7 (M)
Last Day to Register for On-Line Classes	September 3 (Th)
Census Day (11 th Class Day)	September 10 (Th)
Deadline for Fall 2009 Graduation	October 9 (F)
AATYC Break	October 19 – 20 (M – T)
Last Day to Drop with a “W”	October 30 (F)
Spring 2010 Registration Begins	November 2 (M)
Thanksgiving Break	November 25 – 26 (W – Th)
Last Day to Drop	November 24 (T)
Last Day of Regular Classes (Day & Evening)	December 2 (W)
Final Exams	December 7 – 10 (M – Th)
Grades Due	December 14 (M)
College Closed	December 24 – January 1 (Th – F)

SPRING 2010

Staff Report to Campus	January 4 (M)
Advising/Registration	January 4 – January 12 (M – T)
Faculty Report to Campus	January 6 (W)
Classes Begin	January 13 (W)
Drop/Add & Late Registration	January 13 – 22 (W – F)
Dr. Martin Luther King, Jr. Holiday	January 18 (M)
Last Day to Register for On-Line Classes	January 22 (F)
Census Day (11 th Class Day)	February 2 (T)
Deadline for Spring 2010 Graduation	February 15 (M)
Spring Break	March 22 – March 26 (M – F)
Last Day to Drop With a “W”	March 29 (M)
Summer & Fall Registration Begins	April 5 (M)
Last Day to Drop	April 22 (Th)
Last Day of Regular Classes (Day & Evening)	April 26 (M)
Final Exams	April 27 – May 3 (T – M)
Grades Due	10:00AM on May 4 (T)
Commencement	May 7 (F)

SUMMER I 2010 (5 WEEKS)

Advising & Registration	May 17 – 21 (M – F)
Classes Begin	May 24 (M)
Memorial Day Holiday	May 31 (M)
Drop/Add & Late Registration	May 24 – 25 (M – T)
Census Day (11 th Day Equivalent)	May 27 (Th)
Last Day to Drop with a “W”	June 15 (T)
Last Day to Drop a Class	June 24 (Th)
Last Day of Regular Classes	June 29 (T)
Final Exams (for all 5 week classes)	June 30 (W)
Grades Due	10:00AM on July 1 (Th)

SUMMER I 2010 (10 WEEKS)

Advising & Registration	May 17 – 21 (M – F)
Classes Begin	May 24 (M)
Memorial Day Holiday	May 31 (M)
Drop/Add & Late Registration	May 24 – 25 (M-T)
Census Day (11 th Day Equivalent)	May 27 (Th)
Independence Day Holiday	July 5 (M)
Last Day to Drop with a “W”	July 12 (M)
Last Day to Drop a Class	August 3 (T)
Last Regular Evening Class held	August 4 (W)
Last Regular Day Classes held	August 5 (Th)
Final Exams for Evening Classes	August 5 (Th)
Final Exams for Day Classes	August 6 (F)
Grades Due	10:00AM on August 9 (M)

Academic Calendar may be subject to change.

Classes will meet on July 1ST, July 9TH, and August 6TH

SUMMER SESSION II 2010 (5 WEEKS)

Advising & Registration.....	June 21 – July 2 (M – F)
Classes Begin	July 6 (T)
Drop/Add & Late Registration.....	July 6 – July 7 (T – W)
Independence Day Holiday	July 5 (M)
Census Day (11 th Day Equivalent).....	July 9 (F)
Last Day to Drop with a “W”	July 26 (M)
Last Day to Drop a Class.....	August 3 (T)
Last Regular Evening Class held	August 4 (W)
Last Regular Day Classes held.....	August 5 (Th)
Final Exams for Evening Classes	August 5 (Th)
Final Exams for Day Classes	August 6 (F)
Grades Due	10:00AM on August 9 (M)

Classes will meet on July 9TH and August 6TH

Calendar Subject to Change

Where To Go For Assistance

ACADEMIC AFFAIRS

Administration Building

- To discuss academic matters
- To request schedule overload or override
- To reserve space for organizational meetings

ACADEMIC ADVISORS' OFFICES

Faculty Office Buildings 2, 4, 5, 6, 7

- To plan schedule and register for next term
- To drop or add classes
- To receive major/degree information
- To discuss graduation requirements and/or degree audit
- To receive info about credit by examination/ experience

ADMISSIONS, REGISTRATION, AND RECORDS

Hodges Student Services Complex

- To inquire about admission
- To receive a current catalog or class schedule
- To obtain a transcript or view grades
- To make address or name changes
- To obtain transcript evaluation
- To obtain a drop, add or withdrawal form

BOOKSTORE

Student Center

- To purchase books, computer disks, supplies, clothing items

BUSINESS OFFICE

Office Building 1

- To request refunds
- To receive financial aid disbursements
- To make arrangements for payment plans

CAREER PATHWAYS PROGRAM

Office Building 3

CASHIER

Student Center

- To pay tuition and fees
- To pay matriculation fee
- To pay for dropping or adding a class

FINANCIAL AID OFFICE

Hodges Student Services Complex

- To inquire about financial assistance (loans, grants, scholarships, work-study and/or tuition waivers)

STUDENT GOVERNMENT ASSOC. (SGA)

Student Center

- To receive a parking permit
- To ask about and sign up for activities
- To sign up for intramural sports
- To become a member of SGA
- To become an EACC Ambassador
- To become a Peer Mentor
- To become a member of the M-MAP Program

COUNSELING CENTER

Hodges Student Services Complex

- To inquire about ACT, CLEP, NTE, PRAXIS and AAGE/CAAP tests
- To take the ASSET or COMPASS placement exams
- To register for first semester at EACC
- To discuss career opportunities
- To decide on college major
- To receive advisor assignment
- To receive information about transfer colleges
- To inquire about veterans benefits
- To discuss ANY problem
- To receive information about accommodation for students with disabilities

STUDENT AFFAIRS

Administration Building

- To discuss any problems
- To place organizational events on activity calendar
- To place posters on bulletin boards
- To inquire about organizations or clubs
- To report any student misconduct or emergency
- To request student insurance

STUDENT SUPPORT SERVICES

Hodges Student Services Complex

- To receive tutorial assistance
- To obtain assistance with academic courses
- To work with a mentor
- To arrange for a visit to a four-year school

TRAINING FOR BUSINESS/INDUSTRY & COMMUNITY EDUCATION

Learning Resource Center

- To receive information on customized training and Community Education
- To receive information on starting/maintaining a small business

THE LEARNING CENTER

Hodges Student Services Complex

- To receive free tutorial assistance
- To receive individualized assistance using PLATO computer-based software
- To attend English Assistance Lab course, if required

LIBRARY

Learning Resource Center

- To utilize the multimedia lab
- To obtain resources and do research
- To obtain student ID's
- To access the Internet
- To make copies

EASTERN ARKANSAS LITERACY PROJECT

- Office Building 3

East Arkansas Community College

Mission Statement

The mission of East Arkansas Community College is to enhance the quality of life for everyone within the EACC service community by providing opportunities for educational excellence, economic stimulation, and cultural enrichment.

Vision Statement

As an open-door, two-year institution of higher education, East Arkansas Community College's primary focus is a commitment to learning by educating and preparing students to become responsible citizens and contributing members of society. In addition, the College realizes the importance of serving other clients, including area businesses, industries, and educational institutions. In order to actualize its mission, the college is committed to promoting the intellectual and cultural advancement of the community, fostering diversity, tolerance, and mutual respect among its constituents by offering the human and physical resources of the college, and continued improvement through professional development of its faculty and staff.

Through these efforts and through its cooperation with other educational institutions, the College is an active partner in the economic and social progress of eastern Arkansas.

The specific objectives used to fulfill the vision of EACC are to offer:

1. Correlated programs of study that will transfer to four-year institutions.
2. Occupational degrees and certificate programs consistent with the needs of our students and service area.
3. Lifelong learning and industrial training programs to meet the needs of the community.
4. Qualified high school students the option to earn college credit through articulation agreements.
5. A broad range of educational opportunities by providing access to other institutions through cooperative agreements, joint programs, and distance learning.
6. Developmental education that assists individuals in improving learning skills and overcoming educational deficiencies.
7. Personalized guidance and counseling services which promote the proper placement of students in all courses and programs of study.
8. Opportunities for faculty and staff development.

Role and Scope

East Arkansas Community College (EACC) is a comprehensive two-year college dedicated to meeting the educational needs of its service area. The College is dedicated to being a partner, a resource, a facilitator, and a leader for social and economic improvement and continued growth of our community, region, and state.

East Arkansas Community College offers an education program including, but not limited to, technical occupation-

al programs, freshman and sophomore general education transfer programs, specialty courses, continuing education courses, and workforce development to meet the needs of the emerging and existing industries. EACC offers both certificate and associate degree programs as well as non-credit training to accomplish this purpose and to support state and regional economic development goals.

The college offers a variety of courses and services to support business and industry and economic needs of our state and region. EACC is a student-centered college focused on meeting the learning needs of the student through strong counseling, guidance, and comprehensive support services. East Arkansas Community College is supported by a millage in its taxing district of St. Francis County. It is governed by a nine (9) member Board of Trustees whose members are appointed by the Governor from among the citizens of the taxing district.

Location

The 88-acre campus of East Arkansas Community College is located atop Crowley's Ridge just off Highway 284 (also known as Crowley's Ridge Road and Newcastle Road). The campus lies within the city limits of Forrest City, which is considered a business and transportation hub of the east-central portion of the state. Arkansas Highway 1, U.S. Highway 70, and U.S. Interstate 40 provide easy access to the town, which boasts a population of about 14,000. EACC's land adjoins the campus of Crowley's Ridge Technical Institute and is a half-mile north of Interstate 40 (exit 242).

History

St. Francis County residents planted the seeds for a local institution of higher learning in 1968 with the formation of a community college committee. In June of 1969, the Crowley Ridge Community College Corporation received its charter. In April of 1971, Mrs. Ed (Betty Jo) Hodges donated \$25,000 to the organization. The generous grant allowed the group to purchase 40 acres of land located on Crowley's Ridge.

In August of 1973, the Arkansas Board of Higher Education announced that St. Francis County had met all the requirements and criteria for the formation of a Community College District and authorized the county to call for an election on the issue. On November 8, voters approved the proposal, which included a 4-mill tax to finance construction of the College.

Gov. Dale Bumpers appointed nine members to the Board of Trustees, and the college representatives officially took office on Dec. 13, 1973. On February 7, 1974, the trustees selected Horace E. Hartsell as first President of East Arkansas Community College. Dr. Hartsell began his duties on March 15, 1974. An administrative team and faculty were assembled, and on August 26, 1974, classes opened in a temporary, renovated facility at the corner of Court and Izard Streets in downtown Forrest City. In the first term, 684 students enrolled for credit courses.

In December 1974, the board authorized construction of 11 buildings at a cost of \$1.5 million on the Crowley's Ridge site. Classes began at the new campus in August of 1975. In 1986, the Board approved a \$1.5 million expansion and improvement project that increased the physical plant by 50 percent without any additional tax. In addition to energy-saving measures, renovation and improvements to existing buildings, the College added 23,000 square feet of new facilities including a fourth classroom building, a music building, a lecture hall and expansion of the physical education building.

In 1991, EACC purchased land from the Becker family to continue its expansion program. Following relocation of Newcastle Road, the school erected a million-dollar Computer Education Center and two new office buildings. An overall land-use plan has also been developed to lead the college into the 21st century.

The 15,000 square ft. EACC Learning Resource Center opened in December of 2000. The building houses the EACC Library, the Continuing Education and Workforce Development offices, and the Distance Learning classroom. The Betty Jo Hodges Student Services Complex opened in the spring of 2002 and offers EACC students a wide range of counseling, registration, and academic services. Classroom Buildings 1, 3, and 4 have been completely renovated and plans to renovate Classroom Building 2 are underway. The EACC Technology Center opened in 2007 and houses programs in support of emerging industries in the College service area. The 33,000 square foot Center for Fine and Performing Arts is slated to open in April of 2010.

Service Area

The EACC service area includes St. Francis, Lee, Monroe, Cross, Woodruff Counties and a portion of Poinsett County, but the College's educational influence does not end there. Students from Crittenden, Lonoke, Prairie, Phillips, Pulaski, Arkansas, Craighead, White, Faulkner, and Mississippi counties have also attended EACC in recent semesters. Students attend classes either at the main campus in Forrest City or at numerous off-campus sites located in the EACC service area. In 2005, EACC opened the Wynne-Site with multiple classrooms and offices in the Bill Thomas Building located in Wynne, Arkansas. The Site has been instrumental in offering students a wide variety of classes and Continuing Education opportunities.

Continuing Education and Workforce Development

The Continuing Education and Workforce Development Office at EACC is a non-credit, lifelong learning program. Its mission is to improve the quality of life and stimulate the economy by providing cultural and educational opportunities for the community and quality workforce training opportunities for area businesses.

Eastern Arkansas Literacy Project

The Eastern Arkansas Literacy Project, headquartered

in Office Building 3, serves all low-level readers as well as non-English speaking students interested in attending classes for English as a Second Language in the counties of Cross, St. Francis, and Lee. Volunteer literacy councils have been established in Cross and St. Francis to recruit students and train volunteer tutors. For additional information in becoming a volunteer tutor or if you would like assistance in reading or English as a Second Language, please call 633-4480 ext. 250.

Distance Learning Options at EACC

The mission of East Arkansas Community College's Distance Learning program is to provide college-level courses that reach beyond the boundaries of traditional classroom instruction to accommodate students who require a more flexible schedule. EACC offers a wide variety of general education courses through NET courses and compressed video courses.

EACC's NET courses utilize Internet-based technologies such as e-mail, web pages, bulletin boards, and other online collaboration tools. NET courses provide flexibility for students who may not be able to come to campus. Students can assess course materials online, take specific quizzes, and communicate with the instructor via the Internet.

With compressed video courses, distance is no longer a barrier to classroom learning. Cameras, microphones and video monitors make it possible for a teacher in another location to 'step into' multiple classrooms and provide first-hand course instruction to students who can see, hear and speak to the instructor and members of classes located at other sites. For additional information regarding EACC Distance Learning courses, call 870-633-4480 or e-mail distancelearning@eacc.edu

Off-Campus Program and Weather Policy

EACC offers academic credit courses at several other locations throughout the EACC service area, including Brinkley, Cherry Valley, Hughes, Marianna, McCrory, Wynne, and Harrisburg. For further information about courses offered at off-campus sites, contact the Coordinators of Off-Campus Programs at (870) 633-4480.

Weather conditions may cause the off-campus sites to be closed at various times during the year. As a rule, EACC off-campus classes follow the same schedule as the respective local school systems. Should a situation arise during the normal work day, the decision to cancel classes at each off-campus site will be made at the earliest possible time. The decision will be communicated to area radio and television stations.

EACCALERT

EACC offers an emergency alert text messaging service for currently enrolled students, faculty and staff. This optional service will only be used to announce a critical alert such as an unscheduled college closing, or a delay or cancellation of classes due to unforeseen events such as inclement weather.

There is no charge for signing up; however, your cell carrier's standard text messaging rates will apply. Your user name will be your EACC email address.

The eaccALERT text messaging service is just one of the methods the College will utilize to communicate emergency information to students, faculty, and staff. EACC will continue to use a variety of other communication methods as appropriate, including email, class announcements, telephone system alerts etc.

To sign up for this important service visit the EACC website at www.eacc.edu, click on Information Links and then click on the eaccALERT button to get started.

The Eastark Secondary Career Center (ESCC)

is located on the East Arkansas Community College Campus. The Center was created in 2004 through a collaborative effort by EACC, area school districts, and the Arkansas Department of Workforce Education. The Center provides area high school students with unique opportunities to pursue career programs, receive high school credit and possibly college credit. The Eastark Secondary Career Center enables students to gain hands-on training in a variety of technical fields. The ESCC provides students with quality career oriented programs of study, assists them in making wise career choices, and prepares them for the work day world.

Adventure Training Center

The Adventure Training Center at EACC features a state of the art, outdoor challenge course that provides the ultimate training experience for teambuilding and leadership development. Participants strengthen their communication and problem solving skills while developing their leadership potential through adventure-based experiential programming. Training sessions are tailored to meet the specific needs, desires and physical abilities of any group. Contact Tiffany Billingsley at 870-633-4480 ext. 289 or 347.

Admission Registration and Records

East Arkansas Community College has an open door policy for general admission and offers equal educational opportunity to all persons without regard to race, sex, creed, color, national origin, age, marital status, or disability. Inquiries regarding admission should be submitted to the Office of Admission and Registration. This office receives and processes all applications for admission, evaluates transcripts and other credentials, and issues notices of acceptance to qualified applicants.

Applications must be processed and accepted before a student registers for classes. It is highly recommended that students submit an application and placement test scores before the registration period begins. Applications not submitted in a timely manner may delay a student's registration.

Admission to the college does not ensure admission to any particular program of study. Students who wish to enter any of the Associate of Applied Science programs should check with the appropriate department offering the program in order to be familiar with any special admission requirements. In particular, programs in Allied Health Sciences have additional requirements.

Admission Categories

1. First College Admission

Any applicant who has no previous college enrollment and who is a graduate of an accredited high school or who has a GED equivalency certificate may be admitted as a freshman. An official transcript showing the date of graduation of all high school work completed or a copy of the GED certificate must be submitted to the Admission office at EACC.

2. Readmission

Former students not currently enrolled at EACC should file an application for readmission. Official transcripts must be provided for all institutions attended since the previous EACC enrollment.

3. Unconditional/Conditional Admission

A. Unconditional - Beginning in May 2002, high school graduates completing the core curriculum with a minimum cumulative grade point average of 2.0 on a 4.0 scale will be admitted unconditionally.

B. Conditional - Students whose expected date of graduation falls on or after May 2002, and do not meet the criteria described above will be admitted conditionally.

4. Transfer Students

A. Permanent Transfer Status

Students previously enrolled in other post-secondary institutions must provide evidence of good standing at those institutions. An official transcript should be sent to the Office of Admission and Registration at EACC from each institution previously attended before or at the time of pre-registration for classes. Transcripts must be submitted before registration. New students who are not eligible to return to their previous institution will not be considered for admission to EACC until they have been out of school for at least one regular term (fall or spring), or are eligible to return to the previous institution. Non-attendance for the summer term will not fulfill this requirement. Grades of "D" or better will transfer to EACC; however "D" grades transferred into EACC will not apply toward an AA transfer degree, AAS-EMT/Paramedic degree, AAS-Nursing, or AAS Radiologic Technology degree.

B. Transient Transfer Status

Students maintaining primary enrollment at another institution must submit a letter of good standing to the Office of Admission and Registration before registration. A new application and letter of good standing must be submitted each term.

5. High School Student Enrollment

Students in grades 9 through 12 may enroll in 1000- or 2000-level courses with a written recommendation from their principal/designee. The recommendation must be submitted at the time of application. For subsequent semesters, the recommendation must be presented at the time of registration.

High school students must be tested (ACT, ASSET, or COMPASS) prior to enrollment in college English and/or mathematics courses; test scores for high school students must be reported prior to or at the time of enrollment in the appropriate disciplines. Students should submit a copy of their high school transcript at the time of registration.

A. Concurrent Enrollment/Credit

Concurrent enrollment is the enrollment of a high school student in post secondary education for high school credit and college-level credit.

B. Dual Enrollment

Dual Enrollment is the enrollment of a high school student in post secondary education for college-level credit exclusively.

C. Enrollment in Developmental Courses

Students in grades 9-12 may enroll in developmental (0000-level) courses with appropriate placement scores (ACT, ASSET or COMPASS) and a recommendation from the principal/designee.

6. Special Student Status

An application is required but no other documents must be submitted unless a student desires to take more than 12 hours of course work or take a mathematics or English course. Placement tests are required before enrolling in a college-level mathematics or English composition course.

After completing a total of 12 hours, the student's admission status will be reviewed. Special Students are not eligible for financial aid. The following are eligible for Special Student Status:

A. Adults who have previously completed a college degree and do not wish to pursue a degree at EACC.

B. Persons who wish to enroll for self-interest or skill improvement.

Ability to Benefit

In compliance with the Omnibus Budget Reconciliation Act of 1990 and amendment section 484(d) of the Higher Education Act of 1965, East Arkansas Community College will admit, in an eligible degree or certificate program, a student who does not have a high school diploma or its equivalent but who does have the ability to benefit from the education or training offered.

To be eligible for any grant, loan or work assistance offered under Title IV of the Higher Education Act, the student, prior to enrollment, is required to pass an independently administered examination approved by the Secretary of Education.

Immunization Requirements

Full-time students should provide proof of immunization against measles, rubella, and mumps at the time of application. The immunization record must be signed by a licensed medical doctor or authorized health official, and the month and year must be noted. The date must also be AFTER the student's first birthday and must be after 1-1-68. Records before 1-1-68 are not valid. State law mandates that proof of immunization be submitted within 30 days of enrollment.

Documents accepted in lieu of immunization include the following:

A. a copy of a positive laboratory test for immunity to measles and rubella certified by a medical doctor.

B. a certificate, approved by the Director of the Arkansas Department of Health, signed by a medical doctor licensed by the state of Arkansas, stating that the vaccine would be detrimental to the health of the student.

C. a notarized form, approved by the Arkansas Department of Health, completed by an official of a recognized church or denomination, stating specifically that immunizations conflict with the tenets and practices of the church of which the student is a member.

Advisement and Placement

The Arkansas State Legislature established in Section 19 of Act 1052 of 1987 a testing and evaluation program

for all degree-seeking students in the state. The Arkansas Department of Higher Education followed the established guidelines and issued cutoff scores for student placement in college-level or preparatory-level courses in mathematics, English composition, and reading skills.

Placement is determined by scores earned on the ACT (American College Test), the ASSET (Assessment of Skills for Successful Entry), or the COMPASS (Computerized Placement Assessment and Support System).

New students should submit scores from one of the required placement tests at the time of application. New students who do not have test scores at the time of application will be scheduled to take either the ASSET or COMPASS test prior to registration. The ASSET test is timed and takes approximately two hours to complete. The COMPASS is computerized and un-timed, however, students should allow approximately two hours to complete the test.

There is no fee charged for either test. Prospective students must call the Student Services Department to schedule an appointment when application to the college has been made.

New students transferring to EACC from an accredited two or four year institution must submit an official transcript which shows successful completion of or official withdrawal from college level English and mathematics courses to be exempted from testing. **See chart on page 22 for Placement Test Score Recommendations.**

Admission of International Students

EACC is authorized under federal law to enroll non-immigrant alien students on "F-1" student visas. Citizens of foreign countries who wish to attend EACC should request admission information from the Office of Admission and Registration. Appropriate forms and instructions will be mailed on request. The application for admission should be completed and returned at least six months prior to the beginning of the semester of enrollment. All supporting documentation must be received at least three months prior to the beginning of the semester of enrollment. The applicant will be mailed a notification of acceptance or rejection of the application.

International applicants must:

1. Submit a completed application for admission and pay \$25 application processing fee.

2. Certified copies of all the student's academic records, with English translation of these documents, must accompany the application. The applicant's academic background must be at least equivalent to U.S. high school graduation.

3. If the applicant's native language is other than English, an official transcript of the score for the Test of English as a Foreign Language (TOEFL) must be submitted from Educational Testing Service, Princeton, New Jersey 08540. This test may be taken at various test centers throughout the world, but it is the applicant's responsibility to obtain the necessary information and application forms, and to arrange to take the test by a date which will ensure that

results are reported to EACC by the required deadlines. EACC requires a minimum score of 500 on the TOEFL (a minimum of 173 on the computerized TOEFL).

4. a. The applicant must submit a certified statement from a U.S. bank or other reliable certifying institution (acceptable to EACC), certifying that the applicant has on deposit a minimum of \$4,000 for each academic year of planned attendance. No EACC funds are available for financial aid to students who are not U.S. citizens.

b. In the event that the student is being sponsored by another person, institution or agency, the sponsor shall deposit funds in escrow with EACC sufficient to cover the costs of books, tuition, and fees for each year of attendance and provide certification as described in 4a for the remainder of the funds necessary for living expenses.

5. An international applicant must be in good physical health, as certified by a licensed physician. An international applicant must purchase health insurance and present evidence of this before enrollment. Such proof must be presented each semester.

6. EACC's academic requirements for admission must be met, and all documents related to academic records, financial ability, competency in the English language, and physical health must be received before eligibility for admission can be determined. Form I-20A, "Certificate of Eligibility for Non-Immigrant F-1 Student Status" will be issued only after eligibility for admission has been established.

7. International applicants who are seeking admission as transfers from another college or university in the U.S. must also submit to EACC a Form I-20AB, or other appropriate form, which must be approved by the U.S. Department of Justice, Immigration, and Naturalization Service. Transfer students must be in good standing at the institution from which they are transferring, and must have a minimum grade point average of 2.00.

8. It is the responsibility of the international student to become familiar with the regulations of the immigration and Naturalization Service and to assume responsibility for complying with these regulations.

9. EACC does not provide:

- a. Student housing (dormitories are not available).
- b. Transportation to and from the college.

General Admission Procedures

1. Submit a formal Application for Admission.
2. Submit an official high school transcript or proof of GED certificate.
3. Comply with Assessment Testing and Placement requirements.
4. Submit proof of immunization.
5. If college transfer, submit official transcripts from each institution attended.

Social Security Number

Each student is required to have a Social Security number. It is the student's responsibility to submit the

correct number on the application for admission and on all financial aid papers. To submit an incorrect number could delay financial aid awards or cause incorrect enrollment in classes.

Transfer Policy

Students transferring to EACC from another institution should request official transcripts of their academic records to be sent directly to the Office of Admission and Registration. The registration process cannot be completed without the official transcript(s).

Credit accepted for transfer must have been earned at an accredited college or university. Transfer credit will be accepted for satisfactorily completed college-level courses for which EACC offers equivalent courses. Transfer courses for which EACC offers no equivalent courses will be evaluated for possible general elective credit. Transcripts from non-accredited colleges will be evaluated on the same basis as that employed by the state university of the state in which the transfer college is located. It is highly recommended that college catalogs with descriptions of courses being transferred from out-of-state schools or earlier than five previous years be submitted along with the transcript. This will allow a more knowledgeable evaluation of the courses.

Students must be in good academic standing at the last institution attended. Entering transfer students must have a cumulative grade point average, which falls within EACC's guidelines for good academic standing. Students on academic suspension from another institution will be eligible for admission only after having remained out of school for one semester (not including a summer term) or being eligible to return to the previous institution.

Transfer credit will only be evaluated and added to a permanent record for those students who are currently enrolled as a degree-seeking candidate at EACC. Grades earned in transfer courses are considered in calculating students' grade point averages at EACC. Grades of "D" or better will transfer to EACC; however "D" grades transferred into EACC will not apply toward an AA or AS transfer degree, AAS-EMT/Paramedic degree or AAS-Nursing degree.

Vocational or technically-oriented courses will be accepted when directly related to a particular Applied Science program at EACC and will be applicable only toward the appropriate Associate of Applied Science degree.

Transferability of Courses

Statewide Articulation Agreement

Arkansas Act 98 of 1989 provides that the State Board of Higher Education "shall establish in consultation with the colleges and universities a minimum core of courses which shall apply toward the general education core curriculum requirements for baccalaureate degrees at state supported institutions of higher education and which shall be fully transferable between state institutions."

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 grade of “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (www.adhe.edu).

Requesting a Transcript

The Family Educational Rights and Privacy Act of 1974 requires that all transcript requests be in writing, signed and dated by the person to whom the record belongs. You can assist us in giving speedy accurate service by providing complete information.

Transcript request forms are available in the Hodges Student Services Building and at the College’s website: www.eacc.edu/information/forms/forms.htm

Students may also obtain a transcript by mailing or faxing (870) 633-3840 a written request that contains the following:

- **FULL NAME** as it appears on your record. Please include your maiden name, if married, or any other name used while enrolled at the college.
 - **SOCIAL SECURITY NUMBER**
 - **LAST TERM ATTENDED (approximate)**
 - **ADDRESS** to which the transcript is to be mailed.
 - Your **RETURN ADDRESS** and **PHONE NUMBER**
- After signing and dating your request, send it to:

**Office of Admission and Registration
East Arkansas Community College
1700 Newcastle Road
Forrest City AR 72335-2204**

All copies issued are official. If copies are mailed to students, the transcript will be stamped, “Issued to Student.” Students should note that most institutions prefer the copy be mailed directly to their office. You should check with the receiving institution before requesting a transcript. Transcript requests are generally processed within 36 hours of receipt. Additionally, transcripts can be sent electronically to those schools participating in EDI/SPEEDE electronic transcript processing.

College policy prohibits issuing transcripts to any student indebted to the college (including overdue books and unpaid library fees).

Residency Determination/Fee Assessment

Residency is determined at the time of application. Students are classified for fee assessment purposes on the basis

of their legal residence (or that of their parents, if minor). No student shall be classified as an in-county or in-state student for fee purposes unless he or she is a bona fide legal resident of Arkansas and has resided in this county or state in that status for at least six consecutive months prior to the beginning of the term/semester for which the fees are to be paid.

All residency determinations are made by the Registrar and are based on regulations 6A-8.61 and guidelines of the Arkansas Department of Higher Education. Complete guidelines concerning residency determination are on file in the Office of Admission and Registration and are available for review upon request. Changes of residency or appeals should be requested before registration of a particular semester. After registration, residency status will be changed for a future semester only. A written request and official documents showing legal residency are required in order to change a residency status.

Academic Records Privacy Rights

A student’s academic record is confidential and will not be released to unauthorized persons without written approval from the student. The following items are considered public information and may be made available upon inquiry unless the student requests non-disclosure for the enrollment period: name, address, phone number, place and date of birth, academic major, full or part-time status, academic and non-academic honors, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions, and dates of attendance and other similar information.

Requests for non-disclosure are effective only for the enrollment period in which the request is submitted. Students must file a new request at the beginning of each enrollment period for which non-disclosure is desired.

EACC complies fully with the Family Educational Rights and Privacy Act of 1974 which was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Students also have the right to file complaints with The Family Education Rights and Privacy Act (FERPA) office concerning alleged failures by the institution to comply with the Act.

Questions concerning FERPA may be directed to the Office of Admission and Records.

All communications and submissions concerning admissions should be directed to:

**Office of Admission and Registration
East Arkansas Community College
1700 Newcastle Road
Forrest City, AR 72335-2204
(870) 633-4480**



Tuition and Fees

Tuition and fees must be paid before classes begin.

This requirement will be waived for students who have been certified for a PELL grant or continued financial aid/scholarship. The College reserves the right to revise the Tuition/Fee Schedule at the beginning of any Academic Term. The Tuition/Fee Schedule will be listed in the Schedule of Classes for each Academic Term.

EACC has contracted with FACTS, a tuition management company, to offer students a convenient method to arrange payment schedules and pay tuition in installments. The cost to use the FACTS tuition payment plan is \$25.00 a semester. Under this plan, payments of tuition and fees must be made by pre-arranged bank drafts or by pre-arranged credit card charges. To complete a payment plan and to schedule pre-arranged tuition payments, visit www.eacc.edu/e-cashier.htm or complete an agreement at the EACC Business Office.

Various payment schedules may be viewed online.

Tuition and Fees Schedule

Credit Courses (2009-2010):

Sem Credit Hrs	In-County ¹	In-State	Out-of-State
1 - 14	\$60/hour	\$68 /hour	\$82/hour
15 or more	\$900	\$1,020	\$1,230

(A \$5 per credit hour building-use fee (maximum \$75) and a \$3 per credit hour technology fee (maximum \$45) will be added for classes.

Residency in St. Francis County for tuition purposes is dependent upon (1) satisfaction of the State Residency requirements and (2) establishment of residency in St. Francis County six months prior to registration. Proof of this residency can be satisfied by presenting to the Director of Admission and Registration a copy of the tax assessment statement from the county assessor.

“No student shall be admitted to a state-supported college or university in Arkansas and be classified as an `instatue’ student for student fee purposes unless he or she is a bona fide domiciliary of Arkansas and has resided in this state in that status for at least six (6) consecutive months prior to the beginning of the term or semester for which the fees are to be paid.” The student is responsible for supplying proof of residency. A statement, in full, of the requirements is available in the Office Admissions and Registration. Students who misrepresent residency may be suspended. For dependent students, the residency of parent(s) or legal guardian(s) will be used to determine the appropriate tuition.

Matriculation Fee: \$50

Non-Credit Courses: Fees generally range from \$5 to \$100.

Late Registration Fee: \$10

Credit by Experience or Exam: \$20 per credit hour

Special Fees: As listed within each course description or program requirements.

Testing Fees: Varies depending on type of testing.

Distance Learning Fee: (per course) \$30

Tuition Waivers/Discounts

Students 60 years of age and older may attend CREDIT classes tuition free when taking classes for credit and on a space-available basis. Students 60+ will be required to pay all additional fees. Students aged 50-59 will receive a 50% tuition discount for CREDIT classes taken for credit. All students enrolled in CREDIT classes are required to pay a building-use fee of \$5 per credit hour, a \$3 per credit hour technology fee, and any special fees.

St. Francis County public school employees and their dependents qualify for a 50 percent reduction in tuition for credit classes when taken for credit.

Refund Policy: No refunds of student tuition/fees will be made unless a student OFFICIALLY withdraws through the Office of Admissions. Full refunds are given only if a student officially drops or withdraws before the first day of the semester. If a refund is due to a student receiving financial aid from the PELL GRANT program, a portion of the refund shall be returned to the PELL GRANT program in accordance with federal regulations. **Students who fail to follow the proper withdrawal procedures will be responsible for tuition once classes begin. Failure to attend classes does not constitute an official drop/withdrawal.**

No refunds are given for drops, withdrawals or non-attendance after the 11th day of a spring/fall semester or after the 11th day equivalent of a summer term.

Refund Schedule:

Credit Courses- Spring & Fall Semester

Prior to First Day of Semester	100%
First Day of Classes Through 11th Class Day	80%
After the 11th Class Day	NONE

Credit Courses- Summer

Prior to First Day of Semester	100%
First Day of Classes Through 4th Class Day	50%
After 4th Class Day	NONE

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Effective October 07, 2000, Fall Semester, the Higher Education Amendments of 1998 change the formula for calculating the amount of aid a student & school can return when the student totally withdraws from all classes, or stop attending all of his or her classes prior to completing at least 60% of the semester.

The Federal Government requires if a student withdraws or stop attending prior to the 60% point in the semester then the school or the student may be required to return a portion of the tuition, fees, & books (Institutional Charges) paid to EACC for the semester. The federal formula is applicable to a student receiving federal aid other than Federal Work Study if that student withdraws on or before the 60% point in time in the semester.

The Institutional Charges must be returned to the National Student Loan Data System (NSLDS), and refer the matter to the Department of Education.

The Federal Government regulations also specify the order in which monies will be returned to the aid programs and the student.

ALLOCATING A PORTION OF THE RETURN OF TITLE IV FUNDS TO STUDENT AID PROGRAMS

The college must distribute the Return of Title IV Funds in the following order:

1. Federal Direct Stafford/Federal Direct Plus Loans
2. Federal Pell Grant
3. Federal Supplemental Education Grant (FSEOG)
4. Other Title IV Programs (State Student Incentive Grant)
5. Other Federal, State, Private Aid Programs
6. The Student

RETURN OF TITLE IV FUNDS TO FEDERAL PROGRAMS

When Title IV students officially withdraw or stop attending classes without officially withdrawing, refunds to federal programs are calculated. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Schedule breaks of more than four consecutive days are excluded.

If Student Withdraws: First Day of Classes	FEDERAL RETURN OF TITLE IV FUNDS POLICY (EARNED AID)	FEDERAL RETURN OF TITLE IV FUNDS POLICY (UNEARNED AID)
Within week 1	7.3%	92.7%
Within week 2	13.8%	86.2%
Within week 3	20.2%	79.8%
Within week 4	26.6%	73.4%
Within week 5	33.0%	67.0%
Within week 6	39.4%	60.6%
Within week 7	45.9%	54.1%
Within week 8	51.4%	48.6%
Within week 9	57.8%	42.2%
After week 9	60%	100%

EXAMPLE: In general, the new law assumes that students “earn” their Federal financial aid awards directly in proportion to the number of days of the term they attended. For example, a student who withdraws completing only 40% of the term will have “earned” only 40% of any Title IV aid received. The school and/or the student must return the remaining 60% to the U.S. Department of Education.

FEDERAL GOVERNMENT REGULATIONS WILL DETERMINE THE RETURN OF TITLE IV FUNDS METHOD TO BE USED FOR STUDENTS RECEIVING FINANCIAL AID ASSISTANCE. FOR FURTHER INFORMATION CONTACT THE FINANCIAL AID OFFICE.



ACADEMIC POLICIES

Registration Procedures

Academic advisors are considered an important part of the students' educational environment, so registration for classes begins with them. All new, degree-seeking students are required to register with a counselor, located in the Counseling Center on the main campus of EACC. Students who wish to take an off-campus course may register through the off-campus site director.

Students are encouraged to submit applications before the registration date. Delays may result if the student's application has not been processed prior to registration.

Continuing EACC students should make an appointment with their advisor before the registration dates. Course listings are distributed in advance of the pre-registration period. **It is the student's responsibility to become familiar with graduation requirements and to register for classes necessary for their desired degree.**

Academic Load

Fall, Spring Terms

The normal load for a full-time student during a regular term is 15 semester hours. However, 12 semester hours are considered full-time for financial aid and fee assessment purposes. Students are generally limited to taking 18 hours of classes during a regular term.

A student who wishes to take an additional course must request permission from the Vice President for Academic Affairs, **but in no case may the total exceed 21 hours.** Students who request an overload for a fall or spring semester should be aware that some four-year institutions do not recognize more than 18 hours.

Summer Terms

During each summer term, six hours is considered a normal load. Seven semester hours is the maximum allowed during each summer term without special permission. **In no case may the total academic load per Summer Term exceed 9 hours.** Students who request an overload for summer semesters should be aware that some four-year institutions do not recognize more than 7 hours unless certain conditions are met.

Class Schedule Changes

Class schedule changes may be made at any time (with the assistance of the student's advisor) during preregistration or regular registration without a fee.

Adding a Course

Classes may be added only within the first week of school of a regular semester and the first two days of a summer term. Any changes requested after those deadlines

have passed must be approved by the Vice President for Academic Affairs.

Dropping a Course

In order to drop a class, a student must obtain a drop form from the Hodges Student Services Complex and take the form to the class instructor. The instructor will assign a grade and initial the form. The grade assigned will be a "W" through the 11th week of classes (or equivalent). After the 11th week of classes, the grade assigned by the instructor will be a "W" (withdrawn while passing) or a "WF" (withdrawn while failing), depending on the class standing of the student.

The student must return the form to the Hodges Student Service Complex and pay any appropriate fees at the Cashier's window in the Student Center to complete the drop process.

Withdrawing from the College

A student who withdraws from the College must return the completed withdrawal forms to the Hodges Student Services Complex. Students are not considered officially withdrawn until these forms have been completed and returned, and financial obligations to the College have been satisfied.

A student who ceases to attend classes without officially withdrawing will be subject to the same actions as a student who fails to meet the requirements of the Class Attendance policy outlined in the next section.

Class Attendance

Regular class attendance and punctuality are important parts of the educational process and are required at EACC. All arrangements for a class absence are to be made with the instructor. It is the student's responsibility to initiate these arrangements, and it will be the instructor's decision to accept or reject make-up work.

Because each class session is important, excessive absences may result in a grade of "F" and subsequent loss of course credit. During the fall and spring semesters, a student is judged to be excessively absent when the number of absences exceeds twice the number of times a class meets in a week. **During the summer or special terms, a student is considered to be excessively absent when more than twice the number of credit hours has been missed. For example, when a student taking a three-hour course is absent from class for more than six hours, that student would be excessively absent.**

Auditing a Course

A student may audit a class on a space-available basis with a grade of "AU" which will be reflected on the student's permanent record.

A student who is enrolled in a minimum of 15 semester hours for credit during a semester may audit a maximum of three hours without charge. All other students auditing a course will pay the regular tuition and fees. Audited

courses will be counted as part of the state maximum load for a semester or term.

Students who want to change from credit to audit must complete an audit form and submit it to the Registrar. This process must be completed by the 11th day of classes during the fall or spring semesters or the fifth day of classes during summer terms. After this time, changes from credit to audit or audit to credit will not be allowed.

Advanced Placement Exams

State Credit Policy for Advanced Placement Exams

Arkansas public colleges and universities agree to award credit for performance on the Advanced Placement exams using the following guidelines:

☒ All institutions will award some level of credit, as determined by the institution, for scores of 4 and scores of 5.

☒ The use of scores of 3 and lower for credit, placement, or exemption will be left to the discretion of the institution.

1. If a student has received credit from a college or university for a score of 4 or 5 and transfers to another Arkansas public college or university, the receiving institution will accept the credit for that course or courses transferred from an accredited institution of higher education and consistent with the receiving institution's AP policy. AP exam scores on the basis of which credit, placement, or exemption is given (including scores lower than 4 or 5) must either be entered on the academic record or must accompany the transcript when a student asks that a transcript of the record be sent to another institution for transfer.
2. Transfer of credit, placement, or exemption for scores lower than 4 will be left to the discretion of the receiving institution.
3. Each institution will clearly communicate its policy and acceptance of AP exams by providing the following information: the name of the AP exam, the corresponding college/university course(s), and the amount of credit awarded for acceptable scores on the exam.
4. This information will be printed in the next available edition of the school's catalog. The information will also be placed on the institution's web page and will be available at the appropriate offices within the college or university.

Credit Policy for Advanced Placement

Exams

The Advanced Placement (AP) Program of the College Entrance Examination Board gives students the opportunity to pursue college-level studies while still in high school. The AP examinations are offered annually by high schools which participate in this program. Appropriate credit is awarded for scores of 3, 4, or 5. Students desiring AP credit must submit official test scores to the Admissions Office. Credit will be awarded after one regular semester of enrollment at EACC. AP credit is not awarded for a course the student has already completed at the college level.

EACC accepts the following AP exams and grants appropriate credit for the corresponding college course(s) according to the indicated minimum AP Grade.

AP EXAM	AP GRADE	EACC COURSE	SEMESTER CREDIT HOURS AWARDED
History of Art	3	ART 2023	3
	4-5	ART 2023 & ART 2323	6
Studio Art - Drawing Portfolio	3	ART 1023	3
	4-5	ART 1023 & ART 1323	6
Studio Art - General Portfolio	3	ART 1023	3
	4-5	ART 1023 & ART 1323	6
Biology	3-5	BIO 1014	4
Chemistry	3	CHE 1214	4
	4-5	CHE 1214 & CHE 1234	8
Computer Science	3-5	BUS 1603	3
Economics-Macroeconomics	3-5	BUS 2213	3
Economics-Microeconomics	3-5	BUS 2223	3
English Language & Composition	3	ENG 1013	3
	4-5	ENG 1013 & ENG 1023	6
Environmental Science	3-5	BIO 2614	4
French Language	3	FRE 1014	4
	4-5	FRE 1014 & FRE 1024	8
German Language	3	GER 1014	4
	4-5	GER 1014 & GER 1024	8
Government & Politics- U.S.	3-5	PSC 2003	3
History - European	3	HIS 1013	3
	4-5	HIS 1013 & HIS 1023	6
History - U.S.	3	HIS 2033	3
	4-5	HIS 2033 & HIS 2043	6
Mathematics-Calculus AB	3	MTH 2214	4
	4-5	MTH 2214 & MTH 2224	8
Mathematics-Calculus BC	3	MTH 2214 & MTH 2224	8
	4-5	MTH 2214, MTH 2224 & MTH 2234	12
Music Theory	3	MUS 1013	3
	4-5	MUS 1013 & MUS 1513	6
Physics C-Mechanics	3-5	PHY 1004	4
Physics C-Electrical & Magnetism	3	PHY 2114	4
	4-5	PHY 2114 & PHY 2134	8
Psychology	3	PSY 1003	3
Spanish Language	3	SPA 1114	4
	4-5	SPA 1114 & SPA 1124	8
Statistics	3-5	BUS 2073	3

Credit by Examination or Experience

Students who possess knowledge for certain courses offered by the College may petition for credit by examination or experience. Credit may be earned by passing a comprehensive test prepared by either a commercial testing service (i.e., CLEP) or the Department of the College in which the credit is to be awarded.

Credit for courses offered by EACC may also be granted upon related work experience. A maximum of 12 semester hours of college credit can be awarded through examination, experience or a combination of the two.

There are two types of CLEP exams, General and Subject. EACC awards credit for two of the five General Exams and fourteen of the Subject Exams. Credit is awarded for the humanities and natural sciences on the General Exams.

Questions regarding the specifications of the CLEP test should be directed to the Counseling Center (Hodges Student Services Building). Students who believe they qualify for credit by examination or previous work experience should contact the appropriate department head.

Classification of Students

A student who has earned fewer than 30 semester hours of college credit is classified as a freshman. A student who has earned 30 or more semester hours of college credit is classified as a sophomore. Students who do not fit into the above categories will be listed as “unclassified.”

Course Numbering System

All credit courses are identified by a three-letter prefix and a four-digit number, i.e., ENG 1013. The prefix indicates the course subject area. In this example ENG indicates an English course. The four digit number is coded as follows: first digit is course level (0 = developmental, 1 = freshman, 2 = sophomore), last digit is the course credit in semester hours, the second and third digits make the number unique for each course per department.

Courses, which include clinicals/laboratories, may have the clinical/laboratory portion scheduled separately from the lecture section. For scheduling purposes, the laboratory is assigned the same number as the base course except the last digit will be zero (0). Credit for the laboratory is included within the base/theory course.

Within the course descriptions and following each course title are three numbers in parentheses, i.e., (3-2-4). These numbers indicate (lecture hours/week - laboratory hours/week - course credit in semester hours). The per-week entries assume a regular 16-week term. The example cited above, (3-2-4), indicates 3 lecture hours plus 2 laboratory hours per week for a total of 4-semester hours credit.

Developmental Courses

Developmental courses are designed for students who need additional preparation before attempting freshman level courses. Only courses at the freshman level or above

will satisfy degree or certificate requirements at EACC. A special grading system is used for developmental courses (see below).

Grading System

East Arkansas Community College uses a four-point, semester credit hour grading system:

A excellent	4 grade points per credit hour
B good	3 grade points per credit hour
C average	2 grade points per credit hour
D passing	1 grade point per credit hour
F failure	0 grade points per credit hour
WF withdrawn/failing	0 grade points per credit hour
W withdrawn	0 grade points per credit hour

In addition to the above, the following symbols are used:

CR credit
NC no credit
I incomplete (Students who do not complete the required course work within one semester will receive an F).

Note: *The summer term does not count as a semester.*

AU audit
R re-enroll in developmental course (0 grade points/credit hour)

Grade Point Average (**GPA**) is the ratio of total grade points earned to the total semester credit hours attempted. The GPA can range from 0.00 to 4.00. Grades of CR, NC, R, I, W, and AU are excluded when computing the GPA.

Repetition of Courses

If a student repeats a course, the last grade received is the permanent grade for the course. The previous grade(s) will not be included in determining the student's cumulative grade point average. Students should be aware, however, that all attempted courses will appear on the transcript. Some four-year institutions also include all grades earned in computing grade point averages.

Change of Grade

Any grade change (excluding the “I” grade automatically becoming an “F” grade) must be requested by a faculty member and approved by the Department Chair and the Vice President for Academic Affairs. All grade changes must be submitted by the end of the semester following the semester in which the course was taken. Any exception to this must have approval of the President or the Vice President for Academic Affairs.

NOTE: The summer does not count as a semester for change of grades.

Academic Recognition

The **President's List** recognizes students who are enrolled for 12 or more semester hours of work and who earn a grade point average of 4.0 in 1000 or 2000 (non-developmental) level courses.

The **Dean's List** honors students who are enrolled for 12 or more semester hours of work and who earn a grade point average of at least 3.5 but less than 4.0 in 1000 or 2000 (non-developmental) level courses. These lists are published shortly after the close of each semester.

Designed to honor the commitment to education by Rachel Bradham and Thomas M. Spencer, the **Spirit of EACC Award** recognizes a sophomore student whose record shows academic achievement, involvement in college activities, and demonstration of personal advancement through education. The endowment will be used to make a cash award to the winning student during commencement exercises.

Graduation honors will be given to students who maintain a superior cumulative grade point average. Three classifications of honor guidelines will be recognized during graduation exercises:

Summa Cum Laude	GPA of 3.80+
Magna Cum Laude	GPA of 3.60 to 3.79
Cum Laude	GPA of 3.35 to 3.59

The following guidelines will determine the student's eligibility for graduation honors:

1. To be considered for graduation honors, a student must complete at least 30 hours at EACC.
2. In determining GPA, all transfer work is included. Both EACC and transfer courses count toward the cumulative grade point average.
3. Courses taken during the spring semester just prior to graduation are not used to determine honor listings in the printed graduation program. To meet printing deadlines, student GPA information must be compiled before the semester ends, so only those classes taken through the previous fall are counted.

Academic Probation and Suspension

A student will be placed on academic probation at the close of any enrollment period when his or her cumulative grade point average is below 2.00. During the probationary semester, the student shall be advised to reenroll in courses he or she failed as recommended by counselor and advisor. A student will be removed from academic probation at the end of any enrollment period when his or her cumulative grade point average is 2.00 or above.

A student will be suspended for one semester for poor scholarship when he or she has earned less than the cumulative grade point average indicated below after a probationary semester:

ACADEMIC PROGRESS SCALE

Credit Hours Attempted	Grade Point Average
19-30	1.55
31-45	1.70
46-60	1.85
61-above	2.00

A student who enrolls after being suspended must:

1. meet with a counselor prior to registration, and the counselor will notify the advisor of the student's intention to reenroll.
2. have class schedule approved by designated advisor.
3. not enroll in more than 13 hours until cumulative GPA has reach 2.0 or above.

A student who enrolls after being suspended will not be placed on suspension again as long as he/she maintains a semester GPA of 2.0 or above. However, if the semester GPA falls below 2.0, he/she will be suspended for ANOTHER SEMESTER unless the cumulative GPA is equal or above that specified in the Academic Progress Scale.

The third suspension will be FINAL.

A student placed on academic suspension may file an appeal in the Office of Admissions and Registration. A student placed on **FINAL** suspension may appeal after one regular (fall or spring) semester. Appeals will be reviewed and acted upon by the Academic Probation and Suspension Committee.

Academic Grievance Procedure

Recognizing that both students and faculty have rights regarding academic matters, East Arkansas Community College sets forth an Academic Grievance Procedure. See the Academic Grievance procedure in the Student Handbook section of this catalog.

Academic Integrity Policy

East Arkansas Community College depends upon and supports the honesty and academic integrity of its students, faculty, and staff. EACC is committed to maintaining and enforcing the highest standards of academic principles. Dishonesty and other inappropriate conduct will not be tolerated. Disciplinary procedures, sanctions, and the appeals process for alleged academic misconduct is outlined in the EACC Student Handbook section of this catalog.

Academic Clemency

In order to provide a second opportunity for undergraduate students who performed poorly at some point in their studies, East Arkansas Community College has established a policy on academic clemency. The policy is designed to help **former** students who have gained a new appreciation of higher education.

To be considered for academic clemency, the student must meet the following qualifications and must agree in writing to the following stipulations:

I. Qualifications:

The student must not have been enrolled in any institution of higher education for a period of two (2) years in order to be eligible for clemency.

II. Stipulations:

1. A formal written request must be submitted to the college registrar and approved by the Vice President for Academic Affairs. The request will become part of the Student's permanent record.
2. An individual who is granted academic clemency will forfeit all grades and credits earned in any semester for which clemency is granted. The grades and credits earned in those semesters for which academic clemency is granted will not count in computing the student's grade point average or in meeting requirements for graduation.
3. The student's transcript will contain the student's entire academic record. However, a notation will be made showing the semester(s) for which academic clemency was granted.
4. In the case of transfer students to EACC who have received academic clemency by another accredited college/university, EACC will honor the academic clemency established at the previous institution. EACC will allow academic clemency for work taken at EACC or at another institution.
5. In regard to financial history, state and federal regulations take precedence over the institutional policy of academic clemency
6. Academic clemency may be granted only once in an individual's academic career, and such declaration and granting is final and irreversible.
7. Students should be aware that this policy pertains only to EACC and that other institutions may not honor EACC's policy.
8. Student must be admitted to EACC at the time academic clemency is requested.
9. Students seeking academic clemency must verify in writing that they meet the qualifications and that they accept the stipulations as given.



STUDENT SERVICES

Educational Guidance Services personnel are committed to providing opportunities for each individual student's total educational development. Specific student services are integrated with the instructional program of the college to address individual needs for educational, personal, social, cultural and career development.

Counseling

Individuals may find the counseling services helpful as they make plans and decisions in various phases of their development. EACC honors the value and dignity of each individual; therefore, counseling is provided to help each student realize his or her full potential. Counselors can assist students in selecting courses of study, determining transferability of courses, career planning, gaining independence and confronting problems in daily living. Assistance is provided by the counseling staff in the following areas:

1. Career counseling to explore possible career directions, occupational information, and self-appraisal of interest, personality and abilities.
2. Academic advisement to develop and clarify educational plans and make appropriate course choices.
3. Confidential counseling sessions to assist students in managing academic environment and dealing with issues which can hinder classroom participation.
4. The Career Resource Center houses reference materials such as books, videos, cassette tapes, and up-to-date job listings to assist individuals in career preparation and job placements. College catalogs from various colleges and universities are also available for students who are planning to transfer from EACC. Computer programs such as the Discover Program and the KUDER Career Interest Inventory are available to students to assist with career exploration. These services are located in the Hodges Student Services Complex.

Problem identification and referral sources provide in-depth assistance for such matters as legal concerns, financial assistance, tutoring, job placement, medical problems or emotional problems.

Testing

EACC serves as a testing center for the administration of the following examinations:

Praxis Series: Specialty area, Core Battery and PPST tests. These examinations are for education majors.

CLEP: The College Level Examination Program is designed for students who possess knowledge for certain college-level courses. These exams assess knowledge of

fundamental facts and concepts, perceptions of relationships and understanding of principles. EACC awards up to 12 semester hours through CLEP. In addition, DANTES (Defense Activity for Non-Traditional Education Support) exams are designed similar to CLEP but only for military personnel.

NOCTI-The National Occupational Competency Testing Institute exams are designed to test basic and specialized workplace competencies.

Correspondence/Internet Exams: The testing center also administers final exams for the convenience of students taking correspondence and/or Internet courses from other institutions.

Placement Testing

In compliance with ACT 1052, EACC will utilize the ACT, ASSET, or COMPASS standardized test batteries for placement into English, reading and mathematics. The student is responsible for providing documentation of appropriate test scores not taken at EACC.

The following guidelines are applicable to the placement testing process at EACC:

1. All first time entering college freshmen who have not taken the ACT, ASSET or COMPASS.
2. Any students interested in taking English, reading or mathematics courses.
3. Transfer students who have not taken an English, reading or mathematics course at their previous institution.

Student Advisory System

Students are assigned advisors who will assist them in choosing and planning educational programs suited to their individual needs. Various placement tests are given to assist students in planning their educational programs. As of Fall 1988, all degree-seeking students must take Placement Tests and be placed into courses according to their test scores. The advisor confers with the student during registration, at regular intervals during the semester, and whenever assistance is needed.

Student Support Services

Student Support Services is a program for students with academic needs who have the potential to successfully complete an educational program at EACC. These students must also meet certain federal guidelines. The overall objective of the program is to assist students so that they are able to graduate from EACC and transfer to a four-year school if they desire. Student Support Services

EAST ARKANSAS COMMUNITY COLLEGE

Placement Test Score Recommendations

For placement into English, Math and Reading courses, test scores must have been received within the last five years.

TEST/COURSE NUMBER	COURSE NAME	ACT	ASSET	COMPASS
Writing Skills				
ENG 1013	Eng Comp I	19 or Above	45 or Above	75 or Above
ENG 1013/0981	Eng Comp I w/Eng Asst. Lab	16-18	41-44	54-74
ENG 0963	Writing Skills	13-15	36-40	28-53
ENG 0953	Grammar Skills	12 or Below	35 or Below	27 or Below
Reading Skills				
	No Reading Asst.	19 or Above	43 or Above	82 or Above
RDG 0981	Reading Asst. Lab	16-18	39-42	73-81
RDG 0973	Reading II	13-15	35-38	60-72
RDG 0963	Reading I	12 or Below	34 or Below	59 or Below
Numerical Skills				
MTH 0953	Elementary Algebra	N/A	40 or Above	43 or Above
MTH 0913	Introductory Math	N/A	39 or Below	42 or Below
Intermediate Algebra				
MTH 1113	College Algebra	19 or Above	*43 or Above	**53 or Above
MTH 1013	College Math	19 or Above	*43 or Above	**53 or Above
MTH 1053	Intermediate Algebra	16-18	*36-42	**32-52
MTH 1083	Technical Math	16-18	*36-42	**32-52
BUS 1023	College Business Math	16-18	*36-42	**32-52
MTH 0953	Elementary Algebra	14-15	*35 or Below	**31 or Below
MTH 0913	Intro Math	13 or Below	N/A	N/A

No test scores more than five years old will be used for placement.

Successive developmental English and developmental math courses in the Math/English track must be successfully completed within five years of initial enrollment or the most recent developmental English and/or math course must be repeated.

Placement into higher level mathematics courses is contingent upon appropriate placement test scores which may not be included above.

***ASSET:**
Intermediate Algebra test

****COMPASS:**
Algebra test

Revised 2008

offers assistance through tutorial sessions, mentoring, open labs and the transfer initiative. Workshops and seminars are also provided. Students who need academic assistance may apply in the Student Services Complex.

Evening Services

For those students who are attending class in the evenings, the following services are available through the evening services administrator in the Student Services Complex. Advising, Counseling, Placement Testing, Veterans Services, Student Activities, and Financial Aid Information.

Student Activities

The East Arkansas Community College staff believes that activities outside the classroom enrich, supplement and provide the testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations and insights. The student personnel staff works with students and faculty to bring about an activity program appropriate to the students' needs. The staff seeks to provide an environment in which students may become self-disciplined, self-reliant and socially sensitive individuals.

The Student Activities Department includes the Student Government Association. The purpose of the East Arkansas Community College Student Organization is to provide educational, social, cultural and recreational programs for the benefit of the college's community and to help develop sound student leadership through the planning and execution of these programs.

Students serve as officers on the SGA Board as president, vice president, secretary, area coordinators, special events and county representatives. Each program area has a committee to make decisions regarding that committee's program and help organize and work in each program.

The Learning Center

The EACC Learning Center, located in the Student Services Complex, provides services and resources to all East Arkansas Community College students. The Learning Center is equipped with up-to-date computers, printers and educational software such as PLATO. The Learning Center also offers access to and assistance with software used daily by students in EACC classes. Staffed by experienced tutors, the purpose of The Learning Center is to provide tutorial assistance to any student, in any class, who needs help with an assignment or challenging objective. A scheduled appointment is not needed, and there is no charge to the student. **The hours of operation will be posted.**

Library/Learning Resource Center

The Library is located in the Learning Resource Center and houses a wide variety of information resources. With extended hours, a helpful and friendly staff provides a balanced learning atmosphere needed in a college environment. Fifteen patron accessible computers allow access to

peer-reviewed journals, an online encyclopedia, word processing programs, and other software. A collection greater than 30,000 volumes is available to support instruction on campus. The collection can be accessed using two dedicated terminals in the Library as well as from off-campus using the College website. The in-house collection also includes a number of magazines and newspapers, newly released fiction titles, and faculty reserved materials.

Coin-operated copiers are available for student use in addition to a faculty/staff photocopier. A multi-media computer lab is located in the Library for instruction of specialized computer programs. A scantron machine is available to faculty for grading tests. ID's of students, faculty, staff and the public are issued in the Library and are needed to borrow books, to attend events on campus and to obtain parking permits. The facility opens before classes begin in the morning and extends until most classes are over at night to accommodate the needs of students. Hours of operation are posted on the Library's entrance.

Arkansas Career Pathways Program

The Arkansas Career Pathways Program at East Arkansas Community College is an educational and financial assistance program that offers students support services and financial assistance for career training. This federally and state funded program offers college classes to parents who meet established eligibility guidelines.

Career Pathways may be able to help eligible students overcome barriers that have kept them from getting the training and education needed for employment. Program benefits include: educational assistance, academic employability training, transportation assistance, daycare assistance, tuition assistance, academic and career counseling. Students receive a wide range of support services including program orientation, academic and technical classes, and assistance with job placement and retention. For more information about the Arkansas Career Pathways Program call 870-633 4480 ext. 358.

Computer Education Center

Opened for classes in August 1994, this impressive, fourteen thousand square foot facility houses ten classrooms, staff offices, a large front desk area, an open computer lab, a work room for equipment maintenance, and storage space.

The CEC is open to all registered students for independent study and is home base for all campus computer services.

The hours of operation will be posted.

Student Handbook

The EACC Student Handbook is included at the back of this catalog. It is each student's responsibility to be knowledgeable of the intent, spirit, and contents of the Handbook.

Student Conduct Policy

East Arkansas Community College has a policy of low tolerance for student misconduct involving disorderly, lewd, indecent or obscene conduct, or lewd or indecent language, including profanity (cursing) on campus and at any College-sponsored event. College discipline shall be applied to any student's misconduct that adversely affects the College community's pursuit of its educational objectives. For policies and procedures please consult the EACC Student Handbook located at the back of this catalog.

Campus Security Act and Student Right-to-Know

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), EACC will collect and publish statistics on crimes considered to be a threat to students or employees. Copies are available in the office of the Vice President for Student Affairs and the Counseling Center.

Campus Security

Professional security officers patrol the campus for violations of the law and college policies as well as other activities, which conflict with the interests of EACC. Students are encouraged to report crimes to the on-duty officer or to the Vice President for Student Affairs between the hours of 8 a.m. and 4:30 p.m. In the evenings between the hours of 4:30 and 8 p.m., individuals may file incident reports in the Counseling Center in the Student Services Complex or with the security guard on duty. Assistance will be provided on contacting local law enforcement authorities if requested.

Student Injury and Sickness Insurance

East Arkansas Community College students may voluntarily enter an injury and sickness insurance agreement with an independent insurance company. The College approves and encourages the principle of insurance but does not propose to act as agent for any company. As a service, it merely provides the information to all students desiring insurance. Student Injury and Sickness insurance enrollment forms are available in the office of the Vice President for Student Affairs.

Parking and Traffic Regulations

Parking permits are issued in the Office of Student Activities located in the Student Center. The first permit is free; all subsequent permits cost \$2. Permits are required for all vehicles parked on campus by students and faculty/staff.

Students will park in the north or west lots; visitors, faculty, and staff are to use the staff lot. Visitors

should register in the Administration Building upon coming to the campus. Illegally parked cars may be charged \$5 for no stickers and up to \$25 for other parking violations. Fines are to be paid in the Student Center at the Cashier's window. Student grades will be held at the end of the semester for students who have not paid their fines. Appeals may be made to the Vice President for Business Affairs. Repeated violations of the parking policy may result in the illegally parked car being towed away at the owner's expense.



Financial Aid

The Financial Aid Office at East Arkansas Community College seeks to provide financial assistance to any student who, without such support, could not attend the College. A comprehensive program of financial aid in the form of scholarships, loans, grants, and jobs is provided to qualifying students. To become or remain eligible for financial aid, a student must maintain a half-time enrollment standing (at least six credit hours) and a satisfactory GPA. Major criteria for determining financial aid are eligibility, financial need, academic achievement, character, and the promise of future success. Students interested in applying for financial assistance should contact the Director of Student Financial Aid.

Continuing students are encouraged to complete financial aid applications by April 15 to assure processing of applications and disbursement of awards by the fall term. Some scholarships and grants may be subject to earlier deadlines. Previously enrolled students interested in a full range of financial assistance should check with the Financial Aid Office in January or February.

Loans, Grants, and Employment

Federal Direct Student Loan Program. Any student enrolled or accepted for enrollment may participate in this program. The College must endorse the application to verify the academic standing of the applicant, which will be a prime factor. To become eligible for a Federal Direct Student Loan, students must apply for an academic year beginning January 1 by completing the appropriate financial aid application. Application forms are available in the office of the Director of Student Financial Aid.

PELL Grant. The PELL program is a Federal Aid Program designed to provide financial assistance for low-income students attending post-secondary educational institutions. The maximum award under this program is based upon the institutional cost of education.

A student is eligible for a PELL Grant if:

- (1) determined to have financial need based on the PELL Grant eligibility formula and the cost of

education

- (2) enrolled in at least six (6) credit hours
- (3) a citizen, national, or permanent resident of the United States, or a permanent resident of the Trust Territories of the Pacific Islands
- (4) full eligibility for a Pell Grant has not been used.

A student must apply for a PELL Grant each year. Students will be able to apply for an academic year beginning January 1 by completing the appropriate financial aid application. The application process takes approximately 8-12 weeks, so students are encouraged to apply early.

Financial need is determined by an annual congressionally approved formula, which is applied consistently to all participants. The formula uses the information students provide on their applications to produce an eligibility index number. This index number is not a dollar figure but is used along with the total cost of attending the institution and a student's part-time or full-time enrollment status, to determine the actual amount of the grant.

A student's eligibility for a PELL Grant does not directly affect eligibility for any other aid. However, all students are required to apply for a PELL Grant before being considered for other aid. See the Director of Student Financial Aid for specific information.

Supplemental Educational Opportunity Grant

For undergraduate students with exceptional need.

College Work-Study Under the provisions of the Economic Opportunity Act of 1964, East Arkansas Community College cooperates with the Department of Health, Education, and Welfare to provide employment to students with financial need. A student may be employed by the College not exceeding 20 hours per week or 80 hours per month.

Student Employment Some students are employed by the College, community agencies and businesses. The Career Planning and Placement Office maintains an updated list of part-time and full-time jobs available to students.

Veterans Benefits The Montgomery GI Bill establishes a program of education benefits for individuals entering military service after June 30, 1985. Service persons entering active duty after that date will have their basic pay reduced by \$100 a month for the first 12 months of their service, unless they specifically elect not to participate in the program. Those veterans who have contributed are eligible for benefits.

An educational entitlement program is also available for members of the Selected Reserve, including the National Guard. Those who, after 6-30-85, enlist, reenlist, or extend an enlistment in the Selected Reserve for a period of 6 years or more; and those who are appointed or are serving as reserve officers and agree to serve in the Selected Reserve for not less than 6 years in addition to any other period of obligated Selected Reserve service after June 30, 1985, may qualify.

Veterans and their dependents are urged to contact the Veterans Affairs Office if they believe that they are entitled to V.A. monthly educational benefits.

Vocational Rehabilitation Vocational Rehabilitation assists students in paying for all or part of their tuition, books, and activity fees. Students must be in good standing in order to continue in this program. Students with either physical or emotional disabilities may qualify. Persons wishing to qualify for this program should contact the Director, Arkansas Rehabilitation Services, 211 Broadway, Little Rock, AR 72201.

Student Aid Satisfactory Academic Progress Policy

Federal and state regulations require that students receiving financial aid must maintain satisfactory academic progress. The General Academic Requirements are as follows:

1. Only students seeking a degree are eligible to receive financial aid.
2. Financial Aid is initially awarded based on the number of semester hours enrolled.
3. Students receiving financial aid must complete 50 percent of courses enrolled in each semester to comply with the "cumulative course completion rate."
4. Students who fall below the 50% completion rate will be placed on financial aid probation for one semester. If during this semester, the student satisfies the 50% completion rate with a GPA of 2.00, the student is eligible to receive financial aid for the next semester. Students who fail to meet the cumulative GPA requirements will remain on financial aid probation.
5. Transfer students must have their official transcript on file in the Registrar's Office prior to receiving financial aid. Students who have been denied financial aid at another post-secondary institution due to unsatisfactory academic progress will also be denied financial aid at EACC until their cumulative GPA meets EACC's academic progress policy.
6. Students withdrawing from the college prior to receiving and completing the appropriate financial aid forms will be required to repay all charges to the college.
7. Students are limited to 30 semester hours of developmental classes.
8. The maximum time a student may receive financial aid to complete a degree at EACC is 3½ years.
9. The following GPA is required for satisfactory academic progress:

SEMESTER CREDIT HOURS	GRADE POINT AVERAGE
19-30.....	1.55
31-45.....	1.70
46-60.....	1.85
61 and above.....	2.00

A student's GPA is reviewed by the Financial Aid Director at the end of each semester to establish his or her

to continue to receive financial aid. Once a student fails to meet the above grade requirements, he or she is no longer eligible to receive financial assistance. Even though a student is permitted to re-enroll after suspension does not mean automatic reinstatement of financial aid. When the minimum GPA is met, financial aid will be restored.

Any student wishing to appeal the decision of the Director of Financial aid may do so only in writing, to the Appeals Committee. The appeals committee will review and determine whether the Financial Aid suspension is justified. The student will be advised in writing by the committee of the decision and recommendation.

The Appeals Committee will consider exceptions to the Satisfactory Academic Progress Policy on an individual case-by-case basis where extenuating circumstances exist that are fully documented, such as the following: illness, death in the family, financial hardship, injury, a change in a student's objectives and a returning student taking into account how long ago the previous enrollment occurred.

Fresh Start Students who have not been enrolled in any institution of higher education for a minimum of five years will be eligible for "Fresh Start." This means that a student may appeal after five years, and if approved and eligible, may be awarded financial aid. The student must also earn and maintain a minimum GPA of 2.00 each semester.

Local, State Scholarships, Awards, and Grants

Local Scholarships

EACC Freshman Academic Scholarships EACC provides a number of freshman scholarships, which remit full tuition for the first semester and are renewable at EACC for the subsequent semesters if the recipient maintains a grade point average of at least 3.00 and completes a minimum of 6 semester hours during the summer or 12 semester hours during the fall or spring semester to receive the next semester's award. Selection criteria are as follows:

1. Academic scholarships shall be only for freshmen who are graduates of Arkansas high schools and who rank in the top one-fourth of their graduating class;
2. Scholarship recipients must enter East Arkansas Community College within one year of high school graduation;
3. Awarding of academic scholarships will be based upon scholastic achievement, rank in high school class and desire for achievement. A high school transcript is required to verify points mentioned above;
4. The scholarship amount is allocated for **tuition only**;
5. The academic scholarship will remain in effect until a student has completed his or her degree, provided the student maintains a minimum 3.00 grade point average during each sequential semester at EACC (for a maximum of 64 hours or the total hours required for the specific major);

6. Recipients will be notified of their awards.
7. Acceptance forms must be signed and returned to the Financial Aid Office before registering for classes.
8. A student receiving a scholarship must carry a full load of academic course work (at least 12 semester hours during the fall and spring and at least six hours during a summer term) and be making satisfactory progress toward fulfilling the requirements for a degree. Scholarship applications must be submitted prior to applicant's enrollment and may be obtained from the Financial Aid Office and are encouraged to apply by April 15.

EACC Foundation Scholarships

The East Arkansas Community College Foundation offers students three \$500 scholarships awarded annually and divided equally between fall and spring semesters. Award is based upon academic achievement and financial need. Applications must be submitted to the Financial Aid Office.

General Education-awarded annually, divided equally between fall and spring semesters. Presented to a full-time sophomore in the Associate of Arts Program who plans to transfer to a 4-year institution after graduation. Student must possess a GPA of 3.00 on all coursework-minimum of 30 hours completed. Application deadline is May 15.

Technical Education-awarded annually, divided equally between fall and spring semesters. Presented to a full-time sophomore in an Associate of Applied Science degree program. Student must possess a GPA of 3.00 on all coursework (minimum of 30 hours). Application deadline is August 1.

Non-Traditional Student-awarded annually, divided equally between fall and spring semesters. Presented to a full-time sophomore student who is 25 years or older. No specification is placed upon the student's academic program. Student must possess a GPA of 3.00 on all coursework to date (minimum of 30 hours). Application deadline is May 15.

Community Leader Scholarship

The scholarship was created to assist students at EACC who have demonstrated leadership skills in their community. To be eligible for consideration applicants must be enrolled at EACC as a full-time student or have completed 15 hours of college credit, and have a cumulative GPA of 3.0. Application deadline is May 15.

Nimocks Oil Company Scholarship

The NOC scholarship was created by Mallory Nimocks, and Carla Morehead Nimocks in conjunction with Nimocks Oil Company for area high school students who are enrolled in concurrent credit courses at EACC.

Through this scholarship, Nimocks Oil Company is dedicated to furthering the educational endeavors of those students in the EACC service area who attend Forrest City High School, Lee Senior High School, Brinkley High School, Wynne High School, Palestine/Wheatley High School and Lee Academy in Marianna. The NOC Scholarship is designed to offer high school students an opportunity to earn credit towards their high school graduation while earning college credit as well. Applications may be obtained from the Financial Aid Office and must be submitted by May 15th for summer and fall term courses and Dec. 1st for Spring Term

The Ben T. Whitfield Endowed Scholarship

The family of Dr. Ben T. Whitfield has established an endowed scholarship at East Arkansas Community College in Forrest City to honor his memory and to show support for education which was such an important part of his life.

Dr. Whitfield served as the interim college President at East Arkansas Community College from August 1998 to June 1999. Dr. Whitfield was a long time educator in Arkansas. He was the founding President of South Arkansas Community College in Eldorado, Arkansas and also served in various positions at West Arkansas Community College (now University of Arkansas at Fort Smith). The Dr. Ben T. Whitfield Endowed Scholarship is made possible through the generosity of his wife, Mrs. Adell Whitfield.

The Whitfield Endowed Scholarship is dedicated to assisting a first-time entering college student at EACC who plans to attend as a full-time student. The award is \$250 per semester, based on availability of funds to cover expenses of tuition, fees, books and supplies. Application deadline is August 1.

The Walter N. Moorehead, Sr. Memorial Scholarship

First-time entering students who are planning to receive a transfer degree from EACC then transfer to the University of Arkansas at Pine Bluff are eligible to apply for this scholarship. The \$500.00 scholarship will primarily assist with tuition, fees and textbooks for a maximum of \$250.00 per semester. The recipient must maintain a 2.50 grade point average. Applications may be obtained from the EACC Financial Aid Office and must be submitted by April 15th.

The Eleanor B. and Harry E. Beasley Scholarship

The family of Harry and Eleanor Beasley established this endowed scholarship in 2004 to keep alive the love of education their parents exhibited throughout their lives. Dedicated to assisting students at EACC who graduated from accredited high schools in St. Francis County, this scholarship will be awarded to a full-time sophomore student with a minimum 3.00 GPA. The award is \$500 per academic year to cover the expenses of tuition, fees

and books. Applications may be obtained from the EACC Financial Aid Office and must be submitted by May 15th.

The George P. and Alice H. Walker Endowed Scholarship

Because of the caring attention given to members of this family, especially in their final days, this scholarship was established in 2004 through the estate of Mildred Sikes, daughter of George and Alice Walker and dedicated to the support of students at EACC pursuing an Associate of Applied Science degree in an Allied Health Field. It is expected that these students will become practicing health care professionals and provide care for many others over their lifetime. Awarded to a full-time sophomore student with a minimum 3.00 GPA, the award is \$1,000 per academic year to cover expenses of tuition, fees and books. Applications may be obtained from the EACC Financial Aid Office and must be submitted by August 1st.

Jarratt Family Scholarship Endowment Fund

The Jarratt family is committed to the advancement of academic, economic, and cultural conditions and the general quality of life in eastern Arkansas. The Jarratt Family Scholarship Endowment Fund has been established to provide scholarships for the educational expenses for students attending East Arkansas Community College. To be eligible for the scholarship students must have earned 24 college credit hours; be enrolled for and continue to pursue a degree as a full-time student, and have achieved and maintain a GPA of 2.00 or higher. Special consideration may be given to first generation college students or students who have had an interruption in their education. Applicants must be a resident of a county where a branch or office of First National Bank of Eastern Arkansas is located. Award is up to \$1,000 for an academic year. Application deadline is May 15th.

Hammons Charitable Foundation Scholarship

Established by Mr. and Mrs. O.P. Hammons and their son, Dr. Edward P. Hammons, the Hammons Charitable Foundation provides assistance to freshman and sophomore students from eastern Arkansas and western Tennessee who need help in accomplishing their educational goals. Preference is given to active members of a Southern Baptist Church. The student must provide 1/4 of the tuition cost personally and maintain a GPA of 2.0 or higher. Information is available from the EACC Financial Aid Office or online at www.abf.org The application deadline is February 1st.

Jessie Smith Swindle Nursing Scholarship

The family of Jessie Smith Swindle has established this scholarship in 2009 to honor her memory and to show support for nursing education which was such an impor

tant part of her life. At age 50, Jessie began her training to become an LPN. Once completed, she had a nursing career that spanned 22 years in Cross County, Arkansas.

The Jessie Smith Swindle Scholarship is made possible through the generosity of her son, Mr. Ronald K. Swindle and his wife, Minette Clarke-Swindle.

The Jessie Smith Swindle Nursing Scholarship is dedicated to assisting an EACC nursing student from Cross County with financial need who plans to attend as a full-time nursing student. The award is \$1000 per academic year, based on availability of funds to cover expenses of tuition, fees, books and supplies. Applications may be obtained from the EACC Financial Aid office and must be submitted by August 1st.

GED Scholarships

Scholarships are also available for GED recipients who score in the top 25 percentile (an average score of 550 or above). Enrollment must occur within one year of passing GED.

Tuition Waivers

Arkansas residents 60 years of age and older may attend CREDIT classes tuition free when taking classes for credit and on a space-available basis. *Students 60+ will be required to pay all additional fees.* Students aged 50-59 will receive a 50% tuition discount for CREDIT classes taken for credit. All students enrolled in CREDIT classes are required to pay a building-use fee of \$3 per credit hour, a \$2 per credit hour technology fee, and any special fees.

Arkansas National Guard and Reserves Tuition Waiver

EACC offers members of the Arkansas National Guard and Reserves a tuition waiver of 25%. This partial tuition waiver for these individuals is in addition to the 75% tuition already offered to members of the Arkansas National Guard and Reserves.

Kiwanis Freshman Scholarship

The Forrest City Kiwanis Club awards one freshman scholarship to a graduate of Forrest City High School. The scholarship is awarded based upon academic excellence, service to the school and community, and need. Applications may be obtained from high school counselors and should be returned to the counselor by April 15 of the current year. The freshman scholarship is \$1,000 (\$500 each semester).

EMT-Paramedic Scholarship

The EMT-Paramedic Scholarship is provided by the Arkansas Department of Health and Human Services, Division of Health, Section of EMS and Trauma Systems. Applicants must have successfully completed one semester of the EMT-Paramedic program and have a GPA of 2.5 or higher. Applicants must reside within the EACC service

area and must be willing to work in one of those counties for six months after successfully completing the EMT-Paramedic program. The deadline for application each year is May 9th.

Rotary Scholarships

The Forrest City Rotary Club provides two scholarships for sophomore students each academic year. Applicants must have completed 30 hours, have at least a 3.0 grade point average, be a resident of St. Francis County, and be a full-time student. Applications may be obtained from the Financial Aid Office and should be returned by May 15 of the current year. The scholarships are in the amount of \$250 each.

Mary Emma Piper Memorial Nursing Scholarship

A memorial endowment fund has been established to award a nursing scholarship to an outstanding second-year nursing student. Applications for the scholarship may be obtained from the Nursing Office and should be returned to that office. The amount of the scholarship varies.

First National Bank of Eastern Arkansas Board of Directors Scholarship

Established as an endowment fund to honor former members of the board, the First National Bank of Eastern Arkansas scholarship will be awarded to one or more full-time sophomore students (completed 30 hours toward a degree) with GPAs of at least 3.0. Applicants must reside in a county served by an office or branch of the bank. Financial need and the educational background of the applicants will also be considered.

EACC Drama and Music Scholarships

EACC awards four (4) \$400 scholarships each academic year to qualified students in music and drama. Students don't have to be music or drama majors to apply. Applicants must be an incoming freshman and must audition before a three-member committee. For complete applicant requirements visit the Financial Aid Office in the Betty Jo Hodges Center or call 870-633-4480 ext. 332 for more information.

State Scholarships, Grants & Awards For more information visit www.adhe.edu

Arkansas Public Health Association

The Arkansas Public Health Association offers a \$500 scholarship to an individual that demonstrates the desire to enter a public health field and indicates financial need. Applicants must be Arkansas residents, is a high school senior or have a high school diploma or GED, and must have at least a 2.5 GPA (based on a 4.0 system.) Applications can be received in the EACC Financial Aid Office or from your high school counselor. Application deadline is March 16th.

Arkansas Single Parent Scholarships

St. Francis County single parents may qualify to receive career development, counseling, and educational services free of charge. Contact the St. Francis County Community Development Cooperation (CDC), 550 S. Rosser, PO Box 863, Forrest City, AR 72335, (870) 630-9131 for application and further information.

The Cross County Single Parent Scholarship Fund provides assistance to single parents who are pursuing a vocation-oriented course of study to ensure a better standard of living. Recipients must reside in Cross County; must have a high school diploma or GED or be enrolled in college; must live at or within \$340 of the Federal poverty level; and, must have applied for a federal pell grant. Applications are available from the EACC Financial Aid Office and must be submitted to the Cross County SPSF, PO Box 504, Wynne, AR 72396

Arkansas Geographical Critical Needs Minority Teacher Scholarship Program

Designed to provide scholarships to African-American, Hispanic-American, Asian-American and Native American students who will be attending public or private institutions of higher education in the State of Arkansas with approved teacher education programs or at an accredited state-supported community college, recipients who maintain eligibility may receive the scholarship for a maximum of four (4) academic years or until such time as they have competed certification requirements. Scholars must agree to teach in the Delta or in a geographical area of the state in which there exists a critical shortage of teachers as designated by the State Board of Arkansas. Information can be received in the EACC Financial Aid Office. Application deadline is June 1st for Fall Semester and October 10th for Spring semester.

Governor's Scholar

High school seniors with a minimum ACT score of 27, a minimum SAT score of 1100 or a grade point average of 3.60 are eligible to apply for this award. Effective 2001-2002 academic year, all recipients will be expected to complete 27 hours of college credit during the freshman year and 30 hours every year thereafter. Program applications must be submitted to the Arkansas Department of Higher Education no later than March 1. With a maximum award of \$4,000 per year, this scholarship is based on outstanding academic achievement and leadership.

Arkansas Academic Challenge Scholarship

High school seniors with financial need, a minimum ACT score of 19 and a grade point average of 2.50 in the pre-collegiate or the technical preparation core course curricula may apply for this award. Effective 2001-2001 academic year, new recipients will be expected to complete 27 hours of college credit and 30 hours every year thereafter. Recipients of the Governor's Distinguished Scholarships are prohibited from receiving Challenge Scholarships.

MIA/KIA Dependents' Scholarship

Full-time undergraduate and/or graduate students and high school seniors who are dependent children or spouses of persons who were declared Killed in Action, Missing in Action, who are 100% permanently disabled, or were Prisoners of War in 1960 or after may apply for this award. The scholarship includes waiver of instate tuition and fees. Application deadline is Aug. 1 for the Fall semester, Dec. 1 for the Spring semester, May 1 for the Summer I term and July 1 for the Summer II term.

Law Enforcement Officers Dependents' Scholarship

Full-time undergraduates who are dependent children or spouses of persons who were killed or permanently disabled in the line of duty as law enforcement officers in the State of Arkansas and certain Highway and Transportation Department employees may apply for this award. The scholarship includes waiver of instate tuition and fees. Application deadline is Aug. 1 for the Fall semester, Dec. 1 for the Spring semester, May 1 for the Summer I term and July 1 for the Summer II term.

Second Effort Scholarship

Applications are sent to the 10 individuals with the best GED scored for the year. ADHE will contact the applicants who qualify for the \$1,000 scholarships.

Arkansas High Tech Scholarship

Available for students enrolling in eligible post-secondary technical programs, this program provides \$250 per semester. Preference will be given to graduating seniors with a minimum high school grade point average of 2.5 on a 4.0 scale (based on seven semesters), a minimum composite ACT of 19 or ranking in the upper 10 percent of the graduating class. Applications are available in high school counselors' offices. Call 501-682-1360 for more information.

Awards, Grants, and Academic Programs

Spirit of EACC Award

This award is a cash award presented each year to the student who best exemplifies the Spirit of EACC through academic achievement, involvement in college activities, and use of education for their personal advancement. The award is funded from the income earned from an endowment established in honor of Rachel Bradham and Thomas M. Spencer. Their families taught them that education offered the best opportunity for advancement and they took advantage of education for themselves, passed those values on to their children and worked as educators to provide opportunity for others. Nominations are generated from EACC faculty and staff.

Academic All-Star Award

The purpose of this program is to recognize the scholarly and service achievements of Arkansas' two-year college students. Nominations are based on outstanding academic performance; awards, honors, and recognition for academic achievement; and service to the college and the community. The \$500 scholarship awards are presented in the spring semester and are disbursed and/or paid by the sponsoring college the following academic year. Recipients are invited to attend the annual AATYC Convention as held in October. Applications are available in the Student Affairs Office and deadline for application is May 15.

Workforce Improvement Grant

This grant (up to \$2,000) aids college students over the age of 24 who file a free application for Federal Student Aid (FAFSA) and show financial need.

STAR Program

This grant (up to \$6,000) is available for sophomore students enrolled in an AAT program, juniors or seniors enrolled in a Teacher Education Program or students enrolled in a MAT program.

The Honors Program at EACC

Limited to 15 students per year, the Honors classes provide an environment that challenges motivated students. The scholarship includes full tuition and a book stipend for Honors Program students who maintain a minimum 3.00 grade point average.

All Honors students must participate in a one-hour Interdisciplinary Honors Seminar and complete a minimum of ten hours of approved community service per semester. Students must also take at least one additional Honors class each semester as designated in the printed class schedule. For courses in which Honors sections are not offered, students may earn Honors credit through contract arrangements. Honors Students will travel to a variety of cultural events, seminars, and related enrichment activities and become provisional members of Phi Theta Kappa Honor Society.

To apply for acceptance into the Honors Program, students must meet one of the following criteria:

- High school GPA of 3.5 or greater
- Score of 23 or higher on the ACT
- Minimum SAT 1050
- GPA of 3.5 or better on 15 transferable college credits

For more information, contact the Honors Program chair at 633-4480.

The A.C.E. Program

The A.C.E. (Academic and Cultural Enrichment) Program at EACC invites students to participate in an innovative academic and cultural enrichment program with Norton Radstock Technical College located in beautiful Bath, England. Students who are accepted into the program will be asked to serve as an ambassador and will be required to enroll in special classes and participate in public speaking engagements and informational lectures about the A.C.E. Program. There will be opportunities for travel, sightseeing, and leisure time. A selection committee will select up to four students to participate in the A.C.E. Program on the basis of the following criteria:

- Minimum of 3.0 cumulative GPA on at least 12 regular college credit hours earned at EACC
- Submission of a 500 word essay
- Personal interview
- Must be currently enrolled fulltime
- Two EACC academic references
- Must be 18 years of age or older

For more information please contact the EACC Office of Academic Affairs.

There are many additional scholarships available. For more information on state awards and scholarships visit www.studentaid.ed.gov or www.adhe.edu



Student Clubs, Organizations & Community Service

EACC offers a variety of clubs and organizations which can enhance a student's understanding of himself and others. Students may join any college-sponsored activities for which they are eligible. All student organizations are sponsored by a staff or faculty member, and all groups function within the guidelines of the Student Affairs office. All requests to form a student club or organization should be processed through the office of the Vice President for Student Affairs.

Student Government Association (SGA) A student government organization established to provide an open line of communication between students and the Vice President for Student Affairs. SGA supervises campus elections and/or social functions. The Coordinator of Student Programs serves as the group's advisor. SGA is open to all students who are interested in attending and participating. President of the organization may be eligible for a scholarship.

Baptist Collegiate Ministries The Baptist Collegiate Ministries is open to all students. The purpose of this organization is to promote students' spiritual growth and development.

EACC Ambassadors EACC Ambassadors is an organization designed to serve and promote East Arkansas Community College through recruitment and retention activities, hospitality, peer tutoring, positive role models, and various public relations functions.

Student Ambassadors are selected on the basis of good leadership qualities, interpersonal skills, academic standing, dependability, willingness to work and a desire to attract and retain students at EACC. Membership applications are accepted during each registration period. Officers are elected each fall.

M-MAP Program

M-MAP is an acronym for Minority-Male Assistance Program. This is a peer advisor program targeting entering freshmen. The program is designed to assist minority male students in reaching their educational goals. These students will participate in scheduled lectures on study skills, test taking, time management, values, responsibility, dressing for success and motivational workshops. In addition, they will be assigned to an "EACC Ambassador" who will serve as their "mentor."

Phi Theta Kappa (Beta Zeta Gamma Chapter) Chartered on the EACC campus in the fall of 1997, Phi Theta Kappa is an international honorary society. Membership is

based solely upon academic achievement. Students must have a GPA of 3.5 or greater and have completed at least 12 hours of coursework leading to an Associate Degree.

Lambda Alpha Epsilon Established on the Forrest City campus in 1992, Lambda Alpha Epsilon promotes professionalism in law enforcement. The international organization stresses high standards in law enforcement education and hiring and also promotes modern methods in field operations.

Literati Open to students, faculty, staff and members of the community, the purpose of this group is to further the reading of books as a recreational and intellectual pursuit. "The Readers" meet monthly to discuss literary works selected for review. When meetings are conducted during the noon hour, participants are encouraged to bring a sack lunch and join in the discussion.

Diverse Women of EACC Established on the East Arkansas Community College campus in 2005, the mission of the organization is to prepare college women for success. Diverse Women provides an open forum for college women to dialogue and address issues, concerns, and problems that impact women locally, nationally, and globally. Membership is open to any female student enrolled in college classes at EACC, regardless of age, race, background, or socio-economic status.



Academic Programs

Degrees and Certificates

East Arkansas Community College offers the following degrees and certificates:

The Associate of Science Degree

Students may obtain an Associate of Science degree (A.S.) in Agricultural, Food and Life Sciences at EACC.

The 62-hour curriculum features a science-based transfer degree with enough latitude in coursework to allow students to major in a variety of fields.

The degree also includes five credit hours of orientation and introductory courses in agricultural, food and life sciences.

Students who follow the curriculum should be able to transfer all credits into the majors of their choice listed below.

Students who receive the associate of science degree in agricultural, food and life sciences may transfer to one of the Arkansas Consortium for Teaching Agriculture (ACTA) four-year institutions and choose from these bachelor of science degree programs to pursue:

University of Arkansas, Fayetteville Dale Bumpers College of Agricultural, Food and Life Sciences

Agricultural Business
Agricultural Education, Communication and Technology
Animal Sciences
Apparel Studies
Biological and Agricultural Engineering
Crop Management
Environmental, Soil, and Water Science
Food, Human Nutrition and Hospitality
Food Science
Horticulture
Human Environmental Sciences
Human Development, Family Sciences & Rural Sociology
Interior Design
Pest Management
Poultry Science
Pre-Veterinary Medicine
Turf and Landscape Horticulture

University of Arkansas at Monticello Division of Agriculture

Agribusiness
Animal Science
Plant and Soil Science
General Agriculture

School of Forest Resources

Forestry
Wildlife Management

University of Arkansas at Pine Bluff School of Agriculture, Fisheries and Human Science

Agriculture
Fisheries Biology
Human Science
Regulatory Science

The Associate of Arts Degree (A.A.) is designed for those students wishing to complete the first two years of a baccalaureate degree at this institution. This degree will be flexible enough to provide students wishing to major in virtually any academic area the opportunity to complete the general education requirements needed for most work in the major which is offered at East Arkansas Community College.

The Associate of Applied Science Degree

(A.A.S.) is a technical degree designed to prepare the student in a specific occupational area. Graduates normally enter directly into employment. EACC currently offers Associate of Applied Science degrees in the following areas:

A.A.S. Degrees:

Administrative Office Technology
Advanced Manufacturing Technology
Applied Engineering Technology
Childcare
Computer Information Systems
Criminal Justice
Drafting and Design
Electronics
Emergency Medical Technology/Paramedic
Environmental/Health and Safety Technology
Entrepreneurship
General Technology
Industrial Maintenance Technology
Management
Medical Assisting Technology
Nursing
Occupational Therapy Assistant
Radiologic Technology
Renewable Energy Technology

Cooperative Associate of Applied Science Degrees:

East Arkansas Community College and Crowley's Ridge Technical Institute have reached agreement on three cooperative A.A.S. degrees:

Administrative Office Technology
Drafting and Design
Child Care

All students in the cooperative degree programs will satisfy assessment and placement standards identical to all East Arkansas Community College students. Students who require remediation must complete the remedial courses designated by the College or retest at a college level or above. Students must be admitted to both institutions using normal admissions procedures, and students should be able to register and take classes at both institutions each semester. General requirements for Associate of Applied Science and Academic Standards policies will be used. Students must follow EACC's guidelines relative to course load. General education courses will be sequential and integrated into the total program.

The College will accept no more than 42 hours from CRTI, and courses identified as capstone courses at EACC will not be accepted for transfer. East Arkansas Community College will be listed as the degree granting institution. Those planning to seek a cooperative A.A.S. degree should declare their degree major upon enrollment at CRTI. Students should verify the transferability of courses through both institutions.

The Arkansas Department of Higher Education has asked all institutions with A.A.S. degrees to print the following:

"The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While some institutions do accept some courses in A.A.S. Programs, the general rule is that courses in A.A.S. Degrees are not accepted in transfer toward bachelors' degrees. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer."

The Technical Certificate is available for students who wish to prepare for employment in a specific area without satisfying the general education requirements of the A.A.S. degree programs. EACC offers Technical Certificates/Certificates and Certificates of Proficiency in the following areas:

Technical Certificates:

Advanced Manufacturing Technology
 Business Systems Networking Cisco
 Computer Information Systems
 Criminal Justice
 Drafting and Design
 Electronics
 Emergency Medical Technology/Paramedic
 Engineering Design Technology
 Entrepreneurship
 Environmental/Health and Safety Technology
 General Studies
 Health Professions
 Industrial Maintenance Technology
 Industrial Supervision and Safety
 Internet Technology/Web Page Design
 Management
 Microcomputer Maintenance/Repair

Microcomputer Systems Administration
 Office Technology
 Renewable Energy Technology
 Supervisory Leadership
 Word Processing/Desktop Publishing

Certificates of Proficiency

Advanced Manufacturing Technology
 Business Systems Networking Cisco
 Criminal Justice
 Environmental/Health and Safety Technology
 Emergency Medical Technology-Basic
 Hospitality
 Internet Technology/Web Page Design
 Leadership
 Lean Technology
 Lodging
 Medication Assistant
 Medical Professions Education
 Microcomputer Maintenance and Repair
 Microcomputer Systems Administration
 Renewable Energy Technology

Degree Requirements:

A student has the option of fulfilling the degree requirements listed in the catalog in use when he or she first enters the College, the "entry catalog," or the catalog in use the semester he or she will graduate, the "graduation catalog," with the following exceptions:

1. The "entry catalog" for students in a selective admissions program shall be the catalog in use when he or she first enters the program.
2. If the time span between "entry catalog" and "graduation catalog" exceeds five (5) years the "entry catalog" shall be the catalog in use at the time of earliest enrollment which does not exceed the five (5) year time span.

Instructional Programs

Degree Requirements, General – In order to earn a degree from East Arkansas Community College, the student must meet the following general degree requirements:

1. Complete at least 12 semester hours in residence at East Arkansas Community College.
2. Be enrolled at East Arkansas Community College during the semester in which degree requirements are completed with the exception that up to 12 semester hours may be transferred back from another institution.
3. Earn a cumulative grade point average of 2.0 out of a possible 4.0 for all courses submitted for graduation. No course will be counted more than once for graduation.
4. File a signed degree audit with the registrar.
5. Submit a formal application for graduation and participate in graduation exercises unless formally excused by the Vice President for Academic Affairs.

6. Satisfactorily settle all financial obligations.

I. Associate of Arts Degree- East Arkansas Community College offers the Associate of Arts degree for those students wishing to complete the first two years of a baccalaureate degree at this institution. This degree will be flexible enough to provide students wishing to major in virtually any academic area the opportunity to complete the general education requirements needed for work in their major which is offered at East Arkansas Community College.

1. Degree Requirements, Associate of Arts – The following degree requirements apply to East Arkansas Community College:

- a. Satisfaction of all general degree requirements.
- b. Completion of at least 15 semester hours of sophomore (2000 level) courses, at least six semester hours of which must have been completed at East Arkansas Community College.
- c. Six semester hours of English Composition – ENG 1013 and ENG 1023, English Composition I and English Composition II.
- d. Six semester hours of Literature selected from the following:
 - ENG 2073 World Literature I
 - ENG 2083 World Literature II
 - ENG 2093 Survey /African American Literature
 - ENG 2183 Western Literature I
 - ENG 2283 Western Literature II
 - ENG 2193 British Literature I
 - ENG 2293 British Literature II
 - ENG 2243 American Literature Before 1865
 - ENG 2253 American Literature After 1865

Note-A student may select any two of the courses listed to fulfill the 6 hour literature requirement with the following exceptions:

- (1.) A student may not choose the combination of Western Literature I and World Literature I to meet the 6 hour requirement.
 - (2.) A student may not choose the combination of Western Literature II and World Literature II to meet the 6 hour requirement.
- e. Three semester hours of Communication:
 - SPE 1003 Introduction to Oral Communication
 - f. Three semester hours of Arts electives selected from the following:
 - ART 1003 Art Appreciation
 - MUS 1003 Music Appreciation
 - DRA 1003 Theatre Appreciation
 - g. Three semester hours of College Algebra- MTH 1113 or MTH 1013 College Mathematics or a higher level mathematics course.
 - h. Four semester hours of a biological science course which includes a laboratory.
 - i. Four semester hours of a physical science course which includes a laboratory.
 - j. Three semester hours of Western Civilization (HIS 1013 or HIS 1023).
 - k. Three semester hours of Social Science electives

selected from the following courses:

- HIS 2033 U.S. History Before 1865
- HIS 2043 U.S. History Since 1865
- PSC 2003 American Government

1. Nine semester hours selected from the following courses:

- PSY 1003 General Psychology
- SSC 1003 Introduction to Social Science
- SOC 1013 Introduction to Sociology
- SOC 2003 Social Problems
- HIS 2033 U.S. History Before 1865
- HIS 2043 U.S. History Since 1865
- SOC 2043 Introduction to Anthropology
- SSC 2013 Social Science Seminar
- PSC 2003 American Government
- BUS 2213 Principles of Macroeconomics
- HIS 1013 Western Civilization I
- HIS 1023 Western Civilization II

No more than 6 hours of history will count toward satisfying the social science requirements and no more than 3 hours of economics will count toward satisfying the social science requirements.

m. Two semester hours of HPR courses to be selected from the following:

- HPR 1732 Concepts of Physical Activity or 2 semester hours of HPR Activity classes.

n. Three semester hours of basic computer skills:

- BUS 1603 Computer Fundamentals.

o. Elective to complete 64 semester hours.

MTH 1053 Intermediate Algebra WILL NOT count as an elective.

II. Associate of Arts Degree in Teaching:

The Associate of Arts Degree in Teaching is a transfer degree offered by EACC and other two-year colleges in Arkansas. This program has been developed with four-year teacher education programs and with the State's two-year institutions. This program seeks to encourage students interested in obtaining teacher education degrees and teacher certification.

1. Associate of Arts in Teaching: P-4 (64 Semester Hours)

The Associate of Arts in Teaching is designed to facilitate transfer into baccalaureate pre-school through grade 4 programs.

The curriculum below outlines the minimum AAT requirements for transfer to Arkansas four-year institutions approved by the Arkansas Department of Higher Education. Students are encouraged to consult the catalog of their transfer institution in advance regarding other requirements.

Degree Requirements:

The following degree requirements apply.

- a. Have a cumulative GPA of 2.65.
- b. Passing score on the Praxis I exam which is required for initial teaching

- certification in the State of Arkansas.
- c. Six semester hours of English Composition
 - ENG 1013 English Composition I
 - ENG 1023 English Composition II
- d. Three semester hours of Communication
 - SPE 1003 Introduction to Oral Communication
- e. Three semester hours of Fine Arts:
 - ART 1003 Art Appreciation -or-
 - MUS 1003 Music Appreciation -or-
 - DRA 1003 Theater Appreciation
- f. Nine semester hours of mathematics
 - MTH 1113 or a higher level mathematics course
 - MTH 2403 Math for Teachers I
 - MTH 2423 Math for Teachers II
- g. Eight semester hours of science
 - BIO 1014 General Biology
 - PHS 1214 Physical Science
- h. Three semester hours of literature electives
 - ENG 2073 World Literature I
 - or
 - ENG 2083 World Literature II
- i. Nine semester hours of Social Science
 - PSC 2003 American Government
 - HIS 2033 U.S. History Before 1865 -or-
 - HIS 2043 U.S. History Since 1865
 - HIS 1013 Western Civilization I -or-
 - HIS 1023 Western Civilization II
- j. Nine semester hours of Social Science
 - GRY 1003 World Geography
 - PSY 1003 General Psychology
 - HIS 2053 Arkansas History
- k. Twelve semester hours of Education courses
 - EDN 2053 Introduction to Education
 - EDN 2193 Educational Technology
 - EDN 2083 Child Growth & Development
 - Three semester hours of Directed Education Elective*
- l. Two semester hours of HPR activity courses
 - *EDN 2073 Survey of Early Childhood is required by Arkansas State University

2. Associate of Arts Degree in Teaching

Middle School Tracks (with concentrations in *Math/Science and Language/Social Studies*)

This program includes a specific focus on middle school teaching in separate tracks or areas of concentration: Middle School Math/Science and Middle School Language Arts/Social Studies (see curriculum).

A principal aim of this AAT Degree is to provide structured curriculum for teacher aides. The program facilitates the transfer of students to a baccalaureate teacher education program (it should be noted that completion of this AA Degree Program will not automatically guarantee a student's admission into a senior institution's teacher education program).

Degree Requirements:

The following degree requirements apply

- a. Have a cumulative GPA of 2.65.
- b. Passing score on the Praxis I exam which is required for initial teaching certification in the State of Arkansas.
- c. State Minimum Core: 35 semester hours
 - (1.) Six semester hours of English Composition
 - ENG 1013 English Composition I
 - ENG 1023 English Composition II
 - (2.) Three semester hours of Communication
 - SPE 1003 Introduction to Oral Communication
 - (3.) Three semester hours of Fine Arts selected from the following
 - ART 1003 Art Appreciation
 - MUS 1003 Music Appreciation
 - DRA 1003 Theater Appreciation
 - (4.) Three semester hours of Mathematics
 - MTH 1113 or a higher level mathematics course
 - (5.) Eight semester hours of science
 - BIO 1014 General Biology
 - PHS 1214 Physical Science
 - (6.) Three semester hours of Literature selected from the following
 - ENG 2073 World Literature I
 - ENG 2083 World Literature II
 - (7.) Nine semester hours of Social Science
 - PSC 2003 American Government
 - HIS 2033 U.S. History Before 1865 -or-
 - HIS 2043 U.S. History Since 1865
 - HIS 1013 Western Civilization I -or-
 - HIS 1023 Western Civilization II

e. Math Science Track (62-63 Semester Hours including State Minimum Core)

- (1) Nine-ten semester hours of Mathematics
 - MTH 2403 Math for Teachers I
 - MTH 2423 Math for Teachers II
 - MTH 1123 Trigonometry
 - or
 - MTH 1224 Precalculus
 - or
 - MTH 2114 Survey of Calculus
 - or
 - MTH 2214 Calculus I
- (2) Four semester hours of Science
 - PHY 1014 Principles of Geology
- (3) Six semester hours of Social Science
 - PSY 1003 General Psychology
 - HIS 2053 Arkansas History
- (4) Six semester hours of Education courses
 - EDN 2053 Introduction to Education
 - EDN 2193 Educational Technology
- (5) Two semester hours of HPR
 - HPR 1732 Concepts of Physical Activity

f. Language Arts/Social Studies Track (65 Semester Hours including State Minimum Core)

- (1) Three semester hours of Fine Arts selected from the following

- ART 1003 Art Appreciation -or-
- DRA 1003 Theater Appreciation -or-
- MUS 1003 Music Appreciation
- (2) Nine semester hours of Literature selected from the following:
 - ENG 2073 World Literature I -or-
 - ENG 2083 World Literature II -or-
 - ENG 2243 American Literature Before 1863 -or-
 - ENG 2253 American Literature After 1863
- (3) Twelve semester hours of Social Science:
 - HIS 1013 Western Civilization I -or-
 - HIS 1023 Western Civilization II -or-
 - HIS 2033 U.S. History Before 1865 -or-
 - HIS 2043 U.S. History Since 1865
 - PSY 1003 General Psychology
 - GRY 1003 World Geography
 - HIS 2053 Arkansas History
- (4) Six semester hours of Education:
 - EDN 2053 Introduction to Education
 - EDN 2193 Educational Technology

III. Associate of Science in Agricultural, Food and Life Sciences

The Associate of Science in Agricultural, Food and Life Sciences is comprised of the following courses which contribute directly to related bachelor of science degrees:

Degree Requirements:	Hours
a. English Composition	6
b. Speech/Oral Communications	3
c. Humanities	6-7
d. Social and Behavioral Sciences	6
e. U.S. History	3
f. Lab Sciences	8-16
g. College Algebra (or course a sophisticated as) or higher level math	3
k. Careers in Agricultural, Food and Life Sciences	5
l. Coursework related to student's intended major or to college specific requirements	14-22 semester hrs
Total Hours.....	62-68

IV. The Associate of Applied Science Degree

is a technical degree designed to prepare the student in a specific occupational area. Graduates normally enter directly into employment. Requirements for each AAS degree can be found in the college catalog under the appropriate academic department.

V. Certificate in General Studies

The Certificate of General Studies, modeled after the majority of courses listed in the *State Minimum Core*, is a one-year award designed :

- To provide recognition of the completion of a body of knowledge in general education
- To serve as a intermediate step toward an Associate of Arts degree; and/or to recognize as a "completer" a student who

has successfully completed a significant number of courses in general education but does not intend to complete an Associate of Arts degree.

- To establish a measurable means of documenting student mastery of many of the competencies identified in the SCANS report (Secretary's Commission of Achieving Necessary Skills, 1991)

Requirements for Certificate in General Studies:

- a. 6 semester hours selected from the following:
 - ENG 1013 English Composition I and
 - ENG 1023 English Composition II
- b. 3 semester hours selected from the following:
 - SPE 1003 Introduction to Oral Communication
- c. 4 semester hours selected from the following:
 - BIO 1014 General Biology with Lab
 - BIO 1514 General Zoology with Lab
 - BIO 2114 Anatomy & Physiology I with Lab
 - BIO 2134 Anatomy & Physiology II with Lab
 - BIO 2504 Microbiology with Lab
 - BIO 2614 Environmental Science with Lab
 - PHS 1214 Physical Science with Lab
 - PHY 2114 General Physics I with Lab
 - CHE 1024 General Education Chemistry with Lab
 - CHE 1214 College Chemistry I with Lab
- d. 3 semester hours selected from the following:
 - MTH 1113 College Algebra
 - MTH 1013 College Mathematics or higher level mathematics course
- e. 3 semester hours selected from the following:
 - BUS 1603 Computer Fundamentals
- f. 3 semester hours selected from the following:
 - HIS 2033 U.S. History Before 1865
 - HIS 2043 U.S. History Since 1865
 - PSC 2003 American Government
- g. 3 semester hours selected from the following
 - PSY 1003 General Psychology
 - SOC 1013 Introduction to Sociology
- h. 3 semester hours selected from the following
 - PSY 1003 General Psychology
 - SSC 1003 Introduction to Social Science
 - SOC 1013 Introduction to Sociology
 - SOC 2003 Social Problems
 - HIS 2033 U.S. History Before 1865
 - HIS 2043 U.S. History Since 1865
 - Introduction to Anthropology
 - SSC 2013 Social Science Seminar
 - PSC 2003 American Government
 - BUS 2213 Principles of Macroeconomics
 - HIS 1013 Western Civilization I
 - HIS 1023 Western Civilization II
- i. 3 semester hours selected from the following
 - ART 1003 Art Appreciation
 - MUS 1003 Music Appreciation
 - DRA 1003 Theater Appreciation
- j. 3 semester hours selected from the following
 - ENG 2073 World Literature I

- ENG 2083 World Literature II
- ENG 2093 Survey of African American Literature
- ENG 2193 British Literature
- ENG 2243 American Literature Before 1865
- ENG 2253 American Literature Since 1865

Total Hours.....37-38

Note: For the Science option, a student must select one additional science course with lab from the list above (follows letter c). For the Humanities option, a student must select one additional humanities course from the list above (follows letter j). If the Science option is selected, the student must select one 4 semester hour biological course and one 4 semester hour physical science course.

**Transferability of Courses
Statewide Articulation Agreement**

Arkansas Act 98 of 1989 provides that the State Board of Higher Education “shall establish in consultation with the colleges and universities a minimum core of courses which shall apply toward the general education core curriculum requirements for baccalaureate degrees at state supported institutions of higher education and which shall be fully transferable between state institutions.”

State Minimum Core Curricula

1. The A.A. degree must include the following courses:

- English Composition.....6 Hours
- Fine Arts/Humanities.....6 Hours
(including 3 hours survey of literature-must be broad survey courses)
- Speech.....3 Hours
- College Algebra (or course as sophisticated as College Algebra).....3 Hours
- Laboratory Science.....8 Hours
- Social Sciences.....9 Hours
(Including 3 hours in U.S. History or Government and 3 hours in Western Civilization)

Total Hours.....35

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 and selecting Course Transfer (www.adhe.edu).

Arkansas Assessment of General Education

Act 874 of 1993 of the Arkansas Legislature requires testing of public college/university sophomores who plan to pursue baccalaureate degrees. EACC students working

toward an A.A. or A.S. degree or planning to transfer to a four-year school before graduating must be tested no earlier than the accumulation of 45 college-level credits (excluding developmental education) and preferably no later than completing 60 hours. Failure to complete this testing requirement will interrupt graduation plans and/or enrollment at the transfer institution. Schools are required to include a statement on the student’s transcript that he/she has completed the A.A.G.E.

EACC- Arkansas State University Degree Center, and Partnership

In cooperation with EACC, Arkansas State University has established a degree center at the Forrest City campus. ASU has received state approval for three four-year degree programs at EACC — Business Administration, Criminology, and Early Childhood Education. A graduate degree in Educational Leadership is also available. Students who satisfactorily complete all of the required courses offered by ASU-Jonesboro through the Forrest City site and who meet all other program requirements for graduation will earn the appropriate degree from Arkansas State University.

Only students who have been officially admitted to ASU may enroll in degree center courses. Additional junior, senior and graduate courses will be offered at EACC as the need arises. An ASU representative is located on the EACC campus in the Administration Building. The phone number is 633-3754.

ASU/EACC Transfer Agreement

ASU and EACC also participate in a comprehensive transfer agreement. Students transferring with Associate of Arts degrees from EACC will have satisfied Arkansas State University’s General Education Core and will be admitted with junior classification with all college level credits accepted. However, specific ASU degree requirements must be met for a Bachelor’s degree, i.e., certain degrees may require a “C” or higher for major or other specific courses.



Department of Business/Technology

Mission Statement

The Department of Business strives to enable individuals to achieve personal and professional goals in business and related fields, which contribute to a well-educated and trained workforce.

A.A.S. Degree

General Technology

This two-year program is designed for students who wish to prepare for jobs in the areas of Drafting & Design, Applied Engineering Technology, Electronics, or Environmental/Health and Safety Technology. The program consists of 15 hours of general education courses, 24 to 39 hours of major emphasis, and 12 to 21 hours of courses in support areas. A minimum of 60 total hours is required for the degree.

General Education Core:

ENG 1013	English Composition I.....	3
ENG 1023	English Composition II or Speech Elective.....	3
MTH 1053	Intermediate Algebra -or-	
MTH 1083	Technical Math -or- Higher Level Math.....	3
BUS 1603	Computer Fundamentals.....	3
	Social Science Elective.....	3

Major Technical Discipline (24-39 Hours):

Applied Engineering
Drafting and Design
Electronics
Environmental/Health and Safety Technology

Support Area Curriculum (12-21 Hours):

(Determined in consultation with advisor or Department Chair)

Minimum Required Hours (60)

A.A.S Degree

Advanced Manufacturing Technology

This two-year program is designed for students who wish to enter the Advanced Manufacturing Technology field. The program consists of courses that are designed to prepare students to become skilled manufacturing technicians in the manufacturing and industrial fields. Students will take a core selection of Advanced Manufacturing Technology courses and choose one of the five specialties (Plastic Injection Molding, Applied Engineering, Industrial Maintenance Technology, Electronics, or Lean Technology.)

Term I		Semester Hours
ENG 1013	English Composition I	3
MTH 1083	Technical Math -or-	

MTH 1113	College Algebra.....	3
MFG 1023	Design for Manufacturing.....	3
MFG 1033	Manufacturing Production Processes.....	3
MFG 1043	Manufacturing Power & Equipment Systems.....	3
		15

Term II

BUS 1603	Computer Fundamentals.....	3
MFG 2023	The Manufacturing Enterprise.....	3
ELE 1114	Electrical-Electronic Technology.....	4
ELE 2144	Programmable Logic Controllers.....	4
	Technical Specialty Electives (1).....	3
		17

Term III

ENG 1023	English Composition II -or-	
BUS 2013	Technical Communications.....	3
MFG 2013	Manufacturing Materials.....	3
MCH2043	Mechanical Devices.....	3
	Technical Specialty Electives (2).....	6
		15

Term IV

PSY 1003	General Psychology -or-	
SOC 1013	Introduction to Sociology.....	3
MFG 2033	Manufacturing Equipment Maintenance & Operation.....	3
MFG 2923	Manufacturing Capstone Course.....	3
MCH2083	Hydraulics/Pneumatics.....	3
	Technical Specialty Elective (1).....	3
		15
	Total Hours.....	62

Advanced Manufacturing Technology Electives

Plastic Injection Molding Specialty Electives:

PIM 1313	Plastic Injection Molding I
PIM 2323	Plastic Injection Molding II
PIM 2213	Tooling for Plastic Injection Molding
PIM 2023	Properties of Plastics

Applied Engineering Specialty Electives:

EGR 1004	Fundamentals of Engineering I
EGR 1024	Fundamentals of Engineering II
EGR 1013	Blue Print Reading
EGR 2004	Engineering Design I
EGR 2024	Engineering Design II
EGR 2034	Engineering Product Development I
EGR 2054	Engineering Product Development II
EGR 2053	Precision Measurement
EGR 2003	Geometric Dimensioning and Tolerancing
EGR 2033	Engineering and Design Project

Industrial Technology Specialty Electives:

MNT 1003	Maintenance Management
MCH2213	Maintenance Welding
MCH2204	Basic Machine Shop

Electronics Specialty Electives:

ELE 1004	Electrical Technology I
ELE 1124	Solid State and Digital Electronics
ELE 1054	Electronics I
ELE 2004	Electronics II
ELE 2154	Digital Electronics

Lean Technology Specialty Electives:

LNT 1004	Intro to Lean Technology
LNT 1014	Inventory Control
LNT 1023	Quick Changeovers
LNT 1033	Lean Maintenance
LNT 1043	Value Stream Development
LNT 1053	Total Productive Maintenance
BUS 2863	Continuous Quality Improvement

Technical Certificate

Advanced Manufacturing Technology

This certificate is designed to prepare students with the knowledge and skills necessary for entry level jobs in Advanced Manufacturing Technology. The program consists of courses that are designed to prepare students to become skilled manufacturing technicians in the manufacturing and industrial fields. Students will take a core selection of Advanced Manufacturing Technology courses as well as courses in the basic skills of communication, computers, and mathematics.

Term I	Semester Hours
ENG 1013	English Composition I.....3
MTH 1083	Technical Math -or-
MTH 1113	College Algebra.....3
BUS 1603	Computer Fundamentals.....3
MFG 1033	Manufacturing Production Processes.3
MFG 1043	Manufacturing Power & Equipment Systems.....3
	15

Term II	Semester Hours
BUS 2013	Technical Communications -or-
ENG 1023	English Composition II.....3
MFG 1023	Design for Manufacturing.....3
MFG 2013	Manufacturing Materials.....3
MFG 2023	The Manufacturing Enterprise.....3
MFG 2033	Manufacturing Equipment Maintenance & Operation.....3
	15

Total Hours.....30

Certificate of Proficiency

Advanced Manufacturing Technology

This certificate is designed to prepare students with the

knowledge and skills necessary for entry level jobs in Advanced Manufacturing Technology. The program consists of courses that are designed to prepare students to become skilled manufacturing technicians in the manufacturing and industrial fields. Students will take a core selection of Advanced Manufacturing Technology courses as well as courses in the basic skills of communication, computers, and mathematics.

Term I	Semester Hours
MFG 1033	Manufacturing Production Process....3
MFG 1023	Design for Manufacturing.....3
	6

Term II	Semester Hours
MFG 1043	Manufacturing Power and Equipment Systems.....3
MFG 2013	Manufacturing Materials.....3
	6

Total Hours.....12

A.A.S. Degree

Management

This two-year degree program in management is designed to meet the needs of students who wish to enter one of several fields of management. Students may select one of four management options-Business, Entrepreneurship, Hospitality, or Lodging.

Term I	Semester Hours
ENG 1013	English Composition I.....3
BUS 1603	Computer Fundamentals.....3
PSY 1003	General Psychology.....3
SPE 1003	Introduction to Oral Communication.3
Program Option.....3	
	15

Term II	Semester Hours
BUS 2553	Business Communications.....3
BUS 1023	College Business Math.....3
BUS 2033	Legal Environment of Business.....3
BUS 2813	Basic Management.....3
Program Option.....3	
	15

Term III	Semester Hours
BUS 2113	Principles of Accounting I.....3
BUS 2863	Continuous Quality Improvement3
BUS 2183	Electronic Spreadsheet Applications.3
Program Options.....6	
	15

Term IV	Semester Hours
BUS 2123	Principles of Accounting II.....3
BUS 2513	Fundamentals of Marketing.....3
BUS 2013	Technical Communications.....3
Program Options.....6-9	
	15-18

Total.....60-63

Business Management Options

BUS 1003	Introduction to Business.....	3
BUS 1203	Consumer Finance.....	3
BUS 2213	Principles of Macroeconomics.....	3
BUS 2903	Internship in Business Management..	3
	Business Management Electives.....	6

Business Management Electives

BUS 1803	Contemporary Issues in Supervision..	3
BUS 2043	Business Law II.....	3
BUS 2073	Business Statistics.....	3
BUS 2223	Principles of Microeconomics.....	3
BUS 2843	Group Dynamics and Teambuilding..	3
BUS 2933	Leadership Skills and Ethics.....	3

Entrepreneurship Option

ETR 1003	Introduction to Entrepreneurship.....	3
ETR 2013	Opportunity/Feasibility/Analysis.....	3
ETR 2003	Professional Selling/Advertising.....	3
ETR 2023	Funding Acquisitions for Entrepreneurs.....	3

Business Management Electives

Hospitality Management Option

HOS 1003	Introduction to Hospitality.....	3
HOS 1013	Introduction to Travel and Tourism..	3
HOS 2023	International Travel.....	3
HOS 2033	Travel Operations.....	3
HOS 2993	Internship in Hospitality/Lodging.....	3
	Hospitality/Lodging Electives.....	6
		21

Lodging Management Option

HOS 1113	Introduction to Lodging Industry.....	3
HOS 1123	Lodging Fundamentals.....	3
HOS 2133	Lodging Concepts.....	3
HOS 2143	Advanced Lodging Concepts.....	3
HOS 2993	Internship in Hospitality/Lodging.....	3
	Hospitality/Lodging Electives.....	6
		21

Hospitality/Lodging Electives

HOS 1003	Introduction to Hospitality.....	3
HOS 1013	Introduction to Travel and Tourism..	3
HOS 1113	Introduction to Lodging Industry.....	3
HOS 1123	Lodging Fundamentals.....	3

**A.A.S. Degree
Entrepreneurship**

This two-year degree program in management is designed to prepare students who wish to enter the field of entrepreneurship. This program is specifically designed to help someone start and successfully operate a small business. Courses will prepare students to understand the components of a successful business plan, the steps involved in starting a business, and the various types and sources of funding for businesses.

Term I	Semester Hours	
ENG 1013	English Composition.....	3

MTH 1113	College Algebra.....	3
BUS 1603	Computer Fundamentals.....	3
BUS 2013	Technical Communication.....	3
	Social Science Elective.....	3
		15

Term II

	Semester Hours	
BUS 2033	Legal Environment of Business I.....	3
BUS 2213	Macroeconomics.....	3
BUS 2833	Human Resource Development.....	3
BUS 2553	Business Communications.....	3
BUS 2183	Electronic Spreadsheet Applications..	3
		15

Term III

	Semester Hours	
BUS 2113	Principles of Accounting I.....	3
BUS 2813	Business Management.....	3
BUS 2933	Leadership Skills and Ethics.....	3
BUS 2043	Legal Environment of Business II.....	3
ETR 1003	Introduction to Entrepreneurship.....	3
	Business Management Elective.....	3
		18

Term IV

	Semester Hours	
BUS 2123	Principles of Accounting II.....	3
ETR 2013	Opportunity/Feasibility/Analysis.....	3
ETR 2003	Professional Selling/Advertising.....	3
ETR 2023	Funding Acquisitions for Entrepreneurs.....	3
BUS 2903	Internship in Business Management..	3

	Business Management Elective.....	3
		18

Total.....66**Technical Certificate
Entrepreneurship**

This certificate program provides an introduction to the management field of entrepreneurship and to the role of entrepreneurial business in the U.S. Emphasis is on various entrepreneurial aspects of a small business.

Term I	Semester Hours	
ENG 1013	English Composition I.....	3
BUS 1603	Computer Fundamentals.....	3
BUS 2113	Principles of Accounting I	3
BUS 2033	Legal Environment of Business I.....	3
ETR 1003	Introduction to Entrepreneurship.....	3
		15

Term II

	Semester Hours	
BUS 2553	Business Communications.....	3
ETR 2023	Funding Acquisitions for Entrepreneurs.....	3
ETR 2013	Opportunity/Feasibility/Analysis.....	3
BUS 2833	Human Resource Development.....	3
BUS 2903	Internship in Business Management..	3
		15

Total.....30

A.A.S. Degree

Applied Engineering Technology

This two-year program is designed for students who wish to enter the Applied Engineering Technology field. The program consists of courses that are designed to prepare students to become skilled engineering technology professionals in the manufacturing and industrial fields. Students can take a wide selection of Applied Engineering Technology courses or choose one of the five specialties (Drafting & Design, Industrial Maintenance Technology, Electronics, Geographic Information Systems (GIS) and Engineering Design Technology). A minimum of 12 credit hours must be completed in a specialty area.

Term I	Semester Hours
ENG 1013 English Composition I.....	3
MTH 1113 College Algebra.....	3
BUS 1603 Computer Fundamentals.....	3
DFT 1023* Intro to Computer Aided Drafting.....	3
EGR 1004 Fundamentals of Engineering I.....	4
	16

Term II	Semester Hours
BUS 2013 Technical Communication.....	3
PHS 1214 Physical Science -or-	
PHY 2114 General Physics I.....	4
SFT 2073 Industrial Safety and OSHA.....	3
EGR 1024 Fundamentals of Engineering II.....	3
Technical Electives	3
	17

Term III	Semester Hours
PSY 1003 General Psychology -or-	
SOC 1013 Introduction to Sociology.....	3
BUS 2863 Continuous Quality Improvement -or-	
LNT 1004 Intro to Lean Technology.....	3-4
EGR 1013 Blueprint Reading.....	3
EGR 2003 Geometric Dimensioning and Tolerancing.....	3
Technical Elective.....	3
	15-16

Term IV	Semester Hours
DFT 2313 Electrical/Electronics Drafting w/CADD.....	3
EGR 2062 Statistical Process Control	2
EGR 2923 Engineering Technology Internship.....	3
EGR 2053 Precision Measurements.....	3
Technical Electives.....	6
	17

Total 65-66

* Prerequisite: High School Drafting, DFT 1013, or permission.

Drafting & Design Specialty Electives:

CET 1013 Elementary Surveying	
CET 2203 Mapping and Topography	
DFT 1013 Fundamentals of Drafting	
DFT 1123 Intermediate CADD	

DFT 2303 Mechanical Drafting	
DFT 2203 Architectural Drafting I with CADD	
DFT 2233 Structural Drafting	
DFT 2113 Tool and Die Drafting	
DFT 2023 Advanced CADD	

Engineering Design Specialty Electives:

EGR 2004 Engineering Design I	
EGR 2024 Engineering Design II	
EGR 2034 Engineering Product Development I	
EGR 2054 Engineering Product Development II	
EGR 2033 Engineering and Design Project	

Industrial Maintenance Technology

Specialty Electives:

ELE 1054 Electronics I	
ELE 2004 Electronics II	
ELE 2154 Digital Electronics	
MCH2043 Mechanical Devices	
MCH2073 Hydraulics/Pneumatics	
MCH2213 Maintenance Welding	
MCH2204 Basic Machine Shop	
MNT 1003 Maintenance Management	

Electronics Specialty Electives:

ELE 1054 Electronics I	
ELE 2004 Electronics II	
ELE 2154 Digital Electronics	
ELE 1004 Electrical Technology I	
ELE 1024 Electrical Technology II	
ELE 1114 Electrical-Electronic Technology	
ELE 1124 Solid State and Digital Electronics	
ELE 2144 Programmable Logic Controllers	

Geographic Information Systems Specialty Electives:

GIS 1003 Introduction to GIS	
GIS 1303 Cartography for GIS	
GIS 2003 Remote Sensing and Data Acquisition	
GIS 2203 Advanced GIS	
GIS 2303 Spatial Analysis and Modeling	

Technical Certificate

Engineering Design Technology

This certificate program provides an introduction to the field of engineering, the engineering process and the design process. The program emphasizes problem-solving skills utilized in the engineering profession.

Term I	Semester Hours
DFT 1013 Fundamentals of Drafting.....	3
DFT 1023 Introduction to Computer Aided Drafting.....	3
EGR 1004 Fundamentals of Engineering I.....	4
ELE 1114 Electrical/Electronic Technology.....	4
	14

Term II	Semester Hours
ENG 1013 English Composition I.....	3
EGR 1024 Fundamentals of Engineering II.....	4
ELE 1124 Solid State Digital Electronics.....	4
MTH 1083 Technical Math -or-	
MTH 1113 College Algebra.....	3
	14

Term III		Semester Hours
EGR 2004	Engineering Design I.....	4
BUS 2013	Technical Communications.....	3
		7

Term IV		Semester Hours
EGR 2024	Engineering Design II.....	4
EGR 2033	Engineering and Design Project.....	3
		7
Total.....		42

Technical Certificate Supervisory Leadership

This is a certificate for individuals currently in supervisory positions or those wishing to become supervisors. Emphasis is on supervisory training and development enabling the student to more fully understand the job of supervisor.

Term I		Semester Hours
ENG 1013	English Composition I.....	3
BUS 1023	College Business Math.....	3
BUS 2813	Basic Management.....	3
BUS 1603	Computer Fundamentals.....	3
BUS 2863	Continuous Quality Improvement.....	3
		15

Term II		Semester Hours
BUS 2553	Business Communication.....	3
BUS 2113	Principles of Accounting I.....	3
BUS 1803	Contemporary Issues in Supervision..	3
BUS 2933	Leadership Skills and Ethics.....	3
BUS 2843	Group Dynamics and Teambuilding... <u>3</u>	
		15
Total.....		30

Certificate of Proficiency Leadership

This certificate is for individuals seeking to develop a foundation of leadership skills that may enable them to assume supervisory or leadership positions. Students may choose an emphasis on Community or Workforce.

Term I		Semester Hours
BUS 2843	Group Dynamics and Teambuilding... <u>3</u>	
BUS 2933	Leadership Skills and Ethics..... <u>3</u>	
	Community Electives or..... <u>6</u>	
	Workforce Electives..... <u>9</u>	
Total.....		12-15

Community Electives (6 hours)

PSC 2003	American Government.....	3
BUS 2023	Community Leadership Development..	3

Workforce Electives (9 hours)

BUS 2813	Basic Management.....	3
BUS 1803	Contemporary Issues in Supervision..	3
BUS 2553	Business Communication.....	3

A.A.S. Degree

Computer Information Systems

This two-year program is designed for students who wish to enter the computer information systems field. The program consists of courses that are designed to prepare students to become skilled computer professionals. Students can choose to take a wide selection of computer information systems courses or choose one of four specialties (Business Systems Networking Cisco, Microcomputer Maintenance/Repair, Internet Technology/Webpage Design, or Microcomputer Systems Administration). Courses in the computer information systems specialties will prepare students to take industry-recognized certification exams related to their specific area.

Term I		Semester Hours
ENG 1013	English Composition I.....	3
MTH 1053	Intermediate Algebra.....	3
BUS 2813	Basic Management.....	3
PSY 1003	General Psychology -or-	
SOC 1013	Introduction to Sociology.....	3
BUS 1603	Computer Fundamentals..... <u>3</u>	
		15

Term II		Semester Hours
CIS 1003	Microcomputer Operating Systems... <u>3</u>	
CIS 1013	Microcomputer Hardware Concepts..	3
CIS 1203	Programming Logic and Design.....	3
BUS 2113	Principles of Accounting I.....	3
	CIS Elective..... <u>3</u>	
		15

Term III		Semester Hours
CIS 2123	Visual BASIC Programming.....	3
BUS 2013	Technical Communications.....	3
	CIS Electives..... <u>9</u>	
		15

Term IV		Semester Hours
CIS 2203	Database Management Concepts and Applications.....	3
CIS 2613	Systems Analysis and Design.....	3
CIS 2991	Internship in Computer Information Systems* -or-	
CIS 2992	Internship in Computer Information Systems* -or-	
CIS 2993	Internship in Computer Information Systems*	1-
3		
	CIS Electives..... <u>9-</u>	
		12

18-20

Total.....63-65

* This course (CIS 2991, CIS 2992 or CIS 2993) may be taken for 1, 2, or 3 semester hours. If taken as a 1 or 2 hour course, 24 semester hours of CIS electives will be required (instead of 21 hours).

Computer Information Systems Electives:

- BUS 2183 Electronic Spreadsheet Applications
- CIS 1103 Information Technology Project Tools
- CIS 2103 Java Programming
- CIS 2023 Advanced PC Diagnosis & Configuration
- CIS 2013 A+ Certification Review
- CIS 2113 COBOL Programming
- CIS 2133 C++ Programming
- CIS 2174 Advanced Programming
- CIS 2213 Data Communications & Networks
- CIS 2514 Database and Queries

- CGR 1003 Introduction to Multimedia
- MSA 1113 Microsoft Server Operating Systems I
- MSA 2123 Microsoft Server Operating Systems II
- MSA 2243 Microsoft Workstation Operating Systems
- NET 1016 Cisco Internetworking I
- NET 1026 Cisco Internetworking II
- WEB 1003 Internet Business Foundations
- WEB 1013 Introduction to Web Page Design
- WEB 1023 Network Technology Foundations
- WEB 2266 Adv. Web Page Design & Methodology

Business Systems Networking Specialty

- NET 1016 Cisco Internetworking I
- NET 1026 Cisco Internetworking II

Internet Technology/Web Page Design Specialty

- CGR 1003 Introduction to Multimedia
- WEB 1003 Internet Business Foundations
- WEB 1013 Introduction to Web Page Design
- WEB 1023 Network Technology Foundations
- WEB 2266 Adv. Web Page Design & Methodology

Microcomputer Systems Administration Specialty

- CIS 2213 Data Communications & Networks
- MSA 1113 Microsoft Server Operating Systems I
- MSA 2123 Microsoft Server Operating Systems II
- MSA 2243 Microsoft Workstation Operating Systems
- CIS 2023 Advanced PC Diagnostics & Configuration

Microcomputer Maintenance/Repair Specialty

- CIS 2213 Data Communications and Networks
- CIS 2023 Advanced PC Diagnostics & Configuration
- CIS 2013 A+ Certification Review

Technical Certificate

Computer Information Systems

This certificate is particularly suitable for individuals working in a business environment who want to acquire computer expertise. It also provides specialized training for students desiring a position using computer technology in a business setting.

Term I	Semester Hours
ENG 1013 English Composition I.....	3
BUS 1603 Computer Fundamentals.....	3
BUS 2113 Principles of Accounting I.....	3
BUS 2453 Word Processing Concepts and App..	3
WEB 1003 Internet Business Foundations.....	3
BUS 1343 Computer Keyboarding I -or-.....	3
Keyboarding Proficiency	

15-18

Term II

CIS 1003 Microcomputer Operating Systems...	3
BUS 2183 Electronic Spreadsheet Appl.....	3
BUS 2553 Business Communications.....	3
CIS 2203 Database Mgmt. Concepts & Appl....	3
CIS 2123 Visual BASIC Programming.....	3

15

Total.....30-33

Technical Certificate

Business Systems Networking: Cisco

The Technical Certificate in Business Systems Networking Cisco prepares students with knowledge and skills that are necessary for entry-level jobs in Cisco computing networks. In addition, the curriculum includes English composition, oral communication, and mathematics, which are highly desired skills for gainful employment. Emphasis is on the installation, configuration, and administration of a network system. Completion of the program prepares students to take the A+ certification and Cisco Certified Networking Associate exams.

Program Prerequisite: BUS 1603 Computer Fundamentals (must be completed within the past 5 years with Grade \geq C or permission).

Term I	Semester Hours
ENG 1013 English Composition I.....	3
NET 1016 Cisco Internetworking I.....	6
CIS 1003 Microcomputer Operating Systems.....	3
CIS 1013 Microcomputer Hardware Concepts and Application.....	3

15

Term II

Term II	Semester Hours
MTH 1053 Intermediate Algebra -or-	
BUS 1023 College Business Math.....	3
BUS 2013 Technical Communication.....	3
NET 1026 Cisco Internetworking II.....	6
CIS 2023 Advanced PC Diagnostics and Configuration.....	3

15

Total.....30

Certificate of Proficiency

Business Systems Networking Cisco

This program, which includes practical applications in a lab setting, is designed to meet current and future demands in an ever-changing workplace. Completion of the certificate prepares students to take the Cisco Certified Networking Associate exam.

Program Prerequisite: BUS 1603 Computer Fundamentals (must be completed within the past 5 years with Grade \geq C or permission).

Term I	Semester Hours
NET 1016 Cisco Internetworking I.....	6
Term II	Semester Hours
NET 1026 Cisco Internetworking II.....	6

Total.....12

Technical Certificate

Internet Technology/Web Page Design

The Technical Certificate in Internet Technology/Web Page Design combines general knowledge in computer technology with specific skills in web page authoring. Students learn concepts of Internet technologies, operating systems, multimedia, and networks. In addition, the curriculum includes English composition, oral communication, and mathematics, which are highly desired skills for gainful employment. Completion of the certificate prepares students for Certified Internet Webmaster Professional certification.

Program Prerequisite: BUS 1603 Computer Fundamentals (must be completed within the past 5 years with Grade \geq C or permission.)

Term I		Semester Hours
ENG 1013	English Composition I.....	3
MTH 1053	Intermediate Algebra -or-	
BUS 1023	College Business Math.....	3
WEB 1023	Network Technology Foundations.....	3
WEB 1013	Introduction to Web Page Design.....	3
WEB 1003	Internet Business Foundations.....	3
		15
Term II		Semester Hrs
BUS 2013	Technical Communications.....	3
CIS 1003	Microcomputer Operating Systems....	3
CGR 1003	Introduction to Multimedia.....	3
WEB 2266	Advanced Web Page Design and Methodology.....	6
		15
		Total.....30

Certificate of Proficiency

Internet Technology/Web Page Design

This Certificate of Proficiency in Internet Technology/Web Page Design prepares students in the knowledge and skills necessary for employment in web page authoring and other positions associated with Internet technology. Completion of the certificate prepares students for Certified Internet Webmaster Professional certification.

Program Prerequisite: BUS 1603 Computer Fundamentals (must be completed within the past 5 years with Grade \geq C or permission.)

Term I		Semester Hours
WEB 1023	Network Technology Foundations.....	3
WEB 1013	Intro to Web Page Design.....	3
WEB 1003	Internet Business Foundations.....	3
		9
Term II		Semester Hours
WEB 2266	Advanced Web Page Design and Methodology.....	6
		15
		Total.....15

Technical Certificate

Microcomputer Systems Administration

The Technical Certificate in Microcomputer Systems Administration is designed to prepare students in the design, management, and maintenance of a Microsoft network computing environment. This certificate prepares students to take the Network+ and Microsoft Certified Systems Administrator certification exams. Completion of the program and certification exams will enable graduates to compete for employment with companies that possess both small and enterprise-level computer network systems.

Program Prerequisite: BUS 1603 Computer Fundamentals (must be completed within the past 5 years with Grade \geq C or permission.)

Term I		Semester Hours
ENG 1013	English Composition I.....	3
CIS 1003	Microcomputer Operating Systems....	3
CIS 1013	Microcomputer Hardware Concepts & Applications.....	3
CIS 2213	Data Communications & Networks....	3
MSA 1113	Microsoft Server Operating Sys I.....	3
		15
Term II		Semester Hours
MTH 1053	Intermediate Algebra -or-	
BUS 1023	College Business Math.....	3
BUS 2013	Technical Communications.....	3
MSA 2123	Microsoft Server Operating Systems II.....	3
MSA 2243	Microsoft Workstation Operating Systems.....	3
CIS 2023	Advanced PC Diagnostics & Configuration.....	3
		15
		Total.....30

Certificate of Proficiency

Microcomputer Systems Administration

The Certificate of Proficiency in Microcomputer Systems Administration is designed to prepare students in the design, management, and maintenance of a Microsoft network computing environment. Emphasis of the certificate is to equip students for placement in entry-level positions relating to computer network operations. Completion of the certificate prepares students to take the Network+ and Microsoft Certified Professional certification exams.

Program Prerequisite: BUS 1603 Computer Fundamentals (must be completed within the past 5 years with Grade \geq C or permission.)

Term I		Semester Hours
CIS 1013	Microcomputer Hardware Concepts & Applications.....	3
CIS 2213	Data Communications & Networks....	3

MSA 1113	Microsoft Server Operating Systems I	3
		9
Term II	Semester Hours	
MSA 2123	Microsoft Server Operating Systems II	3
		6
MSA 2243	Microsoft Workstation Operating Systems	3
		6
	Total.....	15

Technical Certificate

Microcomputer Maintenance/Repair

This program prepares students for employment in the information technology fields as a computer support technician. Emphasis is on troubleshooting computer hardware and software related issues, maintaining computer systems, and network support. Completion of the certificate prepares students to take the A+ and Network+ certification exams.

Program Prerequisite: BUS 1603 Computer Fundamentals (must be completed within the past 5 years with Grade \geq C or permission.)

Term I	Semester Hours	
ENG 1013	English Composition I.....	3
CIS 1003	Microcomputer Operating Systems...	3
CIS 1013	Microcomputer Hardware Concepts and Applications.....	3
		12
CIS 2213	Data Communications & Networks...	3
		12
Term II	Semester Hours	
BUS 2013	Technical Communications.....	3
MTH 1053	Intermediate Algebra -or-	
BUS 1023	College Business Math.....	3
CIS 2023	Advanced PC Diagnostics and Configuration.....	3
CIS 2013	A+ Certification Review.....	3
		12
	Total.....	24

Certificate of Proficiency

Microcomputer Maintenance/Repair

This program prepares students for employment as a computer technician and gives them background for A+ Certification. Emphasis is on computer hardware, maintenance, operating systems, and troubleshooting.

Program Prerequisite: BUS 1603 Computer Fundamentals (must be completed within the past 5 years with Grade \geq C or permission.)

Term I	Semester Hours	
CIS 1003	Microcomputer Operating Systems...	3
CIS 1013	Microcomputer Hardware Concepts and Applications.....	3
		6

Term II	Semester Hours	
CIS 2023	Advanced PC Diagnostics and Configuration.....	3
CIS 2013	A+ Certification Review.....	3
		6
	Total.....	12

A.A.S. Degree

Administrative Office Technology

This two-year program is designed to prepare students for administrative office positions in general/medical, and legal office settings. Integrated software covered in computer-based courses includes word processing, desktop publishing, spreadsheet and database. In addition to these skill courses, business lecture courses provide valuable information necessary for students to associate and communicate successfully with other office professionals.

Term I	Semester Hours	
ENG 1013	English Composition I.....	3
BUS 1343	Computer Keyboarding I.....	3
S PE 1003	Introduction to Oral Communication.	3
		9
BUS 1003	Introduction to Business.....	3
BUS 1603	Computer Fundamentals*.....	3
		15

Term II	Semester Hours	
BUS 1373	Computer Keyboarding II.....	3
BUS 1353	Basic Filing/Records Management...	3
BUS 2453	Word Processing Concepts/Applic....	3
BUS 2553	Business Communication.....	3
PSY 1003	General Psychology.....	3
		15

Term III	Semester Hours	
BUS 1133	Introduction to Accounting -or-	
BUS 2113	Principles of Accounting I.....	3
BUS 2033	Legal Environment of Business.....	3
BUS 2423	Machine Transcription.....	3
BUS 1023	College Business Math	3
BUS 2183	Electronic Spreadsheet Applications.	3
		15

Term IV	Semester Hours	
BUS 2463	Advanced Word Processing Applications.....	3
BUS 2303	Integrated Business Projects.....	3
BUS 2493	Admin. Office Tech Internship.....	3
	Admin. Office Technology Electives.	6
		15
	Total.....	60

*Prerequisite-Keyboarding Skills

Office Technology Option		
CGR 1003	Introduction to Multimedia.....	3
BUS 2473	Desktop Publishing.....	3
WEB 1003	Internet Business Foundations.....	3

Medical Technology Option

HSC 1003	Medical Terminology.....	3
BUS 2483	Medical Office Management.....	3

Legal Technology Option

BUS 1113	Legal Terminology.....	3
BUS 2043	Business Law II.....	3

NOTE: The 6 hours of required program options should be selected in consultation with a faculty advisor.

Technical Certificate

Office Technology

This is a program designed to equip students for entry-level office positions in business. Skills in computer keyboarding, word processing, and the use of related office machines are stressed.

Term I		Semester Hours
ENG 1013	English Composition I.....	3
BUS 1343	Computer Keyboarding I.....	3
BUS 1603	Computer Fundamentals*.....	3
BUS 1133	Introduction to Accounting.....	3
BUS 2453	Word Processing Concepts and Applications.....	3
		15

Term II		Semester Hours
BUS 1373	Computer Keyboarding II.....	3
BUS 2423	Machine Transcription -or-	
BUS 2463	Advanced Word Processing Applications.....	3
BUS 2553	Business Communication.....	3
BUS 1023	College Business Math.....	3
SPE 1003	Introduction to Oral Communication.....	3
		15
Total.....		30

* Prerequisite- Keyboarding Skills

Technical Certificate

Word Proc./Desktop Publishing

This is a program designed to equip students for entry-level office positions in business. Both computer keyboarding and word processing training are stressed as well as related business subjects.

Term I		Semester Hours
ENG 1013	English Composition I.....	3
BUS 1603	Computer Fundamentals.....	3
BUS 2453	Word Processing Concepts/Applic.....	3
BUS 2423	Machine Transcription.....	3
BUS 1343	Computer Keyboarding I.....	3
		15

Term II		Semester Hours
BUS 1373	Computer Keyboarding II.....	3
BUS 2553	Business Communication....	3

BUS 2463	Adv. Word Processing Applications...	3
BUS 2473	Desktop Publishing.....	3
BUS 2493	Administrative Office Technology Internship.....	3
		15
Total.....		30

A.A.S Degree

Drafting and Design

This program is designed to develop the knowledge and skills necessary to become an effective drafter. Students develop the skills necessary to be competent in today's ever changing job market and the abilities necessary to utilize state of the art computer equipment in all aspects of the drafting field.

Term I		Semester Hours
ENG 1013	English Composition I.....	3
BUS 1603	Computer Fundamentals.....	3
DFT 1013	Fundamentals of Drafting.....	3
DFT 1023	Intro to Computer Aided Drafting.....	3
SFT 1081	Intro to Industrial Safety.....	1
MTH 1083	Technical Math -or-	
MTH 1053	Intermediate Algebra.....	3
		16

Term II		Semester Hours
BUS 2013	Technical Communications.....	3
DFT 1123	Intermed. Computer Aided Drafting..	3
DFT 2113	Tool & Die Drafting w/CADD.....	3
DFT 2203	Architectural Drafting I w/CADD....	3
DFT 2303	Mechanical Drafting w/CADD.....	3
DFT 1113	Construction Materials.....	3
		18

Term III		Semester Hours
DFT 2233	Structural Drafting.....	3
CET 1013	Elementary Surveying.....	3
DFT 2023	Advanced CADD.....	3
PHY 2114	General Physics I -or-	
PHS 1214	Physical Science.....	4
	Drafting Elective.....	3
	General Elective.....	3
		19

Term IV		Semester Hours
DFT 2313	Electrical/Electronics Drafting w/CADD -or-	
CET 2203	Mapping and Topography.....	3
DFT 2323	Mechanical Drafting II w/CADD.....	3
SPE 1003	Introduction to Oral Communication..	3
PSY 1003	General Psychology -or-	
SOC 1013	Intro to Sociology.....	3
DFT 2923	Drafting and Design Internship.....	3
		15
Total.....		68

NOTE: Program options and electives should be selected in consultation with a faculty advisor. All electives must be approved by the department chairperson.

Technical Certificate Drafting and Design

This one-year program is designed for individuals in entry level drafting and design positions. An emphasis is placed on Computer Aided Drafting in various drafting disciplines. The program consists of 35 semester hours of instruction.

Term I (Fall)		Semester Hours
ENG 1013	English Composition I.....	3
MTH 1083	Technical Math -or-	
MTH 1053	Intermediate Algebra.....	3
DFT 1013	Fundamentals of Drafting.....	3
BUS 1603	Computer Fundamentals.....	3
DFT 1023	Intro to Computer Aided Drafting.....	3
SFT 1081	Introduction to Industrial Safety.....	1
		16

Term II (Spring)		Semester Hours
DFT 2303	Mechanical Drafting w/CADD.....	3
DFT 2313	Electrical/Electronics Drafting w/ CADD.....	3
DFT 2203	Architectural Drafting I w/CADD.....	3
BUS 2013	Technical Communications.....	3
		12

Term III (Summer)		Semester Hours
SPE 1003	Introduction to Communication.....	3
PHS 1214	Physical Science -or-	
PHY 2114	General Physics I.....	4
		7
	Total.....	35

NOTE: Program options should be selected in consultation with a faculty advisor.

A.A.S. Degree Industrial Maintenance Technology

This two-year program is designed to develop the knowledge and technical skills necessary to work successfully in the industrial maintenance field. The program consists of courses which emphasize the various processes and equipment used in local industries. Hands-on training is reinforced through shop classes such as welding and machine shop.

Term I		Semester Hours
ENG 1013	English Composition I.....	3
MTH 1083	Technical Math -or-	
MTH 1053	Intermediate Algebra.....	3
BUS 1603	Computer Fundamentals.....	3
SFT 1071	CPR.....	1
ELE 1004	Electrical Technology I.....	4
ELE 1000	Electrical Technology I Lab.....	0
	Social Science Elective.....	3
		17

Term II		Semester Hours
BUS 2013	Technical Communications.....	3
SFT 2073	Industrial Safety and OSHA.....	3

ELE 1024	Electrical Technology II.....	4
ELE 1020	Electrical Technology II Lab.....	0
ELE 1023	Motor Controls.....	3
	Technical Elective.....	3
		16

Term III		Semester Hours
MNT 1003	Maintenance Management.....	3
MCH2043	Mechanical Devices.....	3
MCH2083	Hydraulics/Pneumatics.....	3
ELE 2144	Programmable Logic Controllers.....	4
	Technical Elective.....	3
		16

Term IV		Semester Hours
MCH2213	Maintenance Welding.....	3
MCH2204	Basic Machine Shop.....	4
BUS 2863	Continuous Quality Improvement.....	3
	Technical Electives.....	6-8
		16-18
	Total.....	65-67

Technical Electives

DFT 1013	Fundamentals of Drafting
DFT 1023	Introduction to CADD
DFT 1123	Intermediate CADD
DFT 2303	Mechanical Drafting
DFT 2313	Electrical/Electronics Drafting with CADD
ELE 1054	Electronics I
ELE 2004	Electronics II
ELE 2154	Digital Electronics

Technical Certificate Industrial Maintenance Technology

This two-semester program is designed to give the student the necessary skills required for entry level jobs in the industrial maintenance field. The program consists of courses which emphasize the various processes and equipment used in local industries. Hands-on training is reinforced through shop classes such as welding and machine shop.

Term I		Semester Hours
ENG 1013	English Composition I.....	3
MTH 1083	Technical Math -or-	
MTH 1053	Intermediate Algebra.....	3
BUS 1603	Computer Fundamentals.....	3
SFT 1071	CPR.....	1
ELE 1004	Electrical Technology I.....	4
ELE 1000	Electrical Technology I Lab.....	0
		14

Term II		Semester Hours
BUS 2013	Technical Communications.....	3
SFT 2073	Industrial Safety and OSHA.....	3
ELE 1024	Electrical Technology II.....	4
ELE 1020	Electrical Technology II Lab.....	0

MCH2213	Maintenance Welding.....	3
MCH2204	Basic Machine Shop.....	4
		17
	Total.....	31

A.A.S Degree Electronics

This two-year program is designed to develop the knowledge and skills necessary to succeed in an electronics oriented profession. The program emphasizes basic concepts and functionality of resistors, capacitors, transistors, and linear and digital integrated circuits and related mathematical principles

Term I		Semester Hours
ENG 1013	English Composition I.....	3
MTH 1083	Technical Math -or-	
MTH 1053	Intermediate Algebra.....	3
PSY 1003	General Psychology.....	3
BUS 1603	Computer Fundamentals.....	3
ELE 1004	Electrical Technology I.....	4
		16

Term II		Semester Hours
BUS 2013	Technical Communications.....	3
ELE 1024	Electrical Technology II.....	4
ELE 1054	Electronics I.....	4
	General Elective.....	3
	Technical Elective.....	3
		17

Term III		Semester Hours
PHS 1214	Physical Science.....	4
SFT 2073	Industrial Safety and OSHA.....	3
ELE 2004	Electronics II.....	4
	General Elective.....	3
	Technical Elective.....	3
		17

Term IV		Semester Hours
BUS 2863	Continuous Quality Improvement.....	3
MNT 1003	Maintenance Management.....	3
ELE 2154	Digital Electronics.....	4
SFT 1071	CPR and First-Aid.....	1
	Technical Electives.....	6
		17
	Total.....	67

Technical Certificate Electronics

This three semester program is designed to provide students with the essential skills necessary for employment in an electronics oriented position.

Term I		Semester Hours
ENG 1013	English Composition I.....	3
MTH 1083	Technical Math -or-	
MTH 1053	Intermediate Algebra.....	3
BUS 1603	Computer Fundamentals.....	3
ELE 1004	Electrical Technology I.....	4
		13

Term II		Semester Hours
BUS 2013	Technical Communications.....	3
ELE 1024	Electrical Technology II.....	4
ELE 1054	Electronics I.....	4
SFT 1071	CPR and First Aid.....	1
		12

Term III		Semester Hours
SFT 2073	Industrial Safety and OSHA.....	3
ELE 2004	Electronics II.....	4
ELE 2154	Digital Electronics.....	4
		11
	Total.....	36

Technical Certificate

Industrial Supervision and Safety

This one-year program is designed for individuals involved in supervision and/or safety in an industrial setting. The program consists of 31 semester hours of instruction.

Term I		Semester Hours
ENG 1013	English Composition I.....	3
BUS 1803	Contemporary Issues/Supervision.....	3
BUS 1603	Computer Fundamentals.....	3
SFT 1071	CPR/First Aid.....	3
SPE 1003	Introduction to Oral Communication.....	3
SFT 1063	Industrial Loss Prevention.....	3
		16

Term II		Semester Hours
BUS 2013	Technical Communications.....	3
BUS 2813	Basic Management.....	3
SFT 2073	Industrial Safety and OSHA.....	3
MTH 1083	Technical Math -or-	
MTH 1053	Intermediate Algebra.....	3
	General Elective.....	3
		15
	Total.....	31

NOTE: Program options and electives should be selected in consultation with a faculty advisor. All electives must be approved by the department chairperson.

Certificate of Proficiency Lean Technology

This program is designed to provide an introduction into the world of efficient process understanding. Methods learned can be applied to manufacturing, service, agriculture, business, medical, and financial institutions. Students may choose an Industrial or Service emphasis.

Term I		Semester Hours
LNT 1004	Introduction to Lean Technology.....	4
		4

Term II		Semester Hours
LNT 1014	Inventory Control.....	4
	Industrial/Service Electives.....	6
		10
	Total	14

Industrial Option:

LNT 1023	Quick Changeovers
LNT 1033	Lean Maintenance

Service Option:

LNT 1043	Value Stream Development
LNT 1053	Total Productive Maintenance

**A.A.S. Degree
Environmental/Health and Safety
Technology**

This two-year program provides students with the knowledge and skills required for employment as entry-level managers in the environmental field. Additionally, this program provides current workers an opportunity to update and broaden their knowledge and enhance their potential for career advancement. Emphasis is on a programmatic understanding of sampling and analysis procedures, safety protocols and requirements, and environmental regulations.

Term I	Semester Hours
BUS 1603	Computer Fundamentals.....3
MTH 1053	Intermediate Algebra.....3
CHE 1024	General Education Chemistry.....4
EHS 1003	Introduction to Environmental Tech...3
EHS 1113	Environmental Regulations.....3
	16

Term II	Semester Hours
MTH 1032	Measurements and Calculations.....2
EHS 2233	Chemistry of Hazardous Materials....3
BIO 1014	General Biology -or-
BIO 1614	General Zoology.....4
ENG 1013	English Composition I.....3
SPE 1003	Introduction to Oral Communication.3
	15

Term III	Semester Hours
BUS 2013	Technical Communications.....3
GIS 1003	Introduction to GIS.....3
SFT 1081	Introduction to Industrial Safety.....1
SFT 1071	CPR and First Aid.....1
EHS 1134	Environmental Sampling and Analysis I.....4
PSY 1003	General Psychology -or-
SOC 1013	Introduction to Sociology.....3
	15

Term IV	Semester Hours
SFT 2073	Industrial Safety and OSHA.....3
EHS 2493	Environmental/Health and Safety Internship.....3
EHS 2223	Hazardous Waste Operations (HAZWOPER).....3
EHS 2134	Environmental Sampling and Analysis II.....4

EHS 2331	Current Issues in Environmental Technology.....1
	14
	Total60

**Technical Certificate
Environmental/Health and Safety
Technology**

This program provides students with no previous experience with the knowledge and skills required for employment as an environmental technician. Additionally, this program provides personnel working within the environmental field an opportunity to update and broaden their knowledge and enhance their opportunities for career advancement. Emphasis is on a programmatic understanding of environmental regulations, sampling and analysis procedures, and safety protocols and requirements.

Term I	Semester Hours
BUS 1603	Computer Fundamentals.....3
MTH 1053	Intermediate Algebra.....3
EHS 1003	Introduction to Environmental Technology.....3
EHS 1113	Environmental Regulations.....3
CHE 1024	General Education Chemistry.....4
	16

Term II	Semester Hours
MTH 1032	Measurements and Calculations.....2
ENG 1013	English Composition I.....3
EHS 2233	Chemistry of Hazardous Materials....3
SFT 2073	Industrial Safety and OSHA.....3
EHS 2223	Hazardous Waste Operations (HAZWOPER).....3
	14

Term III	Semester Hours
EHS 1134	Environmental Sampling and Analysis I.....4
	Total34

**Certificate of Proficiency
Environmental/Health and Safety
Technology**

This program provides students with the basic knowledge and skills required for entry-level employment as an environmental technician. Emphasis is on environmental safety regulations and sampling and analysis procedures.

Term I	Semester Hours
EHS 1003	Introduction to Environmental Technology.....3
EHS 1113	Environmental Regulations.....3
SFT 1081	Introduction to Industrial Safety.....1
SFT 1071	CPR and First Aid.....1
	8

Term II	Semester Hours
EHS 2223	Hazardous Waste Operations (HAZWOPER).....3
SFT 2073	Industrial Safety and OSHA.....3

EHS 2331	Current Issues in Environmental Technology.....	1
		<u>7</u>
	Total.....	15

Technical Certificate Geographic Information Systems

This program provides students with the knowledge and skills required for employment as geographic information systems (GIS) technicians. Additionally, this program provides training for those people that are currently utilizing GIS. This program stresses the background of map making, use of ARCGIS software, creation of maps, and analysis of spatial information.

Program Prerequisite:

BUS 1603	Computer Fundamentals.....	3
Term I		Semester Hours
GIS 1003	Introduction to GIS.....	3
GIS 1303	Cartography for GIS.....	3
MTH 1053	Intermediate Algebra.....	3
BUS 1653	Introduction to Computer Programming.....	3
ENG 1013	English Composition I.....	3
		15
Term II		Semester Hours
GIS 2003	Remote Sensing and Data Acquisition.....	3
GIS 2203	Advanced GIS.....	3
GIS 2303	Spatial Analysis and Modeling.....	3
BUS 2683	Visual Basic Programming.....	3
BUS 2013	Technical Communication.....	3
		15
	Total Hours	30

Certificate of Proficiency Geographic Information Systems (GIS)

This program provides students with the basic knowledge and skills required for entry-level employment as a geographic information systems (GIS) technician. Additionally, this program provides general knowledge that may be applicable to people in other careers as GIS is used in a variety of businesses, Emphasis is on map basics and introduction to the ARCGIS software.

Program Prerequisite:

BUS 1603	Computer Fundamentals.....	3
First Year, Term I		Semester Hours
GIS 1003	Introduction to GIS.....	3
GIS 1303	Cartography for GIS.....	3
		6
Term II		Semester Hours
GIS 2003	Remote Sensing and Data Acquisition.....	3
GIS 2203	Advanced GIS.....	3
GIS 2303	Spatial Analysis and Modeling.....	3
		9
	Total Hours.....	15

Certificate of Proficiency Lodging

This program is designed to equip students to enter the lodging industry. The physical aspects of various lodging facilities, management skills, and food services are explored. Students gain a basic understanding of the lodging industry.

Term I		Semester Hours
HOS 1113	Introduction to Lodging Industry.....	3
HOS 1123	Lodging Fundamentals.....	3
Term II		Semester Hours
HOS 2133	Lodging Concepts.....	3
HOS 2143	Advanced Lodging Concepts.....	3
		Total.....12

Certificate of Proficiency Hospitality

This program is designed to equip students to enter the hospitality and travel industry. Emphasis is on destinations, modes of travel, and the importance of hospitality. Students gain a fundamental understanding of the hospitality industry.

Term I		Semester Hours
HOS 1003	Introduction to Hospitality.....	3
HOS 1013	Introduction to Travel and Tourism.....	3
Term II		Semester Hours
HOS 2023	International Travel.....	3
HOS 2033	Travel Operations.....	3
		Total.....12

Associate of Applied Science Renewable Energy Technology

This A.A.S. degree is designed for students who wish to enter the Renewable Energy Technology field. This program consists of courses that are designed to prepare students to become knowledgeable and highly-skilled technicians in the renewable energy field. Students will take a core selection of Renewable Energy Technology courses as well as courses in the basic skills of communications, computers, mathematics, and electrical technology.

Term I		Semester Hours
ENG 1013	English Composition I.....	3
MTH 1113	College Algebra -or-	
MTH 1083	Technical Math.....	3
SPE 1003	Intro. to Oral Communication -or- Social Science Elective.....	3
RET 1003	Intro. to Renewable Energy Technology.....	3
ELE 1004	Electrical Technology I.....	4
		16
Term II		Semester Hours
CHE 1024	Intro. to Chemistry -or-	
CHE 1214	College Chemistry I.....	4
RET 1014	Biomass and Feedstocks.....	4
SFT 1063	Industrial Loss Prevention.....	3
EHS 1003	Intro. to Environmental Technology	

-or-	
Approved Technical Specialty	
Elective.....	3-4
	14-15

Term III		Semester Hours
ENG 1023	English Composition II.....	3
BUS 1603	Computer Fundamentals.....	3
RET 1024	Biofuels.....	4
RET 2024	Bioprocess Practices and Lab.....	4
		14

Term IV		Semester Hours
RET 2034	Process Instrumentation.....	4
MCH 2043	Mechanical Devices.....	3
RET 2923	Internship.....	3
	Technical Specialty Elective (2).....	6-8
		16-18
	Total.....	60-63

Technical Certificate Renewable Energy Technology

This certificate is designed to prepare students with the knowledge and skills necessary for entry level jobs in Renewable Energy Technology. This program consists of courses that are designed to prepare students to become skilled technicians in the renewable energy field. Students will take a core selection of Renewable Energy Technology courses as well as courses in the basic skills of communications, computers, mathematics, and electrical technology.

Term I		Semester Hours
ENG 1013	English Composition I.....	3
BUS 1603	Computer Fundamentals.....	3
RET 1003	Introduction to Renewable Energy Technology.....	3
RET 1024	Biofuels.....	4
ELE 1004	Electrical Technology.....	4
		17

Term II		Semester Hours
EHS 1003	Introduction to Environmental Technology -or- Approved Technical Specialty Elective.....	3-4
MTH 1113	College Algebra -or-	
MTH 1083	Technical Math.....	3
SFT 1063	Industrial Loss Prevention.....	3
RET 2034	Process Instrumentation.....	4
MCH 2043	Mechanical Devices.....	3
		16-17
	Total.....	33-34

Certificate of Proficiency Renewable Energy Technology

This certificate is designed to prepare students with the knowledge and skills necessary for entry level jobs in Renewable Energy Technology. This program consists of courses that are designed to prepare students to become

skilled technicians in the renewable energy field. Students will take introductory courses in Renewable Energy Technology and Environmental Technology, as well as courses in the basic skills of mechanics and industrial safety.

Term		Semester Hours
RET 1003	Introduction to Renewable Energy Technology.....	3
EHS 1003	Introduction to Environmental Technology.....	3
SFT 1063	Industrial Loss Prevention.....	3
RET 1024	Biofuels.....	4
MCH 2043	Mechanical Devices.....	3
		3
	Total.....	16

Course Descriptions Business

BUS 0111 Keyboarding (1-0-1)

This course teaches basic keyboarding skills. Emphasis on correct techniques necessary to keyboard by touch on a computer is taught.

BUS 0121 Introduction to Computers (1-0-1)

A basic course for beginners, this computer course includes an overview of Windows operating systems, and an introduction to word processing, databases, spreadsheets, and more.

BUS 0131 Windows (1-0-1)

This course provides hands-on experience using Windows. Students become familiar with icons, menus, windows, and dialog boxes. Creating and editing word-processing documents, creating shortcuts, managing files, formatting, copying, and other Windows tasks are covered.

BUS 0141 Internet (1-0-1)

This course introduces students to the Internet. Students search for stock quotes, airline schedules, news, weather, online newspapers, etc. The use of search engines, downloading, sending attachments, and e-mail are covered.

BUS 0151 Word Processing (1-0-1)

This class provides an introduction to Microsoft Word and familiarizes students with the features of the word processing application. Each session provides a follow-up activity to reinforce the skills learned.

Prerequisite: BUS 0121

BUS 0161 Spreadsheets (1-0-1)

This course introduces students to spreadsheet software. Students receive instruction for basic spreadsheet operations such as entering data, creating formulas, and formatting. Budgets and other financial reports for personal use are covered.

BUS 0171 Publisher (1-0-1)

This class familiarizes students with the basic features of Microsoft Publisher. Students learn to create calendars, cards, postcards, and business cards using creativity to design and decorate their publications.

BUS 0181 Windows Intermediate (1-0-1)

This course is a continuation of BUS 0131. Topics covered include working with toolbars and file management.

Prerequisite: BUS 0131

BUS 0191 Digital Photography (1-0-1)

This class provides an introduction to digital photography. Students will learn how to take quality digital photographs and to share and store images. Sessions provide activities to reinforce the skills learned.

BUS 0241 Internet Intermediate (1-0-1)

This course is a continuation of BUS 0141. Students receive instruction in designing and creating web pages.

Prerequisite: BUS 0141

BUS 0271 Publisher Intermediate (1-0-1)

This course is a continuation of BUS 0171. Students will create more advanced projects such as a family history biography, newsletters, certificates, etc. **Prerequisite: BUS 0171**

BUS 0281 Windows Advanced (1-0-1)

This course is a continuation of BUS 0181. Students learn how the World Wide Web and Windows XP work together and how to initiate and refine searching skills.

Prerequisite: BUS 0181

BUS 0341 Internet Advanced (1-0-1)

This course is a continuation of BUS 0241. Students receive instruction in how the World Wide Web operates, designing Web pages, and enhancing user experience.

Prerequisite: BUS 0241

BUS 1003 Introduction to Business (3-0-3)

This course provides an introduction to the operation of the business segment of society, including the free enterprise system, management, marketing, finance, and government regulation. Designed to give the student a survey of the field of business, including terminology and career opportunities.

BUS 1023 College Business Math (3-0-3)

This course is designed to teach basic math operations, decimals, percentages, bank statements, payroll, interest, finance charges, and discounts. The display calculator is used to perform computations. **Prerequisite: MTH 0953 or appropriate placement score.**

BUS 1113 Legal Terminology (3-0-3)

This course provides students with basic knowledge of legal language to allow them to recognize and understand

legal terms and to work efficiently in a legal environment. It also provides a basic understanding of the administrative office duties and responsibilities relevant to the legal profession.

BUS 1133 Introduction to Accounting (3-0-3)

Designed for students who expect to work in a secretarial or clerical position, this course emphasizes book-keeping procedures of the basic accounting cycle with an orientation toward small service or merchandising businesses. Students will not be given credit in Introduction to Accounting if taken at the same time or after completing BUS 2113.

BUS 1203 Consumer Finance (3-0-3)

This course is designed to give insight into the effective handling of financial matters of the family unit. Such topics as budgeting, insurance, home ownership versus renting, borrowing, saving and investing, taxes, and family financial planning are discussed. Students are introduced to a popular financial software package.

BUS 1343 Computer Keyboarding I (3-0-3)

This course is designed to teach basic keyboarding skills emphasizing correct techniques necessary to keyboard by touch on a microcomputer. In addition to keyboard mastery, learning experiences include basic word processing applications (letters, reports, memos, tables, etc.)

BUS 1353 Basic Filing/Records Management (3-0-3)

This course introduces the alphabetic, numeric, subject, and geographic filing systems and provides sufficient practice to develop skill in the operation of these systems. Projects include hands-on practice in manual filing and electronic data base management. Some data entry is required. **Prerequisite: BUS 1603 must be completed within the past 5 years with Grade \geq C or permission.**

BUS 1373 Computer Keyboarding II (3-0-3)

This course emphasizes skill development at a higher level and strengthens techniques in production problems, speed and accuracy. Emphasis is also placed on the production of business letters, statistical tables, manuscripts, business forms, and related projects. **Prerequisite: BUS 1343 (Grade \geq C) or equivalent ability or permission**

BUS 1603 Computer Fundamentals (3-0-3)

This course provides an introduction to computer systems. The course stresses computer system hardware, software, data storage, terminology and procedures. Additionally, the course provides the student with beginning skills required to use a microcomputer system, operating system software and an integrated software package. **Prerequisite: BUS 1343 or keyboarding skills.**

BUS 1621 Microsoft® Excel (1-0-1)

This short course is designed to present the knowl-

and skills required to perform common spreadsheet tasks and to serve as preparation for the Core certification in Microsoft Office XP. **Prerequisite: BUS 1603 or equivalent**

BUS 1623 Microcomputer Software Applications (3-0-3)

This course extends students' knowledge of electronic spreadsheet, database management and presentation software. Realistic business and personal applications are emphasized. **Prerequisite: BUS 1603**

BUS 1631 Microsoft® Access (1-0-1)

This short course is designed to present the knowledge and skills required to perform common database tasks and to serve as preparation for the Core certification in Microsoft Office XP. **Prerequisite: BUS 1603 or equivalent**

BUS 1633 Personal Software Applications (3-0-3)

This course is designed to introduce the non-business student to the personal computer. Students will gain a general understanding of computer terminology, operating systems and application software. Students will utilize various personal-use software programs.

BUS 1641 Microsoft® PowerPoint (1-0-1)

This short course is designed to present the knowledge and skills required to produce professional-looking presentations and to serve as preparation for the Core certification in Microsoft Office XP. **Prerequisite: BUS 1603 or equivalent**

BUS 1651 Microsoft® Windows (1-0-1)

This one-hour course presents the beginning concepts of Windows operating system. Students are introduced to Windows terminology and gain hands-on experience using the desktop, My Computer, and Windows Explorer. Students also work with folders, files, shortcuts, and other file maintenance functions

BUS 1661 Microsoft® Word (1-0-1)

This one-hour course provides hands-on experience using Word to create and save documents, edit documents, and format text and paragraphs. Students also learn how to create tables and how to use other features to help enhance document appearance. **Prerequisite: BUS 1343 or equivalent**

BUS 1671 Internet Basics (1-0-1)

This one-hour beginning course is designed to teach basic Internet features including how to use search engines for research, how to use email, and how to make a simple web page.

BUS 1703 Income Tax Preparation (3-0-3)

A survey course to provide basic knowledge in the preparation of Federal Income Tax returns for individuals

and unincorporated businesses. Included will be a review of various forms used in Federal Income Tax returns and their application.

BUS 1733 Principles of Banking (3-0-3)

This course is designed to provide an overview of the nature of commercial banking activities. Such topics as negotiable instruments, commercial bank and its depositors, bank accounting, loans and investments, trust services, internal control, and external regulation of banks are discussed.

BUS 1803 Contemporary Issues in Supervision (3-0-3)

This course is designed to help students acquire supervisory skills they can use in the workplace. While learning important supervisory management concepts, students learn how to be supervisors. Many of the contemporary issues and problems that supervisors face are studied. Topics discussed include workplace violence, discipline, sexual harassment, drug/substance abuse, and employee appraisal, among others.

BUS 1904 Principles of Real Estate (4-0-4)

This course covers the basic theories and practices that have a significant influence on the real estate market. It is designed to complete the new requirements by the Arkansas Real Estate Commission of sixty classroom hours (i.e., four college credit hours) for a Real Estate License for salespersons in the state of Arkansas. Subjects covered include land descriptions, deeds, real estate law, real estate ethics, and real estate marketing.

BUS 2013 Technical Communication (3-0-3)

In this course, students learn correct writing and oral presentation techniques. Topics include electronic communication, informal and formal reports, proposals and feasibility studies, page design, graphics, oral communication and research. This course utilizes computers and requires keyboarding skills of 25 words per minute or better. **Prerequisite: ENG 1013**

BUS 2023 Community Leadership Development (3-0-3)

This course is designed to provide a foundation for leaders who desire to improve their community. Topics include: community history, measuring quality of life indicators, knowing the sector of their community, developing a vision for the future, trusteeship and responsibility of board members, and economic developments.

BUS 2033 Legal Environment of Business (3-0-3)

This course provides an introduction to the legal system and its common law origin emphasizing its application to business situations. Such areas as the development and operations of the court system, government's regulation of American businesses and business disputes and remedies will be covered.

BUS 2043 Business Law II (3-0-3)

This course provides a study of various legal aspects and how they relate to different business situations. Such concepts as contracts, law sales, agency and employment and bankruptcy will be presented. **Prerequisite:** BUS 2033 or permission.

BUS 2073 Business Statistics (3-0-3)

This course covers statistical methods used in business. Topics covered include sampling, probabilities, hypothesis testing and linear regression. **Prerequisite:** MTH 1113 or permission.

BUS 2081 Special Topics In Business (1-0-1)**BUS 2082 (2-0-2)****BUS 2083 (3-0-3)**

Various topics offered are based on student need/interest. Topics offered will be approved by the Department Chair and the Vice President of Academic Affairs.

BUS 2113 Principles of Accounting I (3-0-3)

This course provides an introductory study of the financial accounting cycle with emphasis on service and merchandising businesses and the proprietorship form of business organization. Fundamental accounting principles are emphasized as they apply to the accounting cycle.

BUS 2123 Principles of Accounting II (3-0-3)

This course is a continuation of BUS 2113 emphasizing the corporate form of business organization. Accounting for manufacturing businesses and an introduction to managerial accounting and financial statement analysis is included. **Prerequisite:** BUS 2113 (Grade \geq C).

BUS 2173 Computerized Accounting (3-0-3)

This course enables students to become more knowledgeable about the computer and how it is used in handling accounting information. Accounting software packages are used by students to process data through the accounting cycle and the preparation of financial statements. Integrated general ledger software is used. **Prerequisite:** BUS 1603 must be completed within the past 5 years with Grade \geq C or permission.

BUS 2183 Electronic Spreadsheet Applications(3-0-3)

This course provides an introduction to the use of electronic spreadsheets in everyday applications. Students are exposed to the fundamental concepts of spreadsheet technology as they advance through a modern software package used extensively in the business world. "What if" and "goal seeking" analysis are performed throughout the course. Worksheets, formulas, graphics, and other key facets of the spreadsheet package are used heavily. Macros and other advanced features are introduced. **Prerequisite:** BUS 1603 must be completed within the past 5 years with Grade \geq C or permission.

BUS 2213 Principles of Macroeconomics (3-0-3)

This course provides a general introduction to basic concepts in economics, including national income, money and banking, fiscal policy, and economic growth. Emphasis is placed on macroeconomics as applied to the world of today.

BUS 2223 Principles of Microeconomics (3-0-3)

This course provides a general introduction to the area of microeconomics, emphasizing price theory, income distribution, employment of resources, and international economics, relating them to the fundamentals of supply and demand. Students develop an understanding of the different types of market systems including pure competition, monopoly, oligopoly, and monopolistic competition and their implications.

BUS 2303 Integrated Business Projects (3-0-3)

This course provides a series of integrated projects for simulating real-world business activities. Students will develop information technology solutions to meet the needs of the business community and demonstrate critical-thinking skills while deciding between alternative approaches. This course will allow students to integrate and reinforce skills and knowledge acquired in previous courses. **Prerequisites:** BUS 2453, BUS 2183, and BUS 1353 (Grade \geq C)

BUS 2393 Administrative Office Procedures (3-0-3)

This course provides training in the techniques of managing the electronic office, workstation and software. Special emphasis is also given to techniques involving human relations, time management, travel arrangements, written communications, telephone communications and information management. **Prerequisite:** BUS 1373 or permission

BUS 2423 Machine Transcription (3-0-3)

This course is designed to include instruction and practice in the operation of a transcription machine using a microcomputer. By using commercially prepared tapes in one of the following business areas: general, medical, or legal, basic language skills will be reviewed and documents will be prepared according to the student's chosen area. **Prerequisite:** ENG 1013 and BUS 1343

BUS 2453 Word Processing Concepts and Applications (3-0-3)

This course provides an introduction to word processing concepts and hands-on experience in training students to input, edit, save, retrieve, and print documents using the microcomputer. A knowledge of the underlying communication skills—grammar, punctuation, and capitalization is an essential part of this course. Students may be expected to spend time on the word processing equipment outside of scheduled class time. **Prerequisite:** BUS 1343 (Grade \geq C) or keyboarding skills. **Prerequisite or Corequisite:** BUS 1603 completed within the past 5 years with Grade \geq C or permission

BUS 2463 Advanced Word Processing Applications (3-0-3)

This course presents a hand-on approach to processing business and office correspondence by using computers. Students are taught to use word processing software to do advanced operations: merge, macros, sort, forms, graphics, etc. **Prerequisite:** BUS 2453 (Grade \geq C) **Corequisite:** BUS 2493, \$70 MOS testing fee required

BUS 2473 Desktop Publishing (3-0-3)

This course introduces basic concepts of desktop publishing and provides training in producing in-house publications such as brochures, newsletters, flyers, advertisements, letterheads, business cards, resumes, and programs, etc. **Prerequisite:** BUS 2453

BUS 2483 Medical Office Management (3-0-3)

This course is designed to familiarize one with computerized account management and to enable one to understand and perform the duties necessary to manage a medical office electronically.

BUS 2493 Internship in Administrative Office Technology (0-10-3)

This course provides administrative office technology majors practical experience in a business environment. Students work with their faculty advisor and internship employer to develop an education plan with meaningful learning objectives based on their program of study. A minimum of 150 contact hours required.

Prerequisite: 45 credit hours toward graduation in the Administrative Office Technology program (15 credit hours toward graduation for the Technical Certificate), registration for the internship during the preregistration period prior to the semester of enrollment, and completion of an Internship Agreement. **Corequisite:** BUS 2463

BUS 2513 Fundamentals of Marketing (3-0-3)

A study of the various aspects of marketing, especially the marketing of consumer goods. Topics discussed include consumer behavior, market segmentation, marketing research, new product development, pricing, marketing channels, retailing, advertising, sales promotion, and the marketing of services.

BUS 2523 Salesmanship (3-0-3)

This course discusses the principles and techniques of selling as they apply to business situations involving both final consumers and business firms as buyers. Such topics as planning and preparation for selling, the role of a salesman, and the process of selling are investigated. Lecture, case and project methods of teaching are used.

BUS 2533 Advertising (3-0-3)

This course provides an introduction to the fundamental principles, practices, and media used in modern advertising. Strong emphasis is placed on retail advertising. The

marketing, communication, and consumer viewpoints are discussed. **Prerequisite:** BUS 2513 or permission

BUS 2553 Business Communication (3-0-3)

This course is designed to create an understanding of business correspondence of various forms. Business letters and reports of various types are investigated. A knowledge of the importance of communication is stressed as well as the various means used in business communication. **Prerequisite:** ENG 1013 or permission.

BUS 2813 Basic Management (3-0-3)

This course provides a study of the various principles and functions of management. Topics discussed include social responsibility, decision making, planning, organizational structure, human resource management, employee behavior, team building, motivation, and communication. Emphasis is placed on the practical application of course material.

BUS 2833 Human Resource Development (3-0-3)

This course provides a study of the policies and practices involved in personnel administration to build an effective work force. Staff planning, recruiting, selecting, orientating, educating, job training, compensating, performance management and labor relations are discussed. Offered on request. **Prerequisites:** PSY 1003, BUS 2813, or permission.

BUS 2843 Group Dynamics & Teambuilding (3-0-3)

Students will learn how to organize, lead, and participate as members of project teams in improving quality and productivity while using data based methods. Team dynamics and growth will be examined including team building activities, handling disruptive behavior, and overcoming obstacles to quality improvement. Motivation, leadership, attitudes, perception, and communications will be major topics of concern. **Prerequisites:** PSY 1003, BUS 2813, or permission.

BUS 2863 Continuous Quality Improvement (3-0-3)

The course is designed to provide a comprehensive foundation for the implementation of quality management in both manufacturing and service organizations. The basic philosophy of quality management, improvement process and tools for quality management are stressed.

BUS 2903 Internship in Business Management (0-10-3)

This course is designed to give students an opportunity to enhance their knowledge by applying what they have learned in a work situation. Students work with their faculty advisor and internship employer to develop an education program with meaningful learning objectives based on their program of study. A minimum of 150 contact hours required. **Prerequisite:** 45 credit hours toward graduation in the A.A.S. Management degree program, registration for the internship during the

preregistration period prior to the semester of enrollment, and completion of an Internship Agreement.

BUS 2933 Leadership Skills and Ethics (3-0-3)

This course is designed to help students acquire the leadership skills necessary to become successful leaders in the workplace. Discussion will include conflict resolution, motivational theory, administrative responsibilities, and personality styles. Emphasis is placed on the impact of ethics in modern organizations and the positive impact and benefits of ethical conduct for a business.

Surveying

CET 1013 Elementary Surveying (1-4-3)

This course covers the principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. Included are topics on tape measurement, differential leveling, traversing, contours, computations, and land surveys.

CET 2013 Civil Drafting (1-4-3)

This course introduces the student to drafting practices pertinent to the field of Civil Engineering Technology. Work is done on topographic drawings, land layout, utilities, plan and profile and earthwork cross-sections, including calculations. Construction and fabrication drawings are covered. **Prerequisite: DFT 1013, CET 1013**

CET 2103 Highway Drafting (2-2-3)

This course provides a study of basic information to highway drafting. Horizontal alignment of route surveys in the plan view, vertical alignment of route surveys in the profile view, typical sections, cross sections and area calculations and estimation of quantities are covered.

Prerequisite: DFT 1013

CET 2203 Mapping & Topography (2-2-3)

This course includes instruction on selected drafting techniques that are applied to the problem of making maps, traverses, plot plans, plan and profile drawings using maps, field survey data, aerial photographs and related references. Materials including symbols, notations, and other applicable standardized materials are also covered.

Prerequisite: CET 1013 Corequisite: DFT 1123

Multimedia

CGR 1003 Introduction to Multimedia (3-0-3)

This course introduces the student to the basic skills of multimedia. Multimedia concepts and literacy will be covered as well as how to choose the appropriate software to design and produce effective presentations. Students receive hands-on experience working with digital cameras, images, presentation software, and audio and video software. **Prerequisite: BUS 1603 must be completed within the past 5 years with Grade \geq C or permission.**

Computer Information Systems

CIS 1003 Microcomputer Operating Systems(3-0-3)

The course extends the student's knowledge of microcomputer operating systems. Students gain thorough knowledge of, and skill in, using the standard single-user, multi-tasking disk operating system. Attention is given to installation, customization, and modification of the operating environment. **Prerequisite: BUS 1603 must be completed within the past 5 years with Grade \geq C or permission.**

CIS 1013 Microcomputer Hardware Concepts and Applications (3-0-3)

An overview of the hardware of the personal computer is presented. Students are given the opportunity to assemble and configure a microcomputer. The motherboard, microprocessors, floppy drives, hard drives, CD-ROM, power supplies, modems, terminals, and printers are examined. Essential utilities necessary to upgrade and troubleshoot a PC are utilized. **Prerequisite: BUS 1603 must be completed within the past 5 years with Grade \geq C or permission.**

CIS 1103 Information Technology Tools (3-0-3)

This course provides the basic knowledge and skills to be an active member of an information technology project team. Students are assigned to project teams with a related information technology task. They are responsible for planning, researching, tracking, documenting, and reporting activities related to the team's efforts using standard office software utilities, project management software and technical graphics software. The primary intent of this course is to develop basic skill sets for the software tools and for team building. **Prerequisite: BUS 1603 or permission**

CIS 1203 Programming Logic and Design (3-0-3)

Introduces students to programming concepts, structured and object styles, logical thinking, and problem solving. General programming topics, design tools, and algorithms are introduced through pseudo code with structured modular design, object, and event-driven programming paradigms. Students will be able to plan and design the logic for information technology systems. **Prerequisite: BUS 1603**

CIS 2013 A+ Certification Review (3-0-3)

A complete analysis and comprehensive review in preparation for the A+ Certification Exams. Students are given extensive opportunities to practice for both the Core/Hardware Technologies exam and the Windows/Operating Systems Exam. Test taking strategies and research in a wide variety of topics are covered. This course integrates concepts learned in past and current microcomputer hardware and operating system classes. **Prerequisites: CIS 1003, CIS 1013 A+ Certification Exam Fee payment required**

CIS 2023 Advanced PC Diagnostics/Configuration (3-0-3)

This course is one of a set of courses to prepare a student for A+ Computer Certification. The course covers advanced PC configuration and troubleshooting of peripherals, resolving resource conflicts, and optimizing system performance. Additional topics include networking, Internet technologies, printers, portables, maintenance and recovery. **Prerequisites: CIS 1003, CIS 1013**

CIS 2103 Java Programming (3-0-3)

This course introduces the Java Language. It covers the writing, compiling, executing, and debugging of Java Programs. Topics include the basic Java programming instructions, Java classes, and Java applets. Object-oriented programming with an emphasis on structured and top-down methods is an integral part of this class. **Prerequisite: CIS 1203**

CIS 2113 COBOL Programming (3-0-3)

Common Business Oriented Language (COBOL) is a high-level programming language used extensively in programming business applications. In this course students learn to design and write structured programs using COBOL. A problem-oriented approach is used as students are introduced to structured design and programming through a series of programs illustrating typical business applications. **Prerequisite: BUS 1603 must be completed within the past 5 years with Grade \geq C or permission.**

CIS 2123 Visual BASIC Programming (3-0-3)

Windows programming is introduced in this course, with windows programming conventions and user interface objects stressed. Graphics user interface (GUI) is emphasized with the goal of allowing students to be creative in developing programs. Linking files, module definition files, and operational considerations are an integral part of developing complete Visual BASIC programs. Structured programming techniques and standard logic techniques are taught. **Prerequisite: CIS 1203 OR permission**

CIS 2133 C++ Programming (3-0-3)

This course introduces object-oriented programming with continued emphasis on structured and top-down methods. Students design, write, test and maintain programs in the C++ language. If-then-else, for-loops, arrays, and basic input/output operations are an important part of programming projects. Programs will be written requirements. **Prerequisite: CIS 1203 OR permission**

CIS 2174 Advanced Programming (4-0-4)

Advanced programming techniques and concepts are presented using Java Programming. These techniques and concepts include inheritance, polymorphism, graphical user interfaces, event handling, exception handling, files and streams. **Prerequisite course: CIS 2103**

CIS 2203 Database Management Concepts and Applications (3-0-3)

This course introduces the student to database programming and applications. Relational databases and database management systems and their properties are studied. The relational database software is utilized within the Windows operating system environment. Students create files, reports, forms, and queries using this package. The use of objects in the database software package is discussed and implemented. Macros, menus, and toolbars are introduced as part of the development of an effective database management system (DBMS).

Prerequisite: BUS 1603 must be completed within the past 5 years with Grade \geq C or permission.

CIS 2213 Data Communications and Networks (3-0-3)

In this course data communications fundamentals are introduced with emphasis on vocabulary, concepts, and practical applications. Hardware and software interfaces, protocol terminology, and networks are explored. Numerous types of networks are discussed. Various methods of data movement are studied. Basic knowledge of networking skills is introduced in a Windows environment. Skills are developed to familiarize students with proper techniques and utilities to set up and operate a network.

Pre or Corequisite: CIS 1003 with Grade \geq C or permission

CIS 2514 Database and Queries (4-0-4)

This course will introduce the students to Structured Query Language (SQL) and how to utilize SQL to retrieve information from a database. It develops skills to build a database by creating tables, indexes, views, users, and sequences as well as populating and manipulating the data within tables. **Prerequisites: CIS 2203, CIS 1203**

CIS 2613 Systems Analysis and Design (3-0-3)

The systems development life cycle is introduced to enable students to understand and appreciate the requirements of designing and implementing a computer information system. Time management and human resource requirements are explored. Students are prepared to use systems analysis and design techniques to take a problem and create a solution using the latest hardware and software development tools. A real-world problem is assigned and a solution proposed using SDLC techniques. This course integrates concepts learned in previous Computer Information Systems classes. **Prerequisites: 45 semester hours in the CIS degree program and one of the following: CIS 1203, CIS 2113, CIS 2123, CIS 2133**

CIS 2991 Internship in Computer Information Systems (A minimum of 50 contact hours is required) (0-4-1)

\$70 MOS Testing Fee required

CIS 2992 Internship in Computer Information Systems (0-7-2)

(A minimum of 100 contact hours is required)

\$70 MOS Testing Fee Required

CIS 2993 Internship in Computer Information Systems (0-10-3)

(A minimum of 150 contact hours is required)

These courses are designed to give students an opportunity to enhance their knowledge by applying what they have learned in a work situation. Students work with their faculty advisor and internship employer to develop an education plan with meaningful learning objectives based on their program of study.

Prerequisite: 45 credit hours toward graduation in the AAS Computer Information Systems program, registration for the internship during the preregistration period prior to the semester of enrollment, and completion of an Internship Agreement. \$70 MOS Testing Fee required.

Drafting and Design

DFT 1013 Fundamentals of Drafting (1-3-3)

This course is designed to provide basic knowledge relating to mechanical drawing on the technical level. Topics covered include basic drafting techniques, lettering, geometric construction, multi-view and pictorial sketching, auxiliary views, sectioning, and dimensioning plus a laboratory activity to assist the student in obtaining necessary graphic skills.

DFT 1023 Introduction to Computer Aided Drafting (1-3-3)

This course is designed to provide a basic knowledge of computer aided drafting systems and their application to the drafting field. The student will become knowledgeable in using the computer as a drafting tool to create detail drawings. **Pre or Corequisites: DFT 1013**

DFT 1113 Construction Materials (2-2-3)

A course designed to familiarize the student with the physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture.

DFT 1123 Intermediate CADD (1-4-3)

This course is designed to be a continuation of Introduction to Computer Aided Drafting (DFT 1023). Subject areas will include plotting, dimensioning, sectional views, and pictorials. The lab component is designed to expand the information and number of drawings in the subject area being covered in Intermediate CADD. Emphasis is placed on dimensioning and sectional views.

Prerequisites: DFT 1013, DFT 1023

DFT 1213 Construction Techniques/Methods (3-3-3)

This course introduces the student to building construction methods used in light and heavy framed structures.

DFT 1313 Estimating (2-2-3)

This course acquaints the student with the basic principles and current practices employed in estimating con-

struction costs. The student prepares material and labor quantity surveys from working drawings and specifications for residential and commercial buildings. The principles of bid procedures and requirements of construction projects are introduced.

DFT 2023 Advanced CADD (1-4-3)

This course is designed as a continuation of Intermediate CADD. Emphasis is placed on attributes, slide shows, the user coordinate system, 3-D faces, and solid modeling. **Prerequisite: DFT 1123**

DFT 2113 Tool & Die Drafting (2-2-3)

This course provides knowledge of the metal working industry and the design of tools necessary in the metal removal processes used in production. Covered is a study of the basics in drawing and designing simple blanking, piercing, and forming dies used in the metal working industry. Using the computer as a drafting/design tool in creating drawings of jigs, fixtures, and gauges as well as in creating drawings of die sets for metal parts will be stressed.

DFT 2203 Architectural Drafting I W/CADD (1-3-3)

This course provides knowledge of architectural drawing with emphasis on residential design. Skills development using the computer as a drafting/design tool in making drawings for residential design will be stressed. **Prerequisite: DFT 1023**

DFT 2223 Architectural Drafting II (1-3-3)

This course covers drawing concepts used in commercial construction. Special emphasis will be placed on pre-stressed, pre-cast, and structural steel members. Zoning and parking will be studied. Includes a laboratory activity to assist the student in obtaining the necessary graphic skills introduced. **Prerequisite: DFT 2203**

DFT 2233 Structural Drafting (1-4-3)

This course introduces the student to structural sections, terms and conventional abbreviations. Symbols used by structural fabricators and erectors are studied also. Knowledge is gained in the use of A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. **Prerequisite: DFT 1013**

DFT 2303 Mechanical Drafting I W/CADD (1-3-3)

This course extends the student's knowledge of the drafting field relating to mechanical components used in industry. This course allows the student to develop additional skills in using the computer as a drafting/design tool. **Prerequisite: DFT 1023**

DFT 2313 Electrical/Electronic Drafting with CADD (1-3-3)

This course extends the student's knowledge of the drafting field to the electrical/electronics industry. The

use of the computer as a drafting/design tool in creating schematic, wiring diagram, and printed wiring drawings will be emphasized. **Prerequisite: DFT 1023**

DFT 2323 Mechanical Drafting II W/CADD (2-2-3)

This course is a continuation of Mechanical Drafting I with CADD with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in pipe drafting and the use of tolerancing and dimensioning techniques.

Prerequisite: DFT 2303

DFT 2413 Codes and Regulations (3-0-3)

This course provides a study of basic codes directly affecting Architectural, Structural and Mechanical drafting. Topics covered include but not be limited to the Southern Building Code (SBC), the National Electric Code (NEC) as established by the National Fire Protection Association (NFPA), local building codes (County and City, and other codes that may be deemed essential to the development of effective drafters). **Prerequisite: DFT 2203, DFT 2303**

DFT 2901 Special Projects in Drafting and Design (0-2-1)

DFT 2902 (0-4-2)

DFT 2903 (0-6-3)

This course is designed to provide the student with the practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience.

DFT 2923 Drafting and Design Internship (0-10-3)

DFT 2926 Drafting and Design Internship (0-20-6)

This course is a cooperative internship between industry and education and is designed to integrate the student's technical studies with industrial experience. Students work with their faculty advisor and internship employer to develop an education plan with meaningful learning objectives based on their program of study. A minimum of 150 contact hours required for DFT 2923, a minimum of 300 contact hours required for DFT 2926.

Prerequisites: 45 credit hours toward graduation in the A.A.S. Drafting and Design program, registration for the internship during the preregistration period prior to the semester of enrollment, and completion of an Internship Agreement.

Engineering

EGR 1004 Fundamentals of Engineering I (3-2-4)

This course provides an introduction to the field of engineering, the engineering process and possible career opportunities. Students use a hands-on approach to explore the engineering system and manufacturing procedures. Students develop problem solving skills utilized in the engineering profession. **Students will be required to demonstrate keyboarding skills, computer aided**

drafting skills as well as basic computer knowledge and capabilities.

EGR 1013 Blueprint Reading (2-2-3)

This course provides students with the knowledge and skills required to interpret a variety of blueprints, schematics and technical drawings. Topics include engineering drawings in the machine, electrical and manufacturing fields. Construction drawings are examined from architectural schematics to structural fabrication and erection drawings.

EGR 1024 Fundamentals of Engineering II (3-2-4)

This course is a continuation of Fundamentals of Engineering I. Students will use state of the art computers and software to complete complex engineering projects. Students will continue to develop problem solving skills utilized in the engineering profession. The purpose of the course is to give students experience in the field of engineering and to determine if engineering could be a possible career choice. **Prerequisite: EGR 1004**

EGR 2003 Geometric Dimensioning and Tolerancing (2-2-3)

This course introduces students to the quality control techniques utilized in various precision measurement applications. The coordinate system, ANSI standards and ASME Y14.5m will be reviewed and practical applications explored. Students will study form controls, orientation controls, run out controls and the tolerance of position.

EGR 2004 Engineering Design I (3-2-4)

This course is an introduction to engineering design. Problem solving skills will be used in conjunction with computer aided drafting and design to create 3-D models and photorealistic renderings of solid models. The course will explore all phases of design from conceptualization to design development and product manufacturing. The purpose of this course is to give students experience in the field of engineering and to determine if engineering could be a possible career choice. **Prerequisites: EGR 1024 and ELE 1124**

EGR 2024 Engineering Design II (3-2-4)

This course is a continuation of Engineering Design I. Students will utilize various case studies to explore engineering systems and manufacturing processes. The course will emphasize the design development process of a product from model to manufacturing. Computer aided drafting and design will be used to analyze and evaluate all aspects of product development. **Prerequisite: EGR 2004**

EGR 2033 Engineering and Design Project (2-2-3)

Students apply the principles learned in the preceding engineering courses. Computer aided drafting and design will be used to analyze and evaluate all aspects of the engineering problem. The purpose of this capstone

is to give pre-engineering students a platform to display their knowledge of engineering design and development. **Prerequisites: EGR 1024 and ELE 1124.**

EGR 2034 Engineering Project Development I (3-2-4)

A team approach to solving engineering problems will place students in teams of two to four to analyze, design and construct a solution to engineering problems. Students will apply the principles learned in the preceding engineering courses. Computer aided drafting and design will be used to analyze and evaluate all aspects of the engineering problem. The purpose of this capstone course is to give pre-engineering students a platform to display their knowledge of engineering design and development. **Prerequisites: EGR 1024 and ELE 1124**

EGR 2053 Precision Measurement (2-2-3)

This course introduces students to metrology and the importance of accuracy and precision in measurements. Students analyze measurements in manufacturing and in the global market to be able to determine and describe resolution, accuracy, precision, calibration and working standards. A variety of instruments will be used to study measuring procedure and analysis of measured data.

EGR 2054 Engineering Project Development II (3-2-4)

A team approach to solving engineering problems will place students in teams of two to four to analyze, design and construct a solution to engineering problems. Students will apply the principles learned in the preceding engineering courses. Computer aided drafting and design will be used to analyze and evaluate all aspects of the engineering problem. The purpose of this capstone course is to provide pre-engineering students a platform to display their knowledge of engineering design and development. **Prerequisite: EGR 2034**

EGR 2062 Statistical Process Control (2-0-2)

This course introduces the basic concepts and tasks of Statistical Process Control (SPC) including data collection, calculation of values, construction of values, and control charts, and interpretation of variations. **Prerequisite: MTH 1113**

EGR 2923 Engineering Technology Internship (0-10-3)

This course is a cooperative internship between industry and education and is designed to integrate the student's technical studies with industrial experience. Students work with their faculty advisor and internship employer to develop an education plan with meaningful learning objectives based on their program of study. A minimum of 150 contact hours are required. **Prerequisite: 45 credit hours toward graduation in the program, registration for internship during the pre-registration period prior**

to the semester of enrollment, and completion of an Internship Agreement.

Environmental/Health and Safety Technology

EHS 1003 Introduction to Environmental Technology (3-0-3)

An introductory course designed to acquaint students with different aspects of the environmental technology field. This course specifically addresses air, water, and soil pollution, OSHA, hazardous waste, recycling, as well as other current issues. An overview of job opportunities will also be discussed.

EHS 1113 Environmental Regulations (3-0-3)

This course will present an overview and summary of the regulatory and legal requirements associated with environmental technology. The critical impact of accurate and complete records maintenance upon the overall success of environmental and hazardous waste management programs will be emphasized. Whenever possible, requirements in Arkansas will be used as the model presented in class.

EHS 1134 Environmental Sampling and Analysis I (3-2-4)

This course is a basic approach to field samplings and analytical testing often associated with environmental assessments and regulatory compliance activities. Emphasis will be placed on designing appropriate sampling schemes, appropriate use of sampling equipment and analysis of collected data. Hands-on experience will be a vital part of this course with students conducting sampling in real world situations. **Prerequisites: MTH 1032 with (Grade \geq C) and EHS 1003 with (Grade \geq C)**

EHS 2134 Environmental Sampling and Analysis II (3-2-4)

This course continues with consideration of sampling designs and effective sample collection, handling, preservation, and shipping requirements often associated with environmental assessments, regulatory compliance and safety monitoring. Introductory analysis will also be conducted and emphasis will be given to correct summary reports from sample collections. **Prerequisite: EHS 1134 (Grade \geq C)**

EHS 2223 Hazardous Waste Operations (HAZWOPER) (3-0-3)

This course is designed to provide the training (HAZWOPER) required under 29 CFR 1910.120 for hazardous waste site personnel. Topics include hazard recognition, hazard control, monitoring, work practices, emergency response, and right and responsibilities.

EHS 2233 Chemistry of Hazardous Materials (3-0-3)

This course introduces students to the basic concepts of chemistry and physics which are essential for the characterization of the chemical hazards such as carcinogens, corrosives, explosives, flammables, oxidizers, and radioactive materials. Student will also become familiar with the chemistry of some elements, principles of chemical reactions, and the use of various reference books. **Prerequisite: CHE 1024 (Grade \geq C)**

EHS 2331 Current Issues in Environmental Technology (1-0-1)

This course will cover a number of current issues facing people in the Environmental Technology field. Coursework will involve discussion of issues with emphasis on examining a number of viewpoints on each issue. Effort will be made to tie concepts learned in previous classes to examine these real life situations. **Prerequisites: EHS 1003 and EHS 1113 with Grade \geq C**

EHS 2493 Environmental Health and Safety Internship (0-10-3)

This course is a cooperative internship between work environment and education and is designed to integrate the student's technical studies with work experience. Students work with their faculty advisor and the internship employer to develop an education plan with meaningful learning objectives based on their program of study. A minimum of 150 contact hours is required. **Prerequisite: 45 credit hours toward graduation in the program, registration for internship course during the pre-registration period prior to the semester of enrollment, and completion of an Internship Agreement Form.**

Electronics**ELE 1004 Electrical Technology I (3-2-4)**

An introduction to basic electrical terminology, units, symbols, concepts, notation, and basic measurement techniques and equipment. Topics include charge, DC current and potential, resistance, Ohm's Law, power, series and parallel circuits, and basic troubleshooting techniques. **Prerequisite: MTH 1053 or MTH 1083 or permission**

ELE 1023 Motor Controls (2-2-3)

This course introduces the student to the electronic devices, circuits, and systems used to control machinery, processes and facilities in industry. Power control, single and three-phase rectifier, servomechanism, and transducer circuit applications are also studied. The theory and operating characteristics of DC and single and three-phase motors are taught and verified in a lab setting.

ELE 1024 Electrical Technology II (3-2-4)

A continuation of ELE 1004. Topics include magnetism, inductance, capacitance, AC, inductive and capacitive reactance, impedance, passive filters, and circuit analysis/troubleshooting techniques. **Prerequisite: ELE 1004**

ELE 1054 Electronics I (3-2-4)

This course introduces the student to solid state theory and devices. Topics include semiconductor materials, the PN junction diode, special diodes, bipolar and field effect transistors, thyristors, and optoelectric devices.

Prerequisite: ELE 1004

ELE 1114 Electrical-Electronic Technology (3-2-4)

This is an introductory course in basic electronics. Students learn the basics of resistors, capacitors, and inductors and how electrical resistance, current, and power apply to those components. Students are introduced to basic solid state electronics components. They also utilize the computer as a drafting/design tool to create schematic and wiring diagrams and printed circuitry. **Prerequisite: MTH 1053 or permission**

ELE 1124 Solid State and Digital Electronics (3-2-4)

This course covers digital electronics and logic and how they can be applied in the use of robotics. This course addresses in detail the various types of digital integrated circuits. BOOLEAN Algebra will be introduced as an important digital electronic design method. Circuits created as a part of classroom projects will be created and simulated on the computer to test their function for proper operation. Robotic fundamentals will be covered with emphasis on industrial robotics and the actual use of an industrial-type robotic arm. **Prerequisite: ELE 1114**

ELE 2004 Electronics II (3-2-4)

An introduction to electronic circuits employing solid state devices. Topics include bias and stabilization, typical amplifiers, linear integrated circuits, active filters, power supplies, oscillators, pulse circuits, and modulation.

Prerequisite: ELE 1054

ELE 2144 Programmable Logic Controllers (3-2-4)

This course describes the Programmable Logic Controller (PLC) and discuss its advantages over relay systems. It identifies the primary parts of the PLC and describe their functions. Number systems and codes are reviewed with emphasis on their use in programming a PLC. General maintenance procedures for a PLC are also discussed.

ELE 2154 Digital Electronics (3-2-4)

An introduction to digital logic elements and electronic circuits employing digital techniques. Topics include number systems, data codes, logic elements, digital integrated circuits, registers, and sequential and combinational logic. **Prerequisite: ELE 1054**

Entrepreneurship**ETR 1003 Introduction to Entrepreneurship (3-0-3)**

An introduction to the role of entrepreneurial business in the U.S., the impact of entrepreneurial business on the U.S. and global economy, how ideas become businesses,

entrepreneurs operate within a company and the general precepts of entrepreneurial businesses.

ETR 2003 Professional Selling/Advertising (3-0-3)

A course specifically designed to teach the tools of professional selling and advertising methods to students. Students will learn successful sales techniques for retail and non-retail customers. Students will also learn to develop an advertising program for products and services and the appropriate medium to use. **Prerequisite: BUS 2553, BUS 2013**

ETR 2013 Opportunity/Feasibility/Analysis (3-0-3)

This course will develop the student's knowledge of exploiting, determining, and implementing strategies for determining potential entrepreneurial opportunities in the marketplace and analyzing the feasibility of those opportunities. **Prerequisite: BUS 2013**

ETR 2023 Funding Acquisitions for Entrepreneurs (3-0-3)

A course designed to teach the students the various types of funding mechanisms available to the entrepreneurial company and the importance of selecting the proper funding method. **Prerequisite: BUS 2033, BUS 2113**

Geographic Information Systems

GIS 1003 Introduction to GIS (3-0-3)

This course teaches the fundamentals of a Geographic Information System (GIS). It introduces the components of the system, theories and concepts of GIS and will explore the application of GIS in a variety of careers. The point and click ARCGIS software version 9.0 will be used to provide students hands-on experience in map creation and manipulation. **Prerequisite: BUS 1603 completed within the past 5 years with Grade \geq C or permission**

GIS 1303 Cartography for GIS (3-0-3)

This course provides an introduction to cartography and geography. Topics of map design, map interpretation, and map analysis will be covered. Emphasis will be placed on the comprehensive study of history, map projections, map scale, type of maps, and map accuracy.

GIS 2003 Remote Sensing and Data Acquisition (3-0-3)

This course is an overview of theories and principles of remote sensing and data acquisition. It provides the background ability to input data from various sources for use in GIS projects. Students will learn how various satellites and sensor systems are used to identify how images are corrected and analyzed. Obtaining GIS data, formatting and formal conversion of digital GIS data management will also be covered. **Prerequisite: GIS 1003 and GIS 1303 or permission**

GIS 2203 Advanced GIS (3-0-3)

This course continues the hands-on use of GIS system

using the ARCGIS 9.0 software. Advanced topics such as planning, management, and data quality issues will be addressed. **Prerequisite: GIS 1003 (Grade \geq C)**

GIS 2303 Spatial Analysis and Modeling (3-0-3)

This course provides the fundamentals of spatial analysis and modeling in GIS and a survey of quantitative techniques applicable to spatial data. Concepts of spatial modeling is covered and students learn how to use various modeling techniques available for solving complex environmental and management problems. Students use statistical models in the process of spatial analysis. **Prerequisite: MTH 1053 (Grade \geq C) of appropriate placement test score and GIS 1003 and GIS 1303 or permission**

GIS 2503 Independent Project (3-0-3)

This course will provide students with the opportunity to integrate knowledge used in previous courses for completion of an entire project. Work will begin with developing a proposal, obtaining the required data from numerous sources, performing analysis, and preparing final analysis. **Prerequisite: or Corequisite: GIS 2203**

Hospitality/Tourism

HOS 1003 Introduction to Hospitality (3-0-3)

This course covers the history and development of the hospitality industry, an introduction to principles and concepts used in the service industry, and career opportunities in the field. The restaurant industry, hotel management, cruise line industry, gaming and casino, and franchising are covered. The course is designed for those who would like to learn about the hospitality industry.

HOS 1013 Introduction to Travel and Tourism (3-0-3)

This course provides thorough, current knowledge of the principles, practices, and economic, social, cultural, and environmental impact of the travel and tourism industry. It addresses opportunities, responsibilities, concerns, and ethics of a career in travel, transportation or tourism. Students develop effective reasoning, communication, decision-making, and interpersonal skills. The course facilitates development of individual responsibility, self-esteem, sociability, self-management, and personal integrity.

HOS 1113 Introduction to Lodging Industry (3-0-3)

This course covers the history and development of the lodging industry, an introduction to principles and concepts used in the service industry, and career opportunities in the field. The course is designed to help prepare students for a rewarding management career.

HOS 1123 Lodging Fundamentals (3-0-3)

This course covers the physical management areas of the lodging industry. Students learn to manage the back

the house operations in the lodging industry. This course is designed for those who are interested in learning more about physical aspects of the lodging industry.

HOS 2023 International Travel (3-0-3)

This course provides a detailed coverage of international air travel geography, international airfares and ticketing procedures, travel requirements, travel in Europe, Russia, Asia, and the Pacific, ecotourism analysis, and broadening global horizons to maximize cultural understanding. **Prerequisite: HOS 1013 or permission.**

HOS 2033 Travel Operations (3-0-3)

This course provides detailed information on the basics of the travel business. Topics covered include appointments, functions, resources, reservations, booking, traffic documents, accounting, sales reports, automation, and financial planning and management. **Prerequisite: HOS 1013 or permission**

HOS 2133 Lodging Concepts (3-0-3)

This course covers skills needed in operating a lodging facility. Such skills include leadership, communication, and team building. In addition, such topics as career development, marketing, and sales are covered as they specifically relate to the lodging industry. **Prerequisite: HOS 1123 or permission**

HOS 2143 Advanced Lodging Concepts (3-0-3)

This course covers specific topics in the lodging industry that pertain to food services. Topics included are menu planning, dining, and beverage service, casual/theme restaurants, banquets and catering, and room service. **Pre or Corequisite: HOS 2133**

HOS 2993 Internship in Hospitality/Lodging (0-10-3)

This course is designed to give students an opportunity to enhance their knowledge by applying what they have learned in a work situation. Students work with a faculty advisor and internship employer to develop an education program with meaningful learning objectives based upon their program of study. A minimum of 150 contact hours is required. **Prerequisite: 45 credit hours toward graduation in the A.A.S. Management degree program, registration for the internship during the preregistration period prior to the semester of enrollment.**

Lean Technology

LNT 1004 Introduction to Lean Technology (4-0-4)

This course provides an overview of the Lean principles of team development, continuous improvement, inventory control, material and process flow, quick changeovers, customer satisfaction, and lean maintenance. Students are introduced to different types of teams and their functions and explore a wide variety of teams including Kaizen, Quality Circles, and GE Workout teams. Evaluation is based on team involvement and participation.

LNT 1014 Inventory Control (4-0-4)

This course explores JIT (just in time) and material inventory processes involving raw materials, WIP (work in process), and finished goods. Additional topics covered include material and process flow to facilitate waste reduction and customer satisfaction. **Prerequisite: LNT 1004 or permission.**

LNT 1023 Quick Changeovers (3-0-3)

In this course, students design and use a process map to examine changeover steps. By using this process, changeover time is reduced allowing for greater flexibility in meeting customer demands. **Pre or Corequisite: LNT 1014**

LNT 1033 Lean Maintenance (3-0-3)

This course is designed to provide students the secret to equipment performance. Students explore the role of the operator, supervisor, and maintenance personnel in developing a plan of equipment up time. **Pre or Corequisite: LNT 1014**

LNT 1043 Value Stream Development (3-0-3)

This course explores the set of specific actions (value stream) required to develop a product (whether a good, service or increasingly, a combination of the two) that creates value to the ultimate customer. After generating a value stream, a plan is developed to eliminate all non value-added steps from the stream. **Pre or Corequisite: LNT 1014**

LNT 1053 Total Productive Maintenance (3-0-3)

This course explores the use of TPM (total productive maintenance) to prevent equipment breakdowns. Students are introduced to the concepts of OEE (overall equipment effectiveness), OI (operation instructions), and SWI (standard work instructions) which are used to develop the charts and tools needed in charting lean maintenance. This course is designed specifically for the maintenance department. **Pre or Corequisite: LNT 1014**

Industrial Maintenance Technology

MCH 2043 Mechanical Devices (2-2-3)

This course is an overview of the principles, concepts, and applications of mechanisms found in an industrial plant. Topics covered include belt drive systems, chains, chain drives, conveyor belts, conveyor systems, bearings, sheaves, lubrication, sprockets, and mechanical fasteners. Lab will be used to emphasize practical maintenance, installation and procedures for repair and replacement.

MCH 2083 Hydraulics and Pneumatics (2-2-3)

This class covers the principles of hydraulics and pneumatic equipment and their uses and applications in industry. Some of the topics covered in this class include: hydraulic pumps, control valves, cylinders, seals, air compressors, filters, pressure regulators, pressure control

valves, and flow controls.

MCH 2204 Basic Machine Shop (3-2-4)

In this course, instruction is given in the care and operation of basic machine tools, measuring instruments, and shop safety procedures. Students learn the use of hand tools, drills and lathe cutting tools. They will study the methods used to machine parts by various methods. Shop projects are designed to provide practice in accurate turning, knurling, threading, and other operations.

MCH 2213 Maintenance Welding (2-2-3)

This course is designed to provide the basic skills in oxy-acetylene welding, cutting and brazing, basic arc welding, and safety necessary to the maintenance and repair of production equipment. It provides a basic introduction to TIG and MIG welding procedures and practices. The use of blueprints will be emphasized in this course.

Advanced Manufacturing Technology

MFG 1023 Design for Manufacturing (2-2-3)

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.

MFG 1033 Manufacturing Production Processes (2-2-3)

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 utilizes many of the basic manufacturing processes to produce primary and secondary materials for manufacturing.

MFG 1043 Manufacturing Power & Equipment Systems (2-2-3)

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 plan, design, implement, use, and troubleshoot manufacturing power systems, equipment systems, and control systems.

MFG 2013 Manufacturing Materials (2-2-3)

This course introduces 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. **Prerequisite: MFG 1033**

MFG 2023 The Manufacturing Enterprise (3-1-3)

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 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. **Prerequisite: MFG 1033**

MFG 2033 Manufacturing Equipment Maintenance & Operation (2-2-3)

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. **Prerequisite: MFG 1043**

MFG 2923 Manufacturing Capstone: Engineering Design & Problem Solving (2-3-3)

This course introduces 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 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. **Prerequisite: Permission of Department Chair**

MNT1003 Maintenance Management (3-0-3)

This course introduces the student to the processes that ensure that systems and plants continue to function at optimum levels through use of a totally supportive maintenance plan. Various maintenance techniques, including reliability, life cycle maintenance, and computerized maintenance management programs to enable a preventative and predictive approach in building reliability into the total production maintenance system are introduced. The course stresses maintenance planning within the corporate objectives, in particular considering cost factors, maintenance effectiveness and how to define and present the plan.

Microcomputer Systems

Administration

MSA 1113 Microsoft Server Operating Systems I (3-1-3)

This course prepares students to manage a network running Windows Server 2003. Students learn to create,

configure and manage various operating system resources such as file, print, and Web resources as well as user accounts and groups. **Prerequisite: BUS 1603 (Grade \geq C), Pre or Corequisites: CIS 1013, CIS 2213 or permission.**

MSA 2123 Microsoft Server Operating Systems II (3-1-3)

This course provides students with the knowledge and skills necessary to implement, manage, and maintain a Microsoft Windows 2003 Server network infrastructure. Emphasis is on managing IP addressing, name resolution, network security, and remote access. **Prerequisite: MSA 1113**

MSA 2243 Microsoft Workstation Operating Systems (3-1-3)

This course is designed to provide students with the knowledge and skills that are necessary to implement, configure, and administer Windows XP operating system. Emphasis is on administering resources, optimizing performance, troubleshooting, and implementing security measures. **Prerequisite: BUS 1603 must be completed within the past 5 years with Grade \geq C or permission. Corequisite: CIS 1013, CIS 2213 or permission**

Military Science

MSC 1011 Introduction to ROTC (1-2-1)

Self-confidence through team study and activities in basic drill, physical fitness, rappelling, first-aid, basic rifle marksmanship, and making presentations. Fundamental concepts of professional leadership in both classroom and outdoor lab environments. **Leadership lab required and 1-hour physical fitness session.**

MSC 1021 Introduction to Leadership (1-2-1)

Principles of effective leading. Self-confidence through physically and mentally challenging exercise with upper-division ROTC students and instructors. Individual and group communication skills and organizational ethical values for effective leadership.

Leadership lab required and 1-hour physical fitness session. Prerequisite: MSC 1011 or permission

Cisco Networking

NET 1016 Cisco Internetworking I (4-4-6)

This course provides the student with the skills necessary to set up, configure, and maintain a computer network and the network's link to other networks via an intranet or Internet. **Corequisites: BUS 1603**

NET 1026 Cisco Internetworking II (4-4-6)

A continuation of NET 1016-Cisco Internetworking I, this course is intended to provide the student with the skills necessary to program and troubleshoot Cisco brand internetworking equipment. Completion of these

courses will prepare the student to take the Cisco Certified Networking Associate exam. **Prerequisites: NET 1016 or special permission**

Plastic Injection Molding

PIM 1313 Plastic Injection Molding I (2-3-3)

This course provides lecture and hands-on experiences in the injection molding process. Areas covered are safety, machine identification, setup procedures, operation, troubleshooting, and machine adjustment. Students are introduced to computer monitoring of the molding process as a quality control method to increase productivity.

PIM 2023 Properties of Plastics (2-2-3)

This course is a survey of the mechanical, chemical, and electrical properties of plastic materials as they relate to the design of plastics parts. Topics include molecular structure and its effects on properties of plastic materials; classification of materials; rheology; physical behavior under various loading conditions; stress and strain characteristics; brittleness and impact strength; and electrical and thermal properties. Use is made of both empirical and theoretical formulas in the design of plastics parts.

PIM 2213 Tooling for Plastic Injection Molding (2-2-3)

This course covers construction methods necessary to build tooling for injection molding and blow molding. Includes an introduction to extrusion dies and thermoforming tools.

PIM 2323 Plastic Injection Molding II (2-3-3)

This course is an extension of PIM 1313, Plastic Injection Molding I. Subjects include insert molding and accessory equipment associated with injection molding such as drying and pneumatic conveying. **Prerequisite: PIM 1313**

Renewable Energy Technology

RET 1003 Introduction to Renewable Energy Technology (2-2-3)

This course introduces the concepts, methodologies, and sources of renewable energy. Energy production and the environment impacts from the use of fossil fuels will be compared with alternative forms of energy, including hydroelectric, solar, wind, geothermal, tidal, and nuclear energies. Upon completion, students should have a thorough understanding of renewable energy technology and its impact on humans and the environment.

RET 1024 Biofuels (2-2-3)

The history and early applications of biodiesel and ethanol will be explored. Understanding biochemical methods involved in the generation of biodiesel from feedstocks, animal fats, and waste vegetable oil. Students

ethanol and its uses. Social, environmental, and economical aspects of the production and usage of alternative fuels and new advancements in alternative fuel production will be introduced.

RET 2024 Process Instrumentation (2-2-4)

Intensive combined lecture/lab course designed to expose students to the spectrum of analytical instruments utilized in modern biofuels production. **Prerequisites: RET 1003, RET 1013**

RET 2025 Bioprocess Practices and Lab (4-2-5)

This course involves an in-depth examination of the methods utilized in the production of biofuel throughout the plant manufacturing process. The laboratory provides a hands-on experience of producing and testing biofuel.

RET 2923 Renewable Energy Internship (0-10-3)

This course is a cooperative internship between work environment and education and is designed to integrate the student's technical studies with work experience. Students work with their faculty advisor and the internship employer to develop an education plan with meaningful learning objectives based on their program of study. A minimum of 150 contact hours is required. **Prerequisite: 45 credit hours toward graduation in the program, registration for internship course during the pre-registration period prior to the semester of enrollment, and completion of an Internship Agreement Form.**

Safety

SFT 1063 Industrial Loss Prevention (3-0-3)

A survey course dealing with methods and programs utilized by industry to prevent injury and fatalities.

SFT 1071 CPR and First Aid (1-0-1)

A course designed to teach students how to deal with various injuries and health emergencies including heart and breathing difficulties, cuts, breaks, poisons, or other problems.

SFT 1081 Introduction to Industrial Safety (1-0-1)

An introduction to industrial hazards and methods for their remedy. Also introduces the role of the Occupational Safety and Health Act (OSHA).

SFT 2073 Industrial Safety and OSHA (3-0-3)

This course is designed to assist individuals on the supervisory levels of industry to establish, maintain, and update successful safety and loss prevention programs.

Internet Technology/Web Page Design

WEB 1003 Internet Business Foundations (3-0-3)

This course is designed to teach students about key Internet technologies, such as Web browsers, e-mail,

newsgroups, File Transfer Protocol, Telnet, and search engines. This course also exposes students to topics in e-commerce, project management, and security in information technology. **Prerequisite: BUS 1603 must be completed within the past 5 years with Grade \geq C or permission. \$25 CIW testing fee required.**

WEB 1013 Introduction to Web page Design (3-0-3)

This course is designed to teach students Web page creation and other aspects of Web authoring utilizing both text and graphical user interface (GUI) editors. Students will learn the basics of HTML, cascading style sheets, javascript, dynamic HTML, and document object models. **Prerequisite: BUS 1603 must be completed within the past 5 years with Grade \geq C or permission. \$30 CIW testing fee required.**

WEB 1023 Networking Technology Foundations (3-0-3)

This course teaches fundamental networking concepts and practices. Topics include network architecture and standards, network types, protocols, Internet servers, TCP/IP, and security. **Prerequisite: BUS 1603 must be completed within the past 5 years with Grade \geq C or permission. \$25 CIW testing fee required.**

WEB1033 Introduction to Webpage Editors (3-0-3)

This course provides an introduction to software applications for webpage design. Students are exposed to Microsoft Expressions and Adobe Dreamweaver. Students learn the skills necessary to quickly and easily design, develop, and maintain websites and web application from start to finish. Topics covered include creating a webpage and local site, adding web pages, links, and images, tables and page layout with forms, templates and style sheets, and layers, image maps and navigation bars. The course also introduces students to the seamless integration with Adobe Photoshop and Adobe Flash. **Prerequisite: WEB 1013**

WEB 2266 Advanced Web Page Design and Methodology (4-4-6)

This course teaches students to create and administer media-rich Web sites while utilizing tools such as Flash, Dreamweaver, FrontPage, and various multimedia components. Emphasis is on theory, design and Web construction, along with information architecture concepts, Web project management, scenario development, and performance evaluations in preparation for the Certified Internet Webmaster Professional certification. **Prerequisite: WEB 1013 with Grade \geq C or better. \$80 CIW testing fee required.**

WEB 2366 E-Commerce Technology (4-4-6)

This course, a part of the Certified Internet Webmaster sequence, teaches students how to conduct business online and how to manage the technological issues associated with constructing an electronic-commerce website.

The course focuses on standards and practices for both business-to-business (B2B) and business-to-consumer (B2C) e-commerce models. Students implement a genuine transaction-enabled B2C website; explore strategies and products available for building e-commerce sites; examine the management techniques for administering and operating e-commerce sites; and learn how to complement an existing business infrastructure with the latest tools and technologies. **Prerequisites: WEB 1003, WEB 1013, WEB 1023, WEB 2266**



Department of Humanities

Mission Statement

The mission of the Humanities Department shall be to offer a quality educational experience for individual development and to improve the general community.

Course Descriptions

Art

ART 1001 (0-2-1)

Special topics applied art courses offered at the discretion of the Department Chair when the need/interest is apparent. May be repeated for credit.

ART 1003 Art Appreciation (3-0-3)

An introductory survey of the visual arts. Exploration of purposes and processes in the visual arts including evaluation of selected works, the role of art in various cultures, and the history of art.

ART 1013 Basic Design I (2-4-3)

Studio-lecture course. Introduction to the visual elements and two-dimensional design principles. Experience with a broad variety of media and techniques.

ART 1313 Basic Design II (2-4-3)

Studio-lecture course. Study of the visual elements. Investigation of color. Introduction to the elements and principles of three-dimensional design.

ART 2001 Special Topics in Arts (1-0-1)

ART 2002 (2-0-2)

ART 2003 (3-0-3)

Special topics courses will be offered at the discretion of the department when the need and/or interest is apparent: May be repeated for credit.

ART 2023 Art History I (3-0-3)

Examination of painting, sculpture, architecture, and media from the prehistoric period to the Renaissance.

ART 2323 Art History II (3-0-3)

Examination of painting, sculpture, architecture, and media from the Renaissance to the contemporary period.

Applied Art Courses:

All applied art courses may be repeated for credit; however, students may not enroll more than four times in any one medium (drawing, painting, pottery) of applied art course and have the credit count to meet graduation requirements. Applied art courses may have additional fees.

ART 1023 Drawing I (2-4-3)

Introduction to the basic principles of drawing. The graphic factors of gestural expression, shape, line, value, texture, perspective, volume and space, and media, as well as organizational and expressive issues are explored. May be repeated for credit.

ART 1323 Drawing II (2-4-3)

Further investigation of the principles of drawing through advanced investigation of media and technique. Drawing as a basic organizer of thought and feeling as a step to image making. May be repeated for credit.

Prerequisite: ART 1023

ART 2013 Painting I (2-4-3)

The painting medium is the choice of the student and may include oil, watercolor, acrylic, or tempera. Painting is explored in terms of technique and expression. Basic problems are covered in both representational and abstract approaches. May be repeated for credit.

ART 2313 Painting II (2-4-3)

A continuation of ART 2013. This course is an exploration of technical and expressive possibilities of painting media. May be repeated for credit. **Prerequisite:** ART 2013

ART 2113 Pottery I (2-4-3)

An introduction to the techniques of clay forming, including wheel throwing, slab, and coil building. Glaze information is also included. The course emphasizes thinking in a creative manner and development of an awareness of the expressive content of ceramic art. A separately scheduled lab, ART 2110, is required. May be repeated for credit. **Corequisite:** ART 2110. **\$60 course fee.**

ART 2123 Pottery II (2-4-3)

Continues the exploration of the techniques introduced in Pottery I. Students will explore basic forms to refine ability and develop sensitivity to functional and aesthetic consideration. A separately scheduled lab, ART 2120, is required. May be repeated for credit. **Corequisite:** ART 2120. **\$60 course fee.**

Drama

DRA 1003 Theater Appreciation (3-0-3)

Background reading, lectures, discussions on history, literature, and appreciation of the theater as an art form. Not open to drama majors. May be taken as a general education elective. Offered on request.

DRA 1053 Introduction to Theater Arts (3-0-3)

A general introduction and orientation to the various areas of the theater arts: structure of drama; acting; directing; scene construction; lighting; general production requirements. Offered on request.

DRA 1063 Acting I (3-0-3)

An introduction and study of the theories and styles of acting. Group and individual projects in different types and periods of roles and plays. Offered on request.

DRA 2001 Special Topics in Drama (1-0-1)**DRA 2002 (2-0-2)****DRA 2003 (3-0-3)**

Special topics will be offered at the discretion of the department when the need and/or interest is apparent. May be repeated for credit.

English**General****ENG 1053 Vocabulary Building (3-0-3)**

This course stresses processes and techniques of building an improved vocabulary through an examination of roots, prefixes and suffixes. Numerous exercises enable the student to build word power and to gain awareness of the strength and importance of words. The skills-building course uses a text, which is programmed and auto-instructional. Diagnostic tests and other test instruments are administered periodically so the student may keep a check on his or her progress.

ENG 2001 (1-0-1), ENG 2002 (2-0-2),**ENG 2003 Special Topics in English (3-0-3)**

Special topics courses will be offered at the discretion of the department when the need and/or interest is apparent. May be repeated for credit.

Developmental**ENG 0953 Grammar Skills (3-0-3)**

Grammar Skills is a mandatory course designed for the student scoring within a specific range on the English portion of the assessment test. For information on placement test scores, see the Student Services section of the catalog. Grammar Skills is designed to develop the basic skills of students who display deficiencies in use of standard English. The course will concentrate on teaching principles of spelling, standard English idioms, correct word choice and usage, proper use of verb tenses, and subject-verb agreement.

ENG 0963 Writing Skills (3-0-3)

Writing Skills is a mandatory course designed for the student scoring within a specific range on the English portion of the assessment test. For information on placement test scores, see the Student Services section of the catalog. Writing Skills is designed to develop, strengthen, and reinforce the student's ability to write clear, coherent

standard English sentences and paragraphs. **Prerequisite: ENG 0953 or appropriate placement score.**

ENG 0981 English Assistance Lab (0-1-1)

English Assistance Lab is a mandatory course designed for the student scoring within a specific range on the English portion of the assessment test. For information on placement test scores, see the Student Services section of the catalog. Students will be advised of the need to take this course. This is a one-hour lab designed to help students continue their improvement in writing so they will be better prepared to succeed in degree requirement classes. This lab is a one-hour, self-paced computerized class, which addresses writing and critical thinking skills. This course may be taken prior to or concurrently with English Composition I. **For the students for whom this lab is mandatory, no credit can be granted for ENG 1013 English Composition I until ENG 0981 is successfully completed. Prerequisite: ENG 0963 or appropriate placement test score.**

ENG 0943 Conversational English as Second Language (3-0-3)

Conversational English is designed for the non-English speaking student who desires a working knowledge of the language. Students begin by identifying items such as clothing, colors, grocery items, etc. and basic parts of speech. Participants learn to express their thoughts and gradually begin basic reading and writing activities.

Composition/Writing**ENG 1013 English Composition I (3-0-3)**

A course designed to improve communication skills with emphasis on the mechanics of writing using the short essay as the vehicle. The course may include principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking. **Prerequisites: ENG 0963 (Grade \geq C) or appropriate placement test score. Corequisite: ENG 0981, RDG 0981, if required. No credit can be granted for ENG 1013 until ENG 0981 and /or RDG 0981 is successfully completed if required.**

ENG 1023 English Composition II (3-0-3)

A continuation of 1013 emphasizing quality and forms of writing culminating in the student's production of a research paper. The study of representative examples of major literary types may be included. The course includes further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. **Prerequisite ENG 1013 (Grade \geq C) and ENG 0981, RDG 0981, if required.**

Literature

Students must earn a grade of "C" or better in ENG 1023 English Composition II to progress to any literature course.

ENG 2073 World Literature I (3-0-3)

Survey of masterpieces of the ancient world, the middle ages and Renaissance. Includes study of movements, schools, and periods. **Prerequisite: ENG 1023 (Grade ≥ C) or permission of Dept. Chair.**

ENG 2083 World Literature II (3-0-3)

Selected significant works of world literature from the Renaissance to the present. Includes study of movements, schools, and periods. **Prerequisite: ENG 1023 (Grade ≥ C) or permission of Dept. Chair.**

ENG 2093 Survey of African American Literature (3-0-3)

This course covers the poetry, essays, short stories, and novels by major authors of African American Literature. Analysis will be made of theme, structure, character, satire, and other literary devices. **Prerequisite: ENG 1023 (Grade ≥ C) or permission of Dept. Chair.**

ENG 2183 Western Literature I (3-0-3)

Selected significant works of western literature from ancient, medieval, and Renaissance periods. Includes study of movements, schools and periods. **Prerequisite: ENG 1023 (Grade > C) or permission of Department Chair**

ENG 2283 Western Literature II (3-0-3)

Selected significant works of western literature from Renaissance to the present period. Includes study of movements, schools, and periods. **Prerequisite: ENG 1023 (Grade ≥ C) or permission of Dept. Chair.**

ENG 2193 British Literature I (3-0-3)

Selected works of British literature from its beginning through the Renaissance. **Prerequisite: ENG 1023 (Grade ≥ C) or permission of Dept. Chair.**

ENG 2293 British Literature II (3-0-3)

Selected works of British literature from the Renaissance to present. **Prerequisite: ENG 1023 (Grade ≥ C) or permission of Dept. Chair.**

ENG 2243 American Literature before 1865 (3-0-3)

Selected works of American literature from its beginning to 1865. **Prerequisite: ENG 1023 (Grade ≥ C) or permission of Dept. Chair.**

ENG 2253 American Literature Since 1865 (3-0-3)

Selected works of American literature from 1865 to the present. **Prerequisites: ENG 1023 (Grade ≥ C) or permission of Dept. Chair.**

Course Descriptions

Foreign Languages

French

FRE 1014 Elementary French I (3-1-4)

An elementary course for students with no previous experience with the language. Pronunciation, vocabulary, oral and written composition, reading and functional grammar, laboratory practice and listening.

FRE 1024 Elementary French II (3-1-4)

A continuation of French 1014. **Prerequisite: FRE 1014 or equivalent**

FRE 2014 Intermediate French I (3-1-4)

Intermediate French. Practice in oral and written composition, reading, functional grammar and discussion of selected short stories, plays, and longer works.

Prerequisite: FRE 1024 or equivalent

FRE 2024 Intermediate French II (3-1-4)

A continuation of French 2014.

Prerequisite: FRE 2014 or equivalent

German

GER 1014 Elementary German I (3-1-4)

An elementary course for students with no previous experience with the language. Pronunciation, vocabulary, oral and written composition, reading, and functional grammar, laboratory practice and listening.

GER 1024 Elementary German II (3-1-4)

A continuation of German 1014.

Prerequisite: GER 1014 or equivalent

GER 2014 Intermediate German I (3-1-4)

Intermediate German. Practice in oral and written composition, reading, functional grammar and discussion of selected short stories, plays, and longer works.

Prerequisite: GER 1024 or equivalent

GER 2024 Intermediate German II (3-1-4)

A continuation of German 2014.

Prerequisite: GER 2014 or equivalent

Japanese

JPN 1001 Beginning Conversational Japanese I (1-0-1)

An introductory course designed to provide basic Japanese conversational skills.

JPN 1101 Beginning Conversational Japanese II (1-0-1)

A continuation of JPN 1001 Beginning Conversational Japanese I. **Prerequisite: JPN 1001 or permission of instructor**

JPN 1013 Elementary Japanese I (3-0-3)

Conversational Japanese is designed to familiarize the students with the basic Japanese sounds, expressions, and words necessary for daily life. The principal method used is aural-oral practice.

Spanish

SPA 1001 Beginning Conversational Spanish I (1-0-1)

This introductory course is designed to provide basic Spanish conversational skills. It is designed for students using Spanish in the workplace.

SPA 1101 Beginning Conversational Spanish II(1-0-1)

A continuation of SPA 1001 Conversational Spanish I.

Prerequisite: SPA 1001 or permission of instructor

SPA 1114 Elementary Spanish I (3-1-4)

An elementary course for students with no previous experience with the language. SPA 1114 is a beginning course designed to help students develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people.

SPA 1124 Elementary Spanish II (3-1-4)

SPA 1124 is a continuation of SPA 1114. It seeks to further develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. **Prerequisite: SPA 1114 or equivalent**

SPA 2114 Intermediate Spanish I (3-1-4)

SPA 2114 is designed to help the student develop an intermediate-level proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. **Prerequisite: SPA 1124 or equivalent**

SPA 2124 Intermediate Spanish II (3-1-4)

SPA 2124 is a continuation of SPA 2114. It seeks to further develop an intermediate-level proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. **Prerequisite: SPA 2114 or equivalent**

Health, Physical Education, and Recreation

HPR 1732 Concepts of Physical Activity (2-1-2)

Designed to provide knowledge of relationships among health, wellness, exercise, nutrition and fitness, this class shows students how to develop a lifetime fitness program.

HPR 2113 Health and Safety (3-0-3)

A course dealing with health problems in today's society. Health areas covered include physical, mental, emotional, social, and spiritual.

Physical Education, Activities

Each course involves skills, techniques, and rules

for the specified activity. All applied physical activities courses may be repeated for credit; however, students may not enroll more than four times in any one type of applied physical activities course and have the credit count to meet graduation requirements. A \$5 fee applies to all HPR activity classes.

HPR 1201 Aerobics (0-2-1)

HPR 1261 Yoga (0-2-1)

HPR 1301 Tennis (0-2-1)

HPR 1321 Conditioning (0-2-1)

HPR 1351 Bowling (0-2-1)

Lab Fee: \$53.00

HPR 1361 Golf (0-2-1)

HPR 1371 Badminton (0-2-1)

HPR 1381 Volleyball (0-2-1)

HPR 1411 Softball (0-2-1)

HPR 1471 Basketball for Women (0-2-1)

HPR 1491 Basketball for Men (0-2-1)

HPR 1721 Pickle Ball (0-2-1)

HPR 1811 Weightlifting (0-2-1)

Honors Interdisciplinary Seminar

IDS 1211, 1221, 2211, 2221

Honors Interdisciplinary Seminar (1-0-1)

An Interdisciplinary seminar (IDS) is offered each semester as part of the curriculum of the Honors Program. The content of the course varies widely and is more experimental than the core offerings. The course content is supplemented by off-campus cultural enrichment activities. This course may be taught as an interdisciplinary or cross-disciplinary seminar.

IDS 1212, 1222, 2212, 2222

Honors Interdisciplinary Seminars (2-0-2)

An Interdisciplinary seminar (IDS) is offered each semester as part of the curriculum of the Honors Program. The content of the course varies widely and is more experimental than the core offerings. The course content is supplemented by off-campus cultural enrichment activities. This course may be taught as an interdisciplinary or cross-disciplinary seminar.

Journalism

JRN 1013 Intro to Newspaper Writing (3-0-3)

Beginning reporting, study of types of news, body treatment of story. Practice in writing the straight news story. Offered on request.

JRN 1213 News Writing II (3-0-3)

A continuation of JRN 1013 with special emphasis on newspaper and feature magazine writing. Offered on request. **Prerequisite: JRN 1013.**

Music

General

MUS 1003 Music Appreciation (3-0-3)

A music survey course for the listener who has little or no formal training or experience. Emphasis is on helping the student understand the interrelationship between music and the social, cultural, economic, and political development of society. For non-music majors as a general education elective. The course is an introductory survey of music including the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, and an introduction to major musical instruments.

MUS 1103 Fundamentals of Music (3-0-3)

Fundamentals of Music is a course designed for the person with a meager musical background who wants to learn more about the basics of music. Material covered includes the notation of pitch and rhythm, computation of major and minor scales, and the formation of musical intervals and triads. Slight emphasis is given to the playing of scales and simple melodies. This course is open to both music majors and non-music majors.

MUS 1200 Voice Repertoire (0-2-0)

Voice Repertoire is a coaching lab designed to teach songs and arias to vocal students in preparation for voice lessons. The course is required for music majors taking voice who lack piano or sight singing skills. Voice students who need assistance in learning assigned repertoire may register for the class. **Corequisite: Any Applied Voice course.**

MUS 2201 Opera Workshop/Non-Majors (0-2-1)

Workshop emphasizing learning, memorizing, interpreting and staging a show or scenes for public performance. Training will concentrate on characterization, stage movement, and effective singing for the stage. Some basic technical stagecraft is included. **Corequisite: Any Applied Voice course**

MUS 2202 Opera Workshop/Majors (0-4-2)

Workshop emphasizing learning, memorizing, interpreting and stage a show or scenes for public performance. Training will concentrate on characterization, stage movement, and effective singing for the stage. Some basic technical stagecraft is included. **Corequisite: Any Applied Voice Course**

MUS 1013 Music Theory I (3-0-3)

A study of the fundamentals of music: major and minor scales, key signatures, intervals, triads, note values, and time signatures. Emphasis is placed on reading of rhythms, sight singing, ear training and dictation. Part writing in tonic, subdominant and dominant harmonies is begun. Course is required for all beginning music majors.

Corequisite: MUS 1611

MUS 1513 Music Theory II (3-0-3)

Continuation of Music Theory I. Triads, seventh chords, non-harmonic tones and simple modulations are studied.

Melodies are harmonized and exercises in the realization of figured bases are included. Ear training, sight singing, and dictation are continued. **Prerequisite: MUS 1013. Corequisite: MUS 1711**

MUS 2013 Music Theory III (3-0-3)

Knowledge presented in Music Theory I and II is reviewed. Ear training, sight singing, dictation, and keyboard harmony are integrated with four part written harmony. Altered chords, secondary dominants, leading tone chords and seventh chords are studied. Choral melodies are harmonized and exercises in harmonic analysis are stressed. **Prerequisite: MUS 1513. Corequisite: MUS 1811**

MUS 2513 Music Theory IV (3-0-3)

A continuation of Music Theory III. Keyboard harmony, dictation, sight singing, and ear training are continued. Concentration is placed on the study of diminished seventh chords, dominant ninth, eleventh and thirteenth chords and the Neapolitan sixth. Classical, romantic, and contemporary music is studied for harmonic analysis.

Prerequisite: MUS 2013. Corequisite: MUS 1911

MUS 1611 Aural Theory I (2-0-1)

Training in the aural perception of scales, melodies, intervals, and chords. Sight singing skills are also developed. **Corequisite: MUS 1013**

MUS 1711 Aural Theory II (2-0-1)

A continuation of Aural Theory I, which is a prerequisite. **Prerequisite: MUS 1611. Corequisite: MUS 1513**

MUS 1811 Aural Theory III (2-0-1)

Aural training including more advanced melodic, rhythmic and harmonic materials. **Prerequisite: MUS 1711. Corequisite: MUS 2013**

MUS 1911 Aural Theory IV (2-0-1)

A continuation of Aural Theory III, which is a prerequisite. **Prerequisite: MUS 1811. Coreq. MUS 2513**

MUS 2503 Music History Survey (3-0-3)

An overview of music history from antiquity to the present with emphasis on composers, their works and listening. The intention is to provide students with a working knowledge of the unique characteristics of music common to each historical period. This course is designed primarily for music majors but is open to any student.

Prerequisite: MUS 1003 or permission of instructor

MUS 2001 Special Topics in Music (1-0-1)

MUS 2002 (2-0-2)

MUS 2003 (3-0-3)

Special topics courses will be offered at the discretion of the department when the need and/or interest is apparent. May be repeated for credit.

Class Instruction

NOTE: All Class Instruction courses require five hours practice per week for every hour of class instruction.

MUS 1621 Class Voice I (1-0-1)

This vocal course is designed for beginning vocal students who may or may not plan to pursue further voice study. Emphasis is placed on correct posture, breath control, phrasing, extending vocal range, vowel production, and interpretation. One-hour lesson weekly.

MUS 1721 Class Voice II (1-0-1)

A continuation of Class Voice I. Concentration is centered on the continued development of the correct foundation for breath control, tone and pitch consciousness, style and interpretation. The student is introduced to a wide range of vocal literature. **Prerequisite: MUS 1621.**

MUS 1091, 1591, 2091, 2591 Class Piano (1-0-1)

This series of courses is designed for piano students with no previous knowledge. Musical skills, techniques, and an understanding basic to keyboard musicianship at an early level of study are covered. Through the use of electronic pianos and headphones, the student will learn to sight read, to harmonize simple tunes with primary and secondary chords, and to transpose easy song arrangements. Limited class size. Lab Fee: \$35.00.

Ensemble

Ensemble music courses may be repeated for credit; however, students may not enroll more than four times in any one ensemble and have the credit count to meet graduation requirements

MUS 1001 Gospel Choir (0-3-1)

This is a group of mixed voices with interest in gospel music. It is open to all students on campus and in the community. The group will perform each semester.

MUS 1071 College Singers (0-3-1)

This is a group of mixed voices, open to all students on campus. Both sacred and secular choral music are studied and performed. Open to all college students with consent of director.

MUS 1081 Jazz Band (0-3-1)

An ensemble designed for the study and performance of a wide variety of jazz and contemporary music, including swing, progressive, modern, and rock styles. Membership is by permission of the director.

MUS 1401 Jazz Ensemble (0-3-1)

Students participate in a variety of musical styles including progressive, swing and popular. Membership is by audition of instructor. The group conducts periodic tours/performances.

MUS 1411 Wind Ensemble (0-3-1)

Designed for the study and performance of a wide variety of renaissance, these courses will include baroque, classical, romantic and contemporary music. Membership is by permission of instructor.

Applied (Individual) Music Instruction:

Applied music courses are private instruction lessons meeting either one-half hour or one hour per week. Private lesson times are arranged individually for students based on instructor availability. Students must contact music faculty to establish a weekly lesson time as soon as possible upon enrolling in an applied music course. All applied class instruction courses require five hours of practice per week for every half hour of individual instruction. The lab fee for a lesson that meets for one-half hour per week is \$25; the lab fee for a lesson that meets for one hour per week is \$50.

Applied music courses may be repeated for credit; however, students may not enroll more than four times in any one type (type means type of instrument, i.e., voice, piano, guitar, etc.) of applied music course and have the credit count to meet graduation requirements.

One-credit hour applied music courses. The following courses meet for ½ hour per week and may be repeated for credit as explained above:

MUS 1021 Applied Voice (0-.5-1)

MUS 2011 Special Topics in Applied Music (0-.5-1)

MUS 1031 Applied Piano (0-.5-1)

MUS 1121 Applied Instrumental (0-.5-1)

MUS 1901 Applied Guitar (0-.5-1)

Two-credit hour applied music courses. These courses meet for 1 hour per week and may be repeated for credit as explained above:

MUS 1022 Applied Voice (0-1-2)

MUS 2012 Special Topics in Applied Music (0-1-2)

MUS 1032 Applied Piano (0-1-2)

MUS 1122 Applied Instrumental (0-1-2)

MUS 1902 Applied Guitar (0-1-2)

Reading

RDG 0963 Reading I (3-0-3)

Reading I is a mandatory course designed for the student scoring within a specific range on the reading portion of the assessment test. For information on placement test scores, see the Student Services section of the catalog. This course emphasizes training in specific reading skills: vocabulary building which includes understanding words in context, pronouncing unfamiliar words, dictionary usage; and literal and interpretive comprehension skills which consist of understanding the main idea, supportive facts and details, sequencing, comparison and contrast, classifying, facts and opinions, cause and effect, predicting outcome, inference, drawing conclusion, and detecting propaganda.

RDG 0973 Reading II (3-0-3)

Reading II is a mandatory course designed for the student scoring within a specific range on the reading portion of the assessment test. For information on placement test scores, see the Student Services section of the catalog. This course emphasizes training in specific reading skills. It is designed to help students understand word meaning in context, in isolation and in interpretive (reasoning) skills. Vocabulary development through the use of context clues, root words, prefixes and suffixes will be an integral part of the course. **Prerequisite: RDG 0963 or appropriate placement test score.**

RDG 0981 Reading Assistance Lab (0-1-1)

Reading Assistance Lab is a mandatory course designed for the student scoring within a specific range on the reading portion of the assessment test. For information on placement test scores, see the Student Services section of the catalog. This is a one-hour lab designed to help students continue their improvement in reading so they will be better prepared to succeed in degree requirement classes.. This lab is a one-hour, self-paced computerized class, which addresses reading comprehension and critical thinking skills. **For the students for whom this course is mandatory, no credit can be granted for ENG 1013 English Composition I until RDG 0981 is successfully completed. Prerequisite: RDG 0973 or appropriate placement test score.**

RDG 2001 Special Topics in Reading (1-0-1)

RDG 2002 (2-0-2)

RDG 2003 (3-0-3)

Special topics courses will be offered at the discretion of the department when the need and/or interest is apparent. May be repeated for credit.

Speech

SPE 1003 Introduction to Oral Communication

(3-0-3)

This course is an investigation of the components of communication. Study and practice in dyadic, small group, and speaker-audience situations.

SPE 2001 Special Topics in Communication (1-0-1)

SPE 2002 (2-0-2)

SPE 2003 (3-0-3)

Special topics courses will be offered at the discretion of the department when the need and/or interest is apparent. May be repeated for credit.

SPE 2011, 2021, 2031

Interpersonal Communication I, II, III (1-0-1)

These classes will provide the theory and experience to develop effective interpersonal communication skills. Students will gain experience with dyads and small group work in human interaction. Interpersonal Communication I focuses on self-disclosure, feedback and trust. Interpersonal Communication II focuses on sending messages

effectively, understanding another's perspective, and helpful listening and responding skills. Level III emphasizes managing conflict in constructive ways, and managing anger and stress effectively.



Department of Allied Health Science

Mission Statement

The Department of Allied Health Science is an integral part of East Arkansas Community College and, as such, functions within the framework of College's values, goals, and objectives. The faculty believes that the programs within the Allied Health Science Department help improve community health care within eastern Arkansas.

The following policy applies to ALL Allied Health programs at East Arkansas Community College:

Criminal Background Checks/Drug Screening Policy

Clinical sites are now requiring criminal background checks and drug screens before students are allowed to come for the clinical rotation. Therefore, students will be required to obtain these and present the results to the facility. The student will be responsible for the cost. The clinical facility will be responsible for accepting or declining students based on the results of the criminal background checks and drug screens.

If the clinical facility refuses a student based on criminal background checks and/or drug screens, the College will seek, if possible, to find another facility for the student's clinical experience. The corresponding clinical component for each class is mandatory. If the student is unable to fulfill the clinical requirement, the student will be dropped from the program.

Certificate of Proficiency Medication Assistant Program

The Medication Assistant Program is designed to educate qualified individuals to administer certain nonprescription and legend drugs in long term care facilities under the supervision of a licensed nurse. East Arkansas Community College offers a Certificate of Proficiency in Medication Assistant. Once accepted, students will be required to participate in classroom, laboratory, and clinical settings. The program is designed to be completed in one semester.

Upon graduation, students are eligible to make application to take the certification examination offered by the Arkansas State Board of Nursing.

Mission Statement

The Medication Assistant Program is an integral part of East Arkansas Community College and functions within the framework of the College Mission. The mission of the Medication Assistant Program is to provide academic and clinical environments that will provide graduates with the knowledge to function as entry-level medication assistants and as a member of the healthcare team. The

program strives to provide the community with graduates who exhibit competent, professional, ethical, and communicative skills when administering medications. The faculty believe that the graduates will pursue learning as a life long process.

Program Goals

Upon completion of the program, the graduate will be able to:

1. Integrate medication principles when administering medications to individuals in a long term care facility.
2. Practice within the legal and ethical framework of the standards for medication assistant.
3. Communicate therapeutically and effectively in both oral and written style with clients, families, significant others, and health care providers.
4. Function as part of the healthcare team.

Admission Requirements

To be eligible for admission, the applicant must:

1. Be admitted to East Arkansas Community College.
2. Be currently listed in good standing on Arkansas' certified nurse aide registry.
3. Maintain registration on Arkansas' certified nurse aide registry continuously for a minimum of one (1) year.
4. Complete at least one (1) continuous year of full-time experience as a certified nurse aide in Arkansas.
5. Be currently employed at a nursing home.
6. Take the reading skills placement test of the Asset scoring 43 or above or the Compass scoring 82 or above.

Application Process

All applicants must submit:

1. An application for Medication Assistant program.
2. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.
3. Scores of Asset or Compass testing.
4. Proof of current certification as a certified nurse aide.
5. Letter from employer indicating one (1) continuous year of full-time experience as a certified nurse aide in a nursing home in Arkansas.

Application Deadlines

Students are admitted to East Arkansas Community College's Medication Assistant Program once a year for Spring Admission DEADLINE FOR MEDICATION ASSISTANT APPLICANTS

November 15 for Spring Admission

All information must be received by November 15

If qualified applicant pool is not met by the application deadline, the deadline may be extended at the discretion of the Restricted Enrollment Committee.

Application Review/Notification

Applicants whose files are complete by the deadlines will be considered by the Restricted Enrollment Committee for admission to the Medication Assistant Program. Notification of the committee's action will be made by letter two weeks after the deadline. The number of students admitted will vary according to resources and space available.

Acceptance

Once an applicant has been accepted to East Arkansas Community College's Medication Assistant program, the candidate must:

1. Accept in writing by the date indicated on the acceptance letter.
2. Have the following required immunizations with statement of proof:
 - a. Hepatitis B (The first shot in a series of three must be completed prior to registration or a waiver must be signed. Shots #2 and #3 must be completed as prescribed.)
 - b. Tetanus (Must be within the last 10 years)
 - c. Measles, Mumps, Rubella (MMR)
 - d. Tuberculin Test (TB). Proof of a current, negative TB skin test (within the last 12 months) or a negative chest x-ray is a requirement for registration
3. Submit proof of health insurance.
4. Provide proof of malpractice insurance while in the Medication Assistant Program.

Readmission

1. The student seeking readmission must reapply to East Arkansas Community College's Medication Assistant Program.
2. Readmission is based upon space availability.
3. Any student denied clinical access for justifiable causes by the clinical facility will not be eligible for readmission to East Arkansas Community College's Medication Assistant Program.
4. Any student, who has been dismissed from the Medication Assistant Program with a grade of 'D', 'F', or 'W' (Withdrawn), may seek readmission once. If a student has been unsuccessful in the Medication Assistant Program twice, the student may seek readmission after a period of one (1) year from last entrance into the Medication Assistant Program.

Progression

In order to progress in the Medication Assistant Program, the student must:

1. Earn a grade of 'C' or better in all general education courses.
2. Earn a grade of 'C' or better in the medication assistant course.
3. Receive a satisfactory performance rating in the medication assistant clinical course.
4. Adhere to the attendance and punctuality policies of East Arkansas Community College and the Medication Assistant Program (classroom, clinical, and laboratory settings).
5. Maintain current certification in CPR, malpractice insurance, and health insurance.

Curriculum Plan

BUS 1343	Computer Keyboarding I	or	
BUS 1373	Computer Keyboarding II	or	
BUS 1603	Computer Fundamentals		3
HSC 1003	Medical Terminology		3
MED 1016	Medication Assistant		6
MED 1010	Clinical for Medication Assistant		0
Total			12

Students accepted into the Medication Assistant Program may take MED 1016 (Medication Assistant) and MED 1010 (Clinical for Medication Assistant) without taking the general education courses for the Certificate of Proficiency.

Medication Assistant Program Course Descriptions

MED 1016 Medication Assistant (4-6-6)

This course will present information on medication principles, medication safety, and medication administration. Also, communication and documentation requirements will be covered. Ethical and legal issues will be explored as well as the responsibilities and certification renewal process for a medication assistant-certified. **Pre or Corequisites: BUS 1343 or BUS 1373 or BUS 1603 and HSC 1003. Corequisite: MED 1010, Malpractice Insurance Fee \$15.**

MED 1010 Clinical for Medication Assistant (0-6-0)

The student will apply the concepts from the Medication Assistant course and demonstrate safe administration of medications to clients in a nursing home setting. **Pre or Corequisites: BUS 1343 or BUS 1373 or BUS 1603 and HSC 1003. Corequisite: MED 1016.**

Graduation Policy

The Medication Assistant Program subscribes to East Arkansas Community College's requirements for graduation (see current College Catalog for graduation information).

Withdrawal Policy

Students who no longer wish to be enrolled in the Medication Assistant Program must follow the Withdrawal Policy set for in the current East Arkansas Community College Catalog.

Costs Other Than Tuition

All costs are approximate and subject to change. All East Arkansas Community College students pay the same tuition rates subject to residency status as published in the Tuition and Fees section of the current East Arkansas Community College Catalog.

The following are approximate costs other than tuition for the Medication Assistant Program. These costs are approximate and may change.

<u>Item</u>	<u>Cost</u>
Textbooks	~ \$250
Malpractice Insurance	\$15
Uniforms, etc.	~\$50
Health Insurance	varies
Immunization Requirements	~ \$150
Certification Examination	\$71
Licensure Fee for Arkansas	\$35
~ = approximate	

Dismissal Policy

Violation of classroom or clinical policies and procedures or personal misconduct will result in disciplinary actions and can result in immediate dismissal from the Medication Assistant Program and the College. Actions subject to discipline include, but are not limited to: conduct dangerous to others, disorderly conduct, disruption of teaching in classroom or clinical settings, misuse of or damages to property, misuse of documents or identification cards or violations of state or federal laws. See also the Student Misconduct Policies and Procedure in the College Catalog.

Violation of the specific policies listed below may result in dismissal from the Medication Assistant Program:

1. Any student failing (grade "D" or "F") or Withdrawing ('W') from the course twice will be dismissed from the Medication Assistant Program. The student may seek readmission according to the Readmission Policy.
2. Students dismissed from the Medication Assistant Program for disciplinary reasons, as outlined in the Medication Assistant Student Handbook, will be ineligible for readmission into the East Arkansas Community College's Medication Assistant Program.
3. Students must maintain current certification in CPR (American Heart Association Healthcare Provider), malpractice, and health insurance for the entire program of study. Failure to do so will result in placing a hold on grades and/or dismissal from the Medication Assistant Program.

Technical Certificate Health Professions

This three semester program is appropriate for students who are interested in an allied health career. The Certificate in Health Professions will provide students with the preliminary background necessary for opportunities in allied health professions. Credits received within this certificate may be applied toward the Associate of Science degree for the College's programs within the Allied Health Science Department.

Curriculum Plan

Term I		Semester Hours
BIO 2114	Anatomy and Physiology I.....	4
ENG 1013	English Composition I	3
MTH 1113	College Algebra -or-	
MTH 1013	College Mathematics.....	3
HSC 1003	Medical Terminology.....	3
		Total 13
Term II		Semester Hours
BIO 2134	Anatomy and Physiology II.....	4
BIO 2504	Microbiology -or-.....	4
PHY 2013	Survey of Physics for RT.....	3
HSC 1113	Nutrition.....	3
PSY 1003	General Psychology.....	3
		Total 13-14
Term III		Semester Hours
PSY 2003	Developmental Psychology.....	3
SOC 1013	Sociology -or-	
SOC 2043	Anthropology.....	3
BUS 1603	Computer Fundamentals.....	3
HSC 1023	Pharmacology.....	3
		Total 12
Total Program Hours.....		38-39

Certificate of Proficiency Medical Professions Education

This 18 credit hour program provides a more seamless pathway to health care occupations for students enrolled at the College. It will benefit students in Career Pathways programming and students enrolled in the Secondary Career Center.

Curriculum Plan

		Semester Hours
HSC 1303	Introduction to Medical Professions I.....	3
HSC 1313	Introduction to Medical Professions II.....	3
HSC 1323	Medical Procedures I.....	3
HSC 1333	Medical Procedures II.....	3
HSC 1213	Human Biology.....	3
HSC 1223	Human Diseases.....	3
Total Program Hours		18

Health Science Course Descriptions

HSC 1003 Medical Terminology (3-0-3)

This course will provide the student basic knowledge of medical language to allow him or her to recognize and understand medical terms. Prefixes, suffixes and root words are covered to provide a basis from which the student may build or recognize new medical terminology.

HSC 1023 Pharmacology (3-0-3)

The course is designed to give the student an up-to-date look at the pharmacological aspects of drugs. Students must learn and apply principles of pharmacology to safely administer medications and to educate clients and caregivers to effectively manage a therapeutic drug regimen. Along with drug therapy, teaching-learning and critical thinking will be integrated.

HSC 1101 Math for Nurses (1-0-1)

This course is designed to help students in calculating drug dosages. The basic skills in calculating dosages will be presented. Measurement systems, the metric system, apothecary and household systems will be discussed. All routes will be done. Emphasis of the course is on the mathematical skills essential for the integration of pharmacological computations mandatory for safe, effective administration of medications to client/families.

HSC 1303 Introduction to Medical Professions I (3-0-3)

Experiences in the Introduction to Medical Professions course are designed to provide students with basic information and skills needed for a career in the health care field. In this comprehensive semester course, emphasis is given to the development of competencies related to Career and Technical Education Student Organizations (CTSOs), medical history and events, health care systems, health care careers, qualities of a successful health care worker, medical ethics, and legal responsibilities, and nutrition and health.

HSC 1313 Introduction to Medical Professions II (3-0-3)

The course provides students with a general overview of the more crucial content areas of the Medical Professions Education program core courses. Areas covered are: Medical terminology, medical math, human growth and development, process of disease, and employability skills needed within the health care field. This course is recommended for students who will to have the opportunity to take any additional Medical Professions Education program courses.

HSC 1113 Nutrition (3-0-3)

This course is an introduction to nutrition, including nutritive value of foods, factors influencing body food requirements, and the importance of promoting health and preventing disease. The body physiology in relation to total nutritional needs will also be studied. Emphasis is on the nutritional requirements throughout the human life cycle with attention to cultural and other individual needs. Application of the basic food groups and diet therapy will provide the student with a clinical focus.

HSC 1213 Human Biology (3-0-3)

Designed to provide students with a basic overview of the human body, this class will include instruction in cell structure and function, body systems and functions, and principles of inheritance.

HSC 1223 Human Diseases (3-0-3)

Intended as a one-semester pathophysiology course, the health science course provides an introduction to the essential concepts of human diseases and related laboratory tests.

HSC 1323 Medical Procedures I (3-0-3)

This course allows students to develop specific skills needed in the health professions. Emphasis is given to the development of competencies related to the following areas: safety, infection control, vital signs, CPR and first aid medical math abbreviations, and charting.

HSC 1333 Medical Procedures II (3-0-3)

The Medical Procedures expanded course focuses on the specific skills needed in several different areas of entry-level positions in health care. The different skill areas addressed are: dental assisting, laboratory assisting, medical assisting, nurse assisting, physical therapy assisting, and veterinary assisting.

HSC 2123 Healthcare Law and Ethics (3-0-3)

This course will present legal guidelines and requirements for healthcare. Medical ethics and related issues will also be presented. Emphasis will be on confidentiality and performance within the legal and ethical boundaries of healthcare. Also federal and state healthcare legislation and regulations will be discussed.

HSC 2223 Pathophysiology (3-0-3)

The focus of pathophysiology is the abnormal functioning of diseased organs. The course will include descriptions of causes, signs and symptoms, diagnostic tests, and treatments dealing with patient care.

Prerequisite: BIO 2114

Emergency Medical Technology - Paramedic Program

If a student has been convicted of a crime, the Arkansas Department of Health, Division of Trauma and Health Systems will make the final determination to allow a student to take the National Registry of Emergency Medical Technology-Paramedic Program Exam.

East Arkansas Community College's Emergency Medical Technology-Paramedic Program offers two tracks: an Associate of Applied Science in Emergency Medical Technology-Paramedic and a Technical Certificate in Emergency Medical Technology-Paramedic. Once accepted, students will be required to participate in both classroom and clinical settings. The program is designed to be completed in eighteen (18) months, based on full time enrollment, exclusive of vacation time.

The EMT-Paramedic Program is for currently certified Arkansas EMT's who wish to advance to the Paramedic level.

Upon graduation, students are eligible to challenge the National Registry of EMT-Paramedic's certifying exam. This exam is required to work in Arkansas as an EMT-Paramedic.

Philosophy

The Emergency Medical Technology - Paramedic Program is an integral part of East Arkansas Community College and functions within the framework of the College Mission. The program prepares the graduate who, upon successful completion of the National Registry of Emergency Medical Technicians Exam, helps meet the emergent and non-emergent out-of-hospital healthcare needs of the citizens of Eastern Arkansas. The Program promotes economic development by preparing the graduate to implement injury prevention activities and administer emergency care that reduces death, disability, and healthcare costs, thereby increasing the standard of living for the community as a whole.

The faculty of East Arkansas Community College, Emergency Medical Technology - Paramedic Program, believe:

Every individual is worthy of dignity and respect and has the right to receive prompt emergency medical care and appropriate out-of-hospital healthcare.

Emergency medical care is defined by the individual and is classified as either an emergency or urgency. An emergency is any threat to life that requires prompt medical attention in an attempt to preserve life. Urgencies involve those aspects of healthcare, while necessary for adequate and appropriate care, are not considered to be immediate threats to life.

As an out-of-hospital provider of care, the graduate is able to determine appropriate interventions through the application of the pathophysiological principles of trauma and medical systems.

As a member of the Allied Health System, the graduate will be self-motivated with a strong work ethic and assume responsibility for all present and future learning.

Emergency Medical Technology is a necessary part of the Allied Health System and is broad in its scope. The members of this profession provide the community with an invaluable extension of the Allied Health Care System in bringing emergency healthcare into the homes and businesses of individuals in need of immediate lifesaving treatment.

Program Objectives

Upon completion of the program of study, the graduate is prepared to:

1. Integrate pathophysiological principles and assessment findings to formulate field impressions and implement treatment plans for patients who present with trauma and/or medical disease processes.
2. Apply for and take the certifying exam administered by the National Registry of Emergency Medical Technicians – Paramedic.
3. Perform as an entry-level paramedic within the established “Scope of Practice” as defined by the Department of Transportation’s National Standard Curriculum.
4. Assume responsibility for pursuing future learning opportunities.

5. Function as a patient advocate within the Allied Health System by providing competent out-of-hospital care.
6. Communicating effectively with patients, family members, and receiving- facility healthcare professionals.

Admission Requirements

To be eligible for admission, the applicant must:

1. Be admitted to East Arkansas Community College (see current East Arkansas Community College Catalog for application and admission procedure).
2. Complete any required College developmental courses.
3. Possess current Arkansas EMT certification or be in the testing process for initial certification or reciprocity. Students may enter the program but are not allowed to begin clinical hours until Arkansas EMT certification is obtained.
4. Take the required entrance exam. Critical Thinking Entrance (Total \$20.00) and submit scores.
5. Submit an Emergency Medical Technology Paramedic (EMT-Paramedic) Application. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.
6. Request official transcript(s) to be mailed to both the registrar’s office and the EMT-P program. Transcripts must be sent from any college, university, school of nursing, vocational/technical and/or any other school(s) attended beyond high school or completion of a GED.

Note: Each transcript must be sent even if grades are recorded on another transcript. All transcripts must be mailed directly from the institution(s) to be considered official. All requested transcripts information must be received by the application deadline.

Application Deadline

Students are admitted to East Arkansas Community College’s Emergency Medical Technology-Paramedic Program once a year for Fall Admission.

Deadline for EMT-Paramedic Applicants

May 31 for Fall Admission

All information must be received by May 31

If qualified applicant pool is not met by application deadline, the deadline may be extended at the discretion of the Restricted Enrollment Committee.

Application Review/Selection/ Notification

Applicants whose files are completed by the May 31st deadline will be considered by the Restricted Enrollment Committee for admission to the EMT-Paramedic Program. Notification of the committee's action will be made by letter during the month of June. There is no provisional acceptance for applicants not meeting the minimum requirements. East Arkansas Community College's EMT-Paramedic Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission.

Acceptance

Once an applicant has been accepted to the East Arkansas Community College's EMT-Paramedic Program, the candidate must:

1. Accept in writing by the date indicated on the acceptance letter.
2. Obtain CPR certification. Certification must be American Heart Association Healthcare Provider and include Adult, child, Infant, Conscious, Unconscious, and Choking. Certification must be obtained prior to registration and must remain current for the entire program.
3. Have the following required immunizations with statement of proof:
 - a. Hepatitis B (The first shot in a series of three must be completed prior to registration or a waiver must be signed. Shots #2 and #3 must be completed as prescribed.)
 - b. Tetanus (Must be within the last 10 years)
 - c. Measles, Mumps, Rubella (MMR)
 - d. Tuberculin Test (TB). Proof of a current, negative TB skin test (within the last 12 months) or a negative chest x-ray is a requirement for registration.
4. Submit proof of health insurance.
5. Provide proof of malpractice insurance while in the EMT-Paramedic Program.
6. Report to the Director of the EMT-Paramedic Program, any convictions of a crime. Information will be reported to Arkansas Department of Health. Failure to report the conviction could result in immediate suspension and/or dismissal from the EMT-Paramedic Program. The Arkansas Department of Health, Division of Trauma and Health Systems will make the final determination to allow a student to take the National Registry of Emergency Medical Technology-Paramedic Exam.
7. Attend a mandatory EMT-Paramedic orientation. Failure to attend will result in rescinding of acceptance.

Retention and Progression

To be allowed to remain or progress in the EMT-Paramedic Program, the student must:

1. Adhere to EACC and EMT Paramedic Program policies and procedures.
2. Achieve a "C" or better in all required general education courses in order to successfully complete the program.
3. Earn a grade of "C" or better in all EMT courses to progress to the next term. Students unsuccessful ("D" or "F") in an EMT course will be unable to progress in the program.
4. Take the unsuccessful ("D" or "F") course at the next available course offering. If unable to take the next available course offering, the student will be dismissed from the program. The student will be eligible to apply for readmission to the program (see Readmission Policy).
5. Complete and return all required forms and data records for each clinical application and field internship course.
6. Successfully complete the Skill Competency Manual for each clinical application course during the respective term.
7. Successfully complete the ACLS component in Traumatology II to progress to Traumatology III.
8. Successfully complete the Skill Competency Manual for Field Internship during Term IV in order to graduate.
9. Comply with all clinical facility rules and regulations.
10. Successfully complete the "Paramedic Final" including both written and practical skills during EMT 2023. The student will have three attempts to achieve a minimum norm score on the Paramedic Final prior to the end of EMT 2023. If unsuccessful, after three attempts, the students will fail EMT 2023 and be ineligible to graduate. In this case, the student should make an appointment with the Director of Paramedic Program for further advisement.
11. Repeat all EMT courses in Term IV, if unsuccessful in one course within Term IV.
12. Submit the College's "Intent to Graduate" form to Registrar's Office, pay the graduation fee, and complete the degree audit by the October deadline before the application to sit for the National Registry Exam will be submitted and be eligible to graduate.
13. Apply for readmission as first time entering student if unsuccessful in two (2) EMT-Paramedic courses.

Readmission Process

1. Students seeking readmission to the EMT-Paramedic Program should make an appointment with the Director of EMT-Paramedic Program.
2. Readmission is based on space availability.
3. Students may repeat only one unsuccessful EMT course. Students unable to repeat the unsuccessful EMT course at the next available course offering must apply for readmission as first time entering students and meet current admission requirements.
4. Students who are unsuccessful in two (2) EMT-Paramedic courses must apply for readmission as first time entering students and meet current admission requirements.
5. Any student who is denied clinical facility access for justifiable causes by the clinical facility will not be eligible for readmission to EACC's EMT-Paramedic Program.

Costs Other Than Tuition

All costs are approximate and subject to change. All East Arkansas Community College students pay the same tuition rates subject to residency status as published in the Tuition and Fees section of East Arkansas Community College Catalog. The following are additional costs for students seeking admission or currently enrolled in the EMT-Paramedic Program.

The Criminal Background and Drug Screen for clinicals will be approximately \$100 annually in August.

Costs Other Than Tuition for the EMT-Paramedic Program

Expense	Term I	Term II	Term III	Term IV
Uniforms, Shoes, Stethoscope, Penlight, etc.	~\$200	X	X	X
Malpractice Insurance	\$80	X	\$80	X
Immunization Requirements	~\$250	X	X	X
Travel Expenses to Clinical	~\$50	\$50	\$50	\$50
Health Insurance	Varies	varies	varies	varies
ACLS Card Fee	X	\$2.50	X	X
Textbooks	~\$450	~\$275	~\$60	~\$60
Certification Fee (State)	X	X	X	\$10
Testing Fee (National)	X	X	X	~ \$50
Criminal Background Check(s) for Certification	X	X	X	~\$44
College Matriculation Fee	\$50	X	X	X
FISDAP	\$55	X	X	X
Criminal Background & Drug Screen for Clinicals	~\$100	X	X	X

X = No cost during that term
~ = Approximate

Associate of Applied Science Degree Emergency Medical Technology-Paramedic

Curriculum Plan

Term I (Fall)		Semester Hours
BIO	2014 Anatomy & Physiology for EMT-P.....	4
MTH	1053 Intermediate Algebra.....	3
HSC	1003 Medical Terminology.....	3
EMT	1001 Emergency Medical Systems.....	1
EMT	1017 Traumatology I.....	7
EMT	1010 Clinical Applications of Traumatology I.....	0
		Total 18

Term II (Spring)		Semester Hours
CHE	1013 Introduction to Chemistry.....	3
ENG	1013 English Composition I.....	3
EMT	1028 Traumatology II.....	8
EMT	1020 Clinical Applications of Traumatology II.....	0
EMT	2303 Pharmacology for EMT-P.....	3
EMT	1131 Prehospital Assessment Techniques.....	1
		Total 18

Term III (Summer) Summer (10 weeks)

EMT	2037 Traumatology III.....	7
EMT	2030 Clinical Applications of Traumatology III.....	0

Summer I (5 weeks)

BUS	1603 Computer Fundamentals.....	3
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Summer II (5 weeks)

ENG	1023 English Composition II – or –	
BUS	2013 Technical Communication.....	3
		Total 13

Term IV (Fall) Semester Hours

SPE	1003 Introduction to Oral Communication.....	3
PSY	1003 General Psychology.....	3
EMT	2023 Concepts of Paramedic Care Management.....	3
EMT	2043 Traumatology IV.....	3
EMT	2046 Field Internship.....	6
		Total 18

Total Credit Hours – EMT.....39

Total Credit Hours – General Education.....28

Total Program Hours.....67

Technical Certificate Emergency Medical Technology-Paramedic

Curriculum Plan

Term I (Fall)		Semester Hours
BIO	2014 Anatomy & Physiology for EMT-P.....	4
HSC	1003 Medical Terminology.....	3
EMT	1001 Emergency Medical Systems.....	1
EMT	1017 Traumatology I.....	7
EMT	1010 Clinical Applications of Traumatology I.....	0
		Total 15

Term II (Spring)		Semester Hours
EMT 1028	Traumatology II.....	8
EMT 1020	Clinical Applications of Traumatology II	0
EMT 2303	Pharmacology for EMT-P.....	3
EMT 1131	Prehospital Assessment Techniques.....	1
		Total 12

Term III (Summer 10 weeks)		Semester Hours
EMT 2037	Traumatology III.....	7
EMT 2030	Clinical Applications of Traumatology III	0
		Total 7

Term IV (Fall)		Semester Hours
EMT 2023	Concepts of Paramedic Care Management...	3
EMT 2043	Traumatology IV.....	3
EMT 2046	Field Internship	6
		Total 12
Total Credit Hours – EMT		39
Total Credit Hours – General Education.....		7
Total Program Hours.....		46

Certificate of Proficiency

Emergency Medical Technology-Basic

In this one semester course, students will develop EMT-Basic skills and competencies, along with theory, that will enable successful program completers to take the National Registry examination for EMT-B certification. Completion of this course and certification exams will enable graduates to be eligible for employment.

Term I		Semester Hours
EMT 1007	Emergency Medical Technician Basic (EMT-B)	7
		Total 7

Course Descriptions

EMT 1001 Emergency Medical Systems (1-0-1)

This course is an introduction to the EMS community. Topics covered include the well being of the paramedic, medical-legal concerns, ethical issues, therapeutic communications, and life-span development.

EMT 1007 Emergency Medical Technician Basic (EMT-B) (5-6-7)

The student will develop EMT-B skills and competencies, along with theory that will enable successful program completers to take the National Registry examination for EMT-B certification. Students must meet all requirements as set forth by the Arkansas Department of Health Guidelines including, but not limited to, a practicum as an ambulance 3rd rider, and special auto extrication training. Students must make a minimum course grade of 70% to be eligible to take the National Registry exam. Students under that age of 18 may enroll in the course but are not eligible to take the National Registry exam until they reach the age of 18. Malpractice Insurance fee \$65.

EMT 1017 Traumatology I (4-9-7)

This course deals with mechanisms of injuries to the head, chest, abdomen, and musculoskeletal trauma. General principles of pathophysiology are also studied. Introduction to field internship, Phase I, is included in this course. **Prerequisites:** Arkansas Basic EMT Certification; **Pre or Corequisites:** EMT courses from Term I; **Corequisites:** EMT 1010. FISDAP fee \$55.

EMT 1010 Clinical Applications of Traumatology I (0-9-0)

This course provides clinical experience in the hospital performing trauma assessments and administration of intravenous fluid therapy. Introduction to field internship, Phase I, is included. **Corequisite:** EMT 1017.

EMT 1028 Traumatology II (5-9-8)

Emphasis is on cardiovascular and respiratory systems. Assessment and management of cardiac and advanced airway management are studied. Also, field internship, Phase II, is discussed. **Prerequisites:** All EMT courses from Term I. **Pre or Corequisites:** EMT courses from Term II; **Corequisite** EMT 1020. ACLS card fee \$2.50

EMT 1020 Clinical Applications of Traumatology II (0-9-0)

This course provides clinical rotations for training in the assessment and management of cardiac and respiratory patients. Procedures in medication administration, ACLS protocol, and advanced airway management skills will be performed. Field internship, Phase II, clinical component is also included. IV therapy and trauma assessments will continue to be required. **Corequisite** EMT 1028

EMT 1131 Prehospital Assessment Techniques (1-0-1)

This course presents the techniques for conducting a comprehensive physical examination for patients presenting in the prehospital environment. Critical thinking skills and clinical decision making will also be discussed

EMT 2023 Concepts of Paramedic Care Management (3-0-3)

In this course, case studies will be presented in which students will apply theoretical concepts and practical skills in the management and delivery of pre-hospital patient care. The content areas incorporated in this course will be cardiac emergencies, medical emergencies, OB/GYN/Pediatrics, operations management, trauma, and airway and breathing. A practical skills final exam will be administered. The Paramedic Final (standardized written exam) will be given at the completion of this course. Students must be successful on both practical skills and paramedic written final to pass the course and graduate. **Prerequisites:** All required EMT courses from Term I, II, and II **Corequisites:** EMT course from Term IV

EMT 2037 Traumatology III (4-9-7)

This course deals with assessment and treatment of patients experiencing gynecological and obstetric problems, as well as neonatal, pediatric and geriatric emergencies. Also studied are hematological, renal, neural and endocrine conditions, and mental challenged patients. Acute interventions for the chronic care patient will be included in this course. Also, field internship, Phase III, is discussed. **Prerequisites: All EMT courses from Terms I and II; Pre or Corequisites: EMT courses from Term III; Corequisite EMT 2030**

EMT 2030 Clinical Applications of Traumatology III (0-9-0)

This course provides clinical rotations for training in the assessment and management of gynecological, obstetrical, neonatal, pediatric and geriatric patients. Students will also assess and manage patients with hematological, renal, endocrine and behavioral emergencies. Field internship, Phase III, clinical component is also included. All skills and assessments previously learned will continue to be required. **Corequisite EMT 2037**

EMT 2043 Traumatology IV (3-0-3)

Topics studied in this course include environmental, neural, anaphylaxis, and poisoning emergencies. Also studied are hazardous materials, crime scene awareness, rescue operations, medical incident command, patients with physical challenges, assessment based management, and review and preparation for national paramedic boards. **Prerequisites: All EMT courses from Terms I, II, and III; Corequisites: EMT courses from Term IV**

EMT 2303 Pharmacology for EMT-P (3-0-3)

This course covers drug laws, indications and administration of emergency drugs, along with mathematical calculation of dosages.

EMT 2046 Field Internship (0-20-6)

This field internship, Phase IV, requires students to complete 300 clock hours. Students will be required to complete 50 clock hours as a team member and 250 clock hours as a team leader. Students will assess and manage patients in the field under the supervision of paramedic preceptors. All skills and assessment previously learned will continue to be required. **Corequisites: EMT courses from Term IV**

Nursing Program

Important Message Regarding Licensure Criminal Background Checks

Prospective students seeking admission to the Associate of Applied Science Nursing Program at East Arkansas Community College should be aware that each first-time applicant for a nursing license issued by Arkansas State Board of Nursing must undergo a state and national criminal background check conducted by the Arkansas State Police Department and the Federal Bureau of Investigation. The Arkansas State Board of Nursing shall refuse to issue an individual license to practice nursing if that individual has pleaded guilty or nolo contendere to, or been found guilty of any offenses outlined in Subchapter 3, Section 17-87-312, subsection of the Arkansas Nurse Practice Act. For further details, prospective students may access the website for the Arkansas State Board of Nursing at www.arsbn.org.

Therefore, graduation from East Arkansas Community College, Associate of Applied Science Nursing Program does not guarantee eligibility to take the licensing exam (NCLEX-RN).

Philosophy

The Associate of Applied Science Nursing Program is an integral part of East Arkansas Community College and derives its philosophy from the mission and goals of the college. The philosophy guides the nursing faculty in providing quality educational opportunities.

We, the faculty of East Arkansas Community College, Associate of Applied Science Nursing Program, believe:

Each individual is unique, innately worthy of respect and dignity, and has the ability to contribute creatively to the environment. The individual is viewed as multifaceted with physiological, psychological, sociocultural, and spiritual components. The individual's behavior is motivated by a set of basic human needs and has the ability to adapt to environmental changes as they progress through the life span.

The environment is an aggregate of all internal and external dimensions affecting the health and self care abilities of all individuals.

Health is a dynamic state of harmony and balance between individuals and their environments. Health is defined by the individual and reflects the individual's physical, psychosocial, and spiritual well-being along the health-illness continuum.

Nursing is a profession incorporating knowledge and principles of the humanities and sciences. Nursing functions independently, dependently, an interdependently with other health care providers to assist individuals and their families in meeting health care needs and achieving an optimal level of functioning in a racially, culturally, and ethnically diverse community. Nursing practice is based on standards and ethics formulated by the profession and implemented through the nursing process. Nursing encourages a holistic, interactive approach requiring a

commitment to the value of caring, communication, collaboration, theoretical knowledge, critical thinking and clinical competence for implementation of the nursing process.

Teaching/learning is an active reciprocal process, which involves the teacher and learner. This process is directed toward achievement of desired competencies. Teaching/learning facilitates the application of knowledge and provides an environment that enhances mutual trust, motivation, creativity, critical thinking and clinical decision making. Learning is a continuous life-long process. The student's personal and professional growth is enhanced by assuming responsibility and accountability for the acquisition of knowledge and skills. The assessment of outcomes is used to determine student progress and to assist in program improvement.

The graduate is prepared to practice in the roles of provider of care, manager of care, and member within the discipline of nursing.

As a provider of care, the graduate is able to make appropriate decisions based on data from a variety of perspectives, the needs of the individual, and the constraints of professional and institutional practice. The graduate is able to determine appropriate therapeutic nursing interventions through the application of nursing knowledge and implementation of the nursing process.

As a manager of care, the graduate is able to understand and effectively use written, oral, and non-verbal communication in interactions with individual, families, and other health care team members, and the public. By incorporating knowledge of economic, legal and ethical considerations, the graduate addresses the needs of a diverse community of health care consumers.

As a member within the discipline of nursing, the graduate acquires knowledge, skills, and attitudes necessary to make reasoned judgments through the development of critical thinking skills. These skills are necessary in an environment of rapidly expanding knowledge, reduced resources, and increased professional accountability. The graduate is prepared to pursue higher educational opportunities within the discipline of nursing.

Program Objectives

Upon completion of the program of study, the graduate is prepared to:

1. Incorporate knowledge and principles from the sciences and humanities into nursing practice.
2. Function as part of the interdisciplinary health care team in selected health care settings with culturally diverse clients, families and communities across the life span.
3. Communicate therapeutically and effectively with clients, families, significant others, and other health care providers.
4. Provide evidenced based, clinically competent nursing care utilizing critical thinking and clinical decision making within the framework of the nursing process.

5. Function as a beginning practitioner, client educator, leader and manager of nursing care to clients along the health-illness continuum and in a variety of health care settings.
6. Practice within the legal and ethical framework of the standards of professional nursing.
7. Assume responsibility and accountability for seeking life-long learning opportunities for professional growth.

Admission Requirements

To be eligible for admission, the applicant must:

1. Be admitted to East Arkansas Community College (see current East Arkansas Community College Catalog for application and admission procedure.)
2. Complete any required College developmental courses.
3. Complete all prerequisites with a minimum grade of "C" by the May 31st deadline. (Beginning in 2005, credit for science and math courses must be no older than 5 years.)
4. Have a 2.80 grade point average (GPA) on prerequisites for all applicants by the May 31st deadline.
5. Take the Pre-Entrance Nursing Exams (Total cost \$50.00).
 - a. Critical Thinking Entrance
 - b. PSB Test
6. Students who were previously enrolled in any nursing or allied health program at any institution and withdrew from ("W") or received a "D" or "F" in any two nursing or allied health courses or who twice withdrew ("W") or received "D" or "F" in any nursing or allied health course may seek admission to the Associate of Applied Science Nursing Program only after a period of four years from the first admission to a previous nursing program or other allied health program. Students must meet all current admission requirements and begin in Term I of the Traditional Track.

The Pre-Entrance Exams are provided by Assessment Technologies, Inc. and Psychological Services Bureau, Inc. and these tests **may be taken only once per academic year**. These are timed computerized tests. A description of the Pre-Entrance Exams is below.

- A. Critical Thinking Entrance Assessment exam is a non-nursing assessment given to assess the student's ability to use the phases of the critical thinking process.
- B. The PSB test is a nursing school aptitude exam that is comprised of five separate tests that measure abilities, skills, knowledge, and attitudes important for success in a nursing

program. The five tests consist of academic aptitudes (verbal, arithmetic, and nonverbal), spelling, reading, comprehension, information in the natural sciences, and vocational adjustment index.

The entrance exams are administered to applicants by computer on the campus of EACC. All exams are proctored. The applicant may register for these exams in the Allied Health Science Department and pay the fee at the cashier's office. The fees must be paid in advance of registering for the exams. Fees are non-refundable.

Application Process

All applicants must:

1. Submit a Nursing Application to the Department of Allied Health Science. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.
2. Request official transcript(s) to be mailed to both the registrar's office and the nursing program. Transcripts must be sent from any college, university, school of nursing, vocational/technical, and/or any other school(s) attended beyond high school or completion of a GED. **Note: Each transcript must be sent even if grades are recorded on another transcript. All transcripts must be mailed directly from the institution(s) to be considered official. All requested transcripts/information must be received by the application deadline.**
3. Submit scores of the Pre-Entrance Nursing Exams to the Department of Allied Health Science.

Application Deadline

Students are admitted to East Arkansas Community College's Associate of Applied Science Nursing Program once a year for Fall Admission.

Deadline For Nursing Applicants

May 31 for Fall Admission

All information must be received by May 31

If qualified applicant pool is not met by application deadline, the deadline may be extended at the discretion of the Restricted Enrollment Committee.

Application Review/Notification

Applicants whose files are completed by the May 31 deadline will be considered by the Restricted Enrollment Committee for admission to the nursing program. Notification of the committee's action will be made by letter during the month of June. Meeting all criteria and submitting an application does not guarantee admission into the Nursing Program. The number of students admitted will vary according to resources and space available. There is no provisional acceptance for applicants not meeting the minimum requirements. East Arkansas Community College's Associate of Applied Science Nursing Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission.

Acceptance

Once an applicant has been accepted to East Arkansas Community College's Associate of Applied Science Nursing Program, the candidate must:

1. Accept in writing by the date indicated on the acceptance letter.
2. Obtain CPR certification. Certification **must be** American Heart Association Healthcare Provider and include Adult, Child, Infant, Conscious, Unconscious, and Choking. Certification must be obtained prior to registration and must remain current for the entire program of study.
3. Have the following required immunizations with statement of proof:
 - a. Hepatitis B (The first shot in a series of three must be completed prior to registration or a waiver must be signed. Shots #2 and #3 must be completed as prescribed.)
 - b. Tetanus (Must be within the last 10 years)
 - c. Measles, Mumps, Rubella (MMR)
 - d. Tuberculin Test (TB). Proof of a current, negative TB skin test (within the last 12 months) or a negative chest x-ray is a requirement for registration.
4. Submit proof of health insurance.
5. Provide proof of malpractice insurance while in the Nursing Program.

Costs Other Than Tuition

All costs are approximate and subject to change. All East Arkansas Community College students pay the same tuition rates subject to residency status as published in the Tuition and Fees section of the current East Arkansas Community College Catalog.

The following are approximate costs other than tuition for the Nursing Program by Term. These costs are approximate and may change.

Costs Other Than Tuition for the Nursing Program

Expense	Term I	Term II	Term III	Term IV	Term V
Textbooks	~\$250	~\$250	~\$100	~\$300	~\$200
Assessment Fee	\$100	\$100	\$100	\$100	\$100
Malpractice Insurance	\$50	X	\$50	X	X
Uniforms/Stethoscope/Shoes/Watch	~\$250	X	X	X	\$50
Nursing Bag (Laboratory Supplies)	~\$75	X	X	X	~\$25
Health Insurance	varies	varies	varies	varies	varies
Travel/Parking Fees for Clinical	~\$350	~\$350	~\$350	~\$350	~\$350
CPR Certification	~\$35	X	X	X	X
Immunization Requirements	~\$250	X	X	X	X
Graduation Pictures	X	X	X	X	~\$40
EACC Nursing Pin	X	X	X	X	~\$20-90
Nightingale Lamp	X	X	X	X	~\$20
NCLEX-RN	X	X	X	X	\$200
Licensure Fee for Arkansas	X	X	X	X	\$75
Temporary Permit (optional)	X	X	X	X	\$25
Criminal Background Check for Licensure (State and Federal)	X	X	X	X	\$44
College Matriculation Fee	\$50	X	X	X	X
Criminal Background & Drug Screen for Clinicals	~\$100	X	X	X	X

X = No cost during that term

~ = Approximate

The Criminal Background and Drug Screen for clinicals will be approximately \$100 annually in August.

Retention/Progression Policy

To be allowed to remain or progress in the Associate of Applied Science Nursing (AASN) Program, the student must:

1. Adhere to EACC and AASN policies.
2. Earn a grade of “C” or better in all required general education courses (both prerequisite courses and those taken within the nursing program of study) to progress to the next term.
3. Earn a grade of “C” or better in all nursing theory courses to progress to the next term.
4. Complete the following steps if a grade of “D”, or “F”, or “W” is earned in one nursing course:
 - a. Take the ATI (Assessment Technology Institute) Content Test and attain an ATI Proficiency Level I or higher. The ATI test will cover content presented in the last nursing course successfully completed. Cost of the test is \$20.00 each (subject to change).
 - b. The ATI test must be taken by the end of the fall semester if a student fails or withdraws from a spring nursing course; the ATI test must be taken

by the end of the spring semester if a student fails or withdraws from a summer or fall nursing course.

- c. After earning an ATI Proficiency Level I or higher on the ATI test, the student can then reenroll in the failed or dropped nursing course at the next available course offering.
 - d. Students failing or withdrawing from a nursing course can only reenroll in that course once.
5. Receive satisfactory performance rating in all nursing clinical courses. Any student who is denied clinical entrance to an institution may not continue in the nursing program.
 6. Adhere to the attendance and punctuality policies of East Arkansas Community College and the nursing program (classroom, clinical, and lab).
 7. Maintain current certification in CPR (American Heart Association Healthcare Provider) malpractice insurance and personal health insurance while in the nursing program. Proof health insurance and current CPR must be submitted at beginning of fall semester or upon readmission. Failure to do so may result in placing a hold on grades and registration and/or dismissal from the nursing program.
 8. Complete the AASN program within a period of 4 years from time of entry into the first NUR course, for traditional students, and within 2 years for LPN Accelerated Track students.
 9. Score a Proficiency Level I on the proctored ATI Content Mastery Exams at the end of each designated nursing course. Students will have two opportunities to achieve the Proficiency Level I. Remediation will be mandatory between the 1st and 2nd testing opportunities. If unsuccessful after the second opportunity, the student will receive no higher grade than ‘D’ in the course and will not be able to progress. The student must follow the Retention/Progression Policy for returning to take the nursing course at the next available offering.
 10. Successfully complete the ‘RN Comprehensive Predictor’ during NUR 2242. The students will have one opportunity to achieve a Proficiency Level I on the ‘RN Comprehensive Predictor’ prior to the end of NUR 2242. If unsuccessful after one opportunity, the student will receive no higher grade than ‘D’ in NUR 2242 and be ineligible to graduate. In this case, the student should make an appointment with the Director of Nursing for further advisement.

Transfer Student Policy

Students withdrawing from (“W”) or receiving a “D” or “F” in the same nursing course twice or two separate nursing courses may seek admission to the Associate of Applied Science Nursing Program after a period of four years from the first admission to a previous nursing program.

Students must meet all current admission requirements and begin in Term I of the traditional track or Term III of the accelerated track. Transfers are on space availability after meeting all other transfer requirements.

Transfer Requirements

To transfer into the nursing program, the student must:

1. Meet all current admission and transfer requirements for East Arkansas Community College (see current College Catalog for requirements). Students on academic suspension from another institution will be eligible for admission only after having remained out of school for one semester (not including a summer term) or being eligible to return to the previous institution.
2. Meet all current nursing program requirements.
3. Pass a drug calculation competency test with a score of 90% or higher. Sample drug calculation problems will be provided. Student will have one opportunity to successfully complete drug competency test.
4. Successfully complete a skills competency check-off with 90% accuracy. Skills list will be provided. Student will have one opportunity to successfully complete skills competencies.
5. Successfully complete the ATI (Assessment Technology Institute) Content Mastery test(s) and attain an ATI Proficiency Level I or higher. Cost of the test(s) is \$20.00 each (subject to change).

Transfer Student Application Deadlines

Deadline to apply and meet all Transfer Requirements for Term II is October 1st and for Term III is May 31st.

Transfer Student Application Review/Selection/Notification

The transfer student whose file is completed by the deadline will be considered by the Restricted Enrollment Committee for admission into the Nursing Program. Notification of the Committee's action will be made by letter one month after the application deadline.

There is no provisional acceptance for applications not meeting the minimum requirements. East Arkansas Community College's Nursing Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission. Admission is contingent on space availability.

Transfer Student Residency

Transfer students must complete all 2000 level nursing (NUR) courses in East Arkansas Community College's Nursing Program.

Associate of Applied Science Nursing Program TraditionTrack

Curriculum Plan

Nursing Prerequisites		Semester Hours
BIO 2114	Anatomy & Physiology I.....	4
BIO 2134	Anatomy & Physiology II.....	4
BIO 2504	Microbiology.....	4
ENG 1013	English Composition I.....	3
MTH 1113	College Algebra -or-	
MTH 1013	College Mathematics.....	3
Total		18

Term I (Fall)		Semester Hours
PSY 1003	General Psychology.....	3
HSC 1023	Pharmacology.....	3
NUR 1015	Fundamentals of Nursing.....	5
NUR 1010	Clinical Applications of Fundamentals of Nursing.....	0
Total		11

Term II (Spring)		Semester Hours
PSY 2003	Developmental Psychology.....	3
ENG 1023	English Composition II.....	3
HSC 1113	Nutrition.....	3
NUR 1025	Medical Surgical Nursing I.....	5
NUR 1020	Clinical Applications of Medical Surgical Nursing I.....	0
Total		14

Term III (Summer II)		Semester Hours
NUR 2044	Mental Health Nursing.....	4
NUR 2040	Clinical Applications of Mental Health Nursing.....	0
Total		4

Term IV (Fall)		Semester Hours
SOC 1013	Introduction to Sociology -or-	
SOC 2043	Introduction to Anthropology.....	3
BUS 1603	Computer Fundamentals.....	3
NUR 2164	Maternal Child Nursing.....	4
NUR 2160	Clinical Applications of Maternal Child Nursing.....	0
NUR 2134	Medical Surgical Nursing II.....	4
NUR 2130	Clinical Applications of Medical Surgical Nursing II.....	0
Total		14

Term V (Spring)		Semester Hours
NUR 2264	Nursing Leadership & Management.....	4
NUR 2260	Clinical Applications of Nursing Leadership & Management.....	0
NUR 2242	Nursing Concepts & Intervention.....	2
NUR 2254	Medical Surgical Nursing III.....	4
NUR 2250	Clinical Applications of Medical Surgical Nursing II.....	0
Total		10

Total Credit Hours – Prerequisites.....	18
Total Credit Hours - Nursing.....	32
Total Credit Hours – General Education.....	21
Total Program Hours.....	71

Readmission Policy

1. The student seeking readmission must reapply to East Arkansas Community College's Associate of Applied Science Nursing Program.
2. The student seeking readmission must meet all current criteria for admission, retention and progression in the Nursing Program as outlined in the East Arkansas Community College Catalog.
3. Readmission is based upon space availability.
4. Any student who is denied clinical access for justifiable causes by the clinical facility will not be eligible for readmission in East Arkansas Community College's Associate of Applied Science Nursing Program.
5. Any student who has been dismissed from the nursing program with a grade of "D", "F", or "W" (Withdrawn) from the same course twice or two separate nursing courses may seek readmission after a period of four years from the first admission to the traditional track nursing program and two years for the accelerated track. However, students must meet all current admission requirements and begin in Term I of the Traditional Track or Term III of the Accelerated Track.

Graduation Policy

The Nursing Program subscribes to East Arkansas Community College's requirements for graduation (see current College Catalog for graduation information).

Withdrawal Policy

Students who no longer wish to be enrolled in the Nursing Program must follow the Withdrawal Policies set forth in the current East Arkansas Community College Catalog.

Dismissal Policy

Violation of classroom or clinical policies and procedures or personal misconduct will result in disciplinary actions and can result in immediate dismissal from the Nursing Program and the College. Actions subject to discipline include, but are not limited to: conduct dangerous to others, disorderly conduct, disruption of teaching in classroom or clinical settings, misuse of or damages to property, misuse of documents or identification cards or violations of state or federal laws. See also the Student Misconduct Policies and Procedure in the College Catalog. Procedures for disciplinary action and/or dismissal from the Nursing Program and appeal procedures are listed in the Nursing Student Handbook.

Violation of the specific policies listed below may result in dismissal from the program:

1. Any student failing (grade "D" or "F") or Withdrawing from the same course twice or two separate nursing courses will be dismissed from the Nursing Program. The student may seek

- readmission according to Readmission Policy.
2. Students dismissed from the Nursing Program for disciplinary reasons, as outlined in the Nursing Student Handbook, will be ineligible for readmission into the East Arkansas Community College's Nursing Program.
3. Students must maintain current certification in CPR (American Heart Association Healthcare Provider), malpractice, and health insurance for the entire program of study. Failure to do so will result in placing a hold on grades and registration and/or dismissal from the nursing program.

LPN/LPTN To Associate of Applied Science Nursing (AASN) Accelerated Track

This track is designed to enable qualified LPN/LPTN applicants who aspire to become professional nurses to do so within a minimum period of time and with a minimum duplication of course content and credits. Graduates may apply to take the National Council License Examination for Registered Nurses (NCLEX-RN).

Admission Requirements and Application Process LPN/LPTN Accelerated Track

To be eligible for admission to the LPN/LPTN Accelerated Track, the applicant must:

1. Have graduated from an Arkansas approved or out-of-state board of nursing approved PN/PTN program
2. Have a current, unencumbered Arkansas or multi-state LPN/LPTN license and submit proof (copy of License).
3. Be admitted to East Arkansas Community College (see current East Arkansas Community College Catalog for application and admission procedure.)
4. Complete all prerequisites with a minimum grade of "C" by end of Spring Semester. ***Beginning in 2005, credit for Math and Science courses must be no older than 5 years.**
5. Have a 2.80 grade point average (GPA) by end of Spring Semester.
6. Submit a Nursing Application to Department of Allied Health Science. Applicants who misrepresent information from the application form become ineligible for admission or subject to dismissal after admission has been granted.
7. Take the Pre-Entrance Exams (Total cost \$50.00) and submit scores to Department of Allied Health Science. (Fees are non-refundable.)
 - a. Critical Thinking Entrance
 - b. PSB Test

The Pre-Entrance Exams are provided by Assessment Technologies, Inc. and Psychological Services Bureau, Inc. and these tests **may be taken only once per academic year**. These are timed computerized tests. A description

of the Pre-Entrance Exams is below.

- A. Critical Thinking Entrance Assessment exam is a non-nursing assessment given to assess the student's ability to use the phases of the critical thinking process.
- B. The PSB test is a nursing school aptitude exam that is comprised of five separate tests that measure abilities, skills, knowledge, and attitudes important for success in an nursing program. The five tests consist of academic aptitude (verbal, arithmetic, and nonverbal), spelling, reading comprehension, information in the natural sciences, and vocational adjustment index.

8. Submit Validation of Work Experience (A letter from current supervisor indicating work experience). Work experience as an LPN/LPTN must be in accordance with chart below:

<u>Time</u>	<u>Validation of Recent Work Experience</u>
0-6 Months Post Graduation-	None required
6-12 Months Post Graduation-	500 Hours
12-24 Months Prior to Admission-	1000 Hours

9. Request official transcript(s) to be mailed to both the registrar's office and the nursing program. Transcripts must be sent from any college, university, school of nursing, vocational/technical and/or any other school(s) attended beyond high school or completion of a GED.

Note: Each transcript must be sent even if grades are recorded on another transcript. All transcripts must be mailed directly from the institution(s) to be considered official. All requested transcripts/information must be received by the application deadline.

10. Any student who has been dismissed from the nursing program with a grade of "D, F, or W" (Withdrawn) from the same course twice or two separate nursing courses may seek readmission after a period of four years from the first admission to the Traditional Track Nursing program and two years for the Accelerated Track. However, students must meet all current admission requirements and begin in Term I of the Traditional Track or Term III of the Accelerated Track

Application Deadline

LPN/LPTNs are admitted to East Arkansas Community College's Associate of Applied Science Nursing Program Accelerated track once a year for Summer Admission.

Deadline For LPN/LPTN Applicants
March 31 for Accelerated Track
All information must be received by March 31
If qualified applicant pool is not met by application deadline, the deadline may be extended at the Discretion of The Restricted Enrollment Committee.

Application Review/Notification

LPN/LPTN applicants, whose files are completed by the March 31 deadline, will be considered by the Nursing Restricted Enrollment Committee for admission to the nursing program. Notification of the committee's action will be made by letter during the month of April. East Arkansas Community College's Nursing Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission. Applicants are admitted on space available.

Acceptance

Once an applicant has been accepted to East Arkansas Community College's Associate of Applied Science Nursing Program, the candidate must:

1. Accept in writing by the date indicated on the acceptance letter.
2. Obtain CPR certification. Certification **must be** American Heart Association Healthcare Provider and include Adult, Child, Infant, Conscious, Unconscious, and Choking. Certification must be obtained prior to registration and must remain current for the entire program of study.
3. Have the following required immunizations with statement of proof:
 - a. Hepatitis B (The first shot in a series of three must be completed prior to registration or a waiver must be signed. Shots #2 and #3 must be completed as prescribed.)
 - b. Tetanus (Must be within the last 10 years)
 - c. Measles, Mumps, Rubella (MMR)
 - d. Tuberculin Test (TB). Proof of a current, negative TB skin test (within the last 12 months) or a negative chest x-ray is a requirement for registration.
4. Submit proof of health insurance.
5. Provide proof of malpractice insurance while in the Nursing Program.

Residency Requirement

LPN/LPTN accelerated track students must complete all 2000 level nursing (NUR) courses in East Arkansas Community College's Nursing Program in order to graduate.

**Associate of Applied Science
Nursing Program
LPN/LPTN Accelerated Track**

Curriculum Plan

Nursing Prerequisites		Semester Hours
BIO 2114	Anatomy & Physiology I.....	4
BIO 2134	Anatomy & Physiology II.....	4
BIO 2504	Microbiology.....	4
ENG 1013	English Composition I.....	3
ENG 1023	English Composition II.....	3
MTH 1113	College Algebra -or-	
MTH 1013	College Mathematics.....	3
PSY 1003	General Psychology.....	3
PSY 2003	Developmental Psychology.....	3
HSC 1113	Nutrition.....	3
Total		30

Term III (Summer I)		Semester Hours
NUR 1904	Role Transition for LPN/LPTNs.....	4
NUR 1900	Clinical Applications of Role Transition for LPN/LPTNs....	0
HSC 1023	Pharmacology.....	3
Total		7

Term III (Summer II)		Semester Hours
NUR 2044	Mental Health Nursing.....	4
NUR 2040	Clinical Applications of Mental Health Nursing.....	0
Total		4

Term IV (Fall)		Semester Hours
SOC 1013	Introduction to Sociology -or-	
SOC 2043	Introduction to Anthropology.....	3
BUS 1603	Computer Fundamentals.....	3
NUR 2164	Maternal Child Nursing.....	4
NUR 2160	Clinical Applications of Maternal Child Nursing.....	0
NUR 2134	Medical Surgical Nursing II.....	4
NUR 2130	Clinical Applications of Medical Surgical Nursing II.....	0
Total		14

Term V (Spring)		Semester Hours
NUR 2264	Nursing Leadership & Management.....	4
NUR 2260	Clinical Applications of Nursing Leadership & Management....	0
NUR 2242	Nursing Concepts & Intervention.....	2
NUR 2254	Medical Surgical Nursing III.....	4
NUR 2250	Clinical Applications of Medical Surgical Nursing III.....	0
Total		10

Total Credit Hours – Prerequisites.....	30
Total Credit Hours - Nursing.....	26
Total Credit Hours – General Education.....	9
Total Credit Hours - Escrow Account.....	6
Total Program Hours.....	71

Nursing Credits For Previous Learning

After successful completion of NUR 1904, six (6) hours of nursing credit will be held in escrow until completion of the nursing program.

Costs Other Than Tuition

All costs are approximate and subject to change. All East Arkansas Community College students pay the same tuition rates subject to residency status as published in the Tuition and Fees section of the current East Arkansas Community College Catalog.

The following are approximate costs other than tuition for the LPN/LPTN Accelerated Track by Term. These costs are approximate and may change.

**Costs Other Than Tuition for the Nursing Program’s
for the LPN/LPTN Accelerated Track**

Expense	Term III Summer I	Term III Summer II	Term IV	Term V
Textbooks	~\$250	~\$100	~\$300	~\$200
Assessment Fee	\$100	\$100	\$100	\$100
Malpractice Insurance	\$50	X	X	X
Uniforms/Stethoscope/Shoes/Watch	~\$250	X	X	\$50
Nursing Bag (Laboratory Supplies)	~\$25	X	X	~\$25
Health Insurance	varies	varies	varies	varies
Travel/Parking Fees for Clinical	~\$50	~\$350	~\$350	~\$350
CPR Certification	~\$35	X	X	X
Immunization Requirements	~\$250	X	X	X
Graduation Pictures	X	X	X	~\$40
EACC Nursing Pin	X	X	X	~\$20-90
Nightingale Lamp	X	X	X	~\$20
NCLEX-RN	X	X	X	\$200
Licensure Fee for Arkansas	X	X	X	\$75
Temporary Permit (optional)	X	X	X	\$25
Criminal Background Check for Licensure (State and Federal)	X	X	X	\$44
College Matriculation Fee	\$50	X	X	X
Criminal Background & Drug Screen for Clinicals	~\$100	X	X	X

X = No cost during that term
~ = Approximate

The Criminal Background and Drug Screen for clinicals will be approximately \$100 annually in August.

Retention and Progression, Dismissal, Readmission, and Graduation Policies

LPN/LPTN students will be held to same guidelines for retention and progression, dismissal, readmission, and graduation as traditional track students.

Course Descriptions

NUR 1015 Fundamentals of Nursing (3-6-5)

This course will present the different pathophysiological and psychopathological mechanisms or processes of the individual. Emphasis will be on human health promotion, growth and development, nursing diagnosis, and the nursing process. **Prerequisites:** BIO 2114, BIO 2134, BIO 2504, ENG 1013, MTH 1013 or MTH 1113, and admittance to the Nursing Program. **Prerequisites or Corequisites:** PSY 1003, HSC 1023, NUR 1010 **Assessment fee \$100**

NUR 1010 Clinical Applications of Fundamentals of Nursing (0-6-0)

The student will practice nursing skills in the laboratory after demonstration, readings, and applying theoretical concepts. The students will then apply the nursing process and nursing diagnoses to clients in the clinical setting. Beginning level recognition of pathophysiology and psychological concepts will be utilized to care for clients. Care plans will be done to help the student in applying these concepts. **Prerequisites:** BIO 2114, BIO 2134, BIO 2504, ENG 1013, MTH 1013 or MTH 1113, and admittance to the Nursing Program. **Corequisite:** NUR 1015

NUR 1025 Medical Surgical Nursing I (3-6-5)

This course will integrate principles and concepts from the physical sciences, social sciences, and nursing as they relate to the individual and families throughout the life cycle. Emphasizes the prevention of illness, restoration of health during acute and chronic physical illness, and preservation of dignity in death. **Prerequisites:** All required courses from Term I. **Pre or Corequisites:** PSY 2003, HSC 1113, NUR 1020, ENG 1023. **Assessment fee \$100**

NUR 1020 Clinical Applications of Medical Surgical Nursing I (0-6-0)

The student applies concepts from Medical Surgical I when caring for individuals and families in the hospital setting. Plans of care will be developed, using the nursing process. Integrations of nutrition, growth and development will be done. **Prerequisites:** All required courses from Term I. **Corequisites:** NUR 1025

NUR 1904 Role Transition for LPNs/LPTNs (4-1-4)

This course allows the LPN/LPTN with current licensure and experience in nursing to develop necessary skills and knowledge to use as a base for transition to professional nursing. The course will review content in foundations of nursing and cover content in health assessment and care for lower acuity level clients in the medical surgical setting. Upon successful completion of this course, the LPN/LPTN will enter the 2000 level nursing courses. **Prerequisites:** Admission to the nursing program, a "C" or better in the following general education courses: BIO 2114, BIO 2134, BIO 2504, ENG 1013, ENG 1023, MTH

1013 or MTH 1113, HSC 1113, PSY 1003, PSY 2003 and maintenance of a 2.5 GPA or better. **Corequisites:** HSC 1023 and NUR 1900. **Assessment fee \$100**

NUR 1900 Clinical Applications of Role Transition for LPNs/LPTNs (0-1-0)

The student will have simulated and actual opportunities to apply principles and skills used in the transition from the LPN/LPTN to the professional role of a registered nurse. Emphasis will be placed on the nursing process, physical assessment skills, client education, and care of acute and chronically ill clients. **Prerequisites:** Admission to the nursing program, a "C" or better in the following general education courses: BIO 2114, BIO 2134, BIO 2504, ENG 1013, ENG 1023, MTH 1013 or MTH 1113, HSC 1113, PSY 1003, PSY 2003 and maintenance of a 2.5 GPA or better. **Corequisites:** NUR 1023 and NUR 1904.

NUR 2044 Mental Health Nursing (2-6-4)

This course introduces the student to the theories of emotional health and restoration of health during acute and chronic emotional/behavioral illness. Emphasis will be on critical thinking, growth, and development, psychosocial/cultural diversity, communications and therapeutic interventions. **Prerequisites:** All required courses from Terms I and II. **Corequisite:** NUR 2040 **Assessment fee \$100**

NUR 2040 Clinical Applications of Mental Health Nursing (0-6-0)

This course gives the student an opportunity to apply principles of psychiatric/mental health nursing with clients and families. Special populations, cultural diversity, and risk factors of clients experiencing emotional illness will be emphasized. **Prerequisites:** All required courses from Terms I and II. **Corequisite:** NUR 2044

NUR 2134 Medical-Surgical Nursing II (2-6-4)

This course builds upon Medical-Surgical I and focuses on the chronic illness phases of the disease process. Rehabilitative stages will be emphasized. The life cycles issues of individual with chronic illness will be presented. The nursing process and critical thinking skills with case presentations will be utilized. **Prerequisites:** All required courses from Terms I, II and III. **Pre or Corequisites:** NUR 2130, NUR 2164, SOC 1013 or SOC 2043, and BUS 1603 **Assessment fee \$100**

NUR 2130 Clinical Applications of Medical-Surgical Nursing II (0-6-0)

This course further expounds upon Medical-Surgical II with emphasis on rehabilitative care. Identification of skills based upon scientific principles for nursing practice with clients will be the focus. **Prerequisites:** All required courses from Terms I, II and III. **Corequisite:** NUR 2134

NUR 2164 Maternal Child Nursing (2-6-4)

This course will explore the concepts of childbearing and childrearing. It will focus on health promotion, family structures, and cultural diversity. The traditional role of the maternal and child nurse must expand to meet the challenges that changes and new technology are posing. With these concepts the student will use the nursing process in working with clients from birth through adolescence. **Prerequisites: All required courses from Terms I, II and III. Pre or Corequisites: NUR 2130, NUR 2134, NUR 2160, SOC 1013 or SOC 2043, BUS 1603.**

NUR 2160 Clinical Applications of Maternal Child Nursing (0-6-0)

This course accompanies NUR 2164 and focuses on giving nursing care to clients in the pediatric and maternity settings. Students will provide care using the theoretical principles of maternal and child health. **Prerequisites: All required courses from Terms I, II and III. Corequisite: NUR 2164.**

NUR 2242 Nursing Concepts and Intervention (2-0-2)

This course is designed to further understand the concepts of environment and health in client care through core presentation, discussion, and content review. The nursing process will be utilized by the student through problem-solving and critical thinking skills in applying nursing interventions to client situations. **Prerequisites: All required courses from Terms I, II, III and IV. Pre or Corequisites: NUR 2264, NUR 2260, NUR 2254, and NUR 2250.**

NUR 2254 Medical-Surgical Nursing III (2-6-4)

This course is designed to introduce complex knowledge and skills applicable to the nursing care of an acute adult with multiple complex problems and the critically ill adult client experiencing alterations in the cardiac, respiratory, circulatory, and renal systems. The course builds on and reinforces previous knowledge and skill. The focus is on complex pathophysiology and in-depth principles of the nursing process. The course reinforces ethical and legal implications, health promotion and maintenance, emotional, spiritual, physical, psychosocial integrity and developmental tasks of the adult. **Prerequisites: All required courses from Terms I, II, III and IV. Pre or Corequisites: NUR 2250, NUR 2264, NUR 2260, NUR 2242.**

Assessment fee \$100

NUR 2250 Clinical Applications of Medical-Surgical Nursing III (0-6-0)

This course is to be taken concurrently with NUR 2254. This course provides the student with the opportunity to apply theoretical principles when caring for the adult medical-surgical clients with complex disorders affecting the cardiac, respiratory and renal systems. The clinical course emphasizes the rehabilitative aspect of the client with com-

plex disorders. **Prerequisites: All required courses from Terms I, II, III and IV. Corequisites: NUR 2254.**

NUR 2264 Nursing Leadership & Management (3-3-4)

This course is designed to give the student a broad understanding of where nursing has been in the past, where it is today, and where it is going in the future. Content will include influences affecting nursing practice and the education that is needed to practice in entry-level staff positions. The entry-level nurse manages client care directly and is responsible for making critical decisions based upon available resources and cost-effective plans. To succeed as a staff nurse, client care management skills are essential. Additional roles of the entry-level nurse include coordinating interdisciplinary groups, prioritizing client needs, understanding the role of economics, politics, culture, legal and ethical aspects and accepting accountability for delegating tasks. **Prerequisites: All required courses from Terms I, II, III and IV. Corequisites: NUR 2260, NUR 2242, NUR 2254 and NUR 2250. A \$44 criminal background check fee applies to this course.**

NUR 2260 Clinical Applications of Nursing Leadership & Management (0-3-0)

This course accompanies NUR 2264 and focuses on giving and managing the nursing care to clients in the hospital setting. Students will provide and coordinate client care under the supervision of nurse manager or charge nurse. Since all nurses are involved in coordinating care, leadership and management principles are a part of the core competencies needed by nurses to function in a complex health care environment. **Prerequisites: All required courses from Terms I, II, III and IV. Corequisite: NUR 2264.**

Radiologic Technology Program

The Associate of Applied Science Degree in Radiologic Technology is a 78 credit hour program designed to produce competent, entry-level radiographers for the practice of diagnostic imaging. Students will be required to participate in both classroom and clinical settings. The program is designed to be completed in a 24-month period, which includes full-time course and clinical work.

Upon graduation, students will be eligible for the national credentialing examination offered through the American Registry of Radiologic Technologists.

Criminal Background Checks

Prospective students seeking admission to the Associate of Applied Science Radiologic Technology Program at East Arkansas Community College should be aware that American Registry of Radiologic Technology (ARRT) Board shall have the right to reject the application of any individual for certification if the Board determines, in its sole and absolute discretion, that the

individual does not meet the qualifications for the certification. All candidates must comply with the Code of Ethics contained in the ARRT Standards of Ethics. One issue addressed by the Rules of Ethics is conviction of a crime – which includes a felony, gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. For further details, prospective students may access the website for the American Registry of Radiologic Technologists (ARRT) at www.rrt.org.

Pregnancy Information

In compliance with state and federal radiation safety regulation, any female student in the Radiologic Technology Program who becomes pregnant should notify the Director of the Program. At this time, the student will be advised of the options for completing the program of study. If the student elects to continue in the program during her pregnancy, the student must have written permission from her physician to continue in the program and a second radiation dosimetry badge will be worn at the waist.

Radiologic Technology Program

Mission Statement

The Radiologic Technology Program is an integral part of East Arkansas Community College and functions within the framework of the College. The program's mission statement and goals guide the faculty in providing quality educational opportunities.

The mission of the Radiologic Technology Program at East Arkansas Community College is to provide a highly comprehensive academic and clinical educational environment that culminates in the production of qualified entry-level radiographers who can function effectively as a member of the health care team. The program strives to provide the community with graduates who exhibit competent, professional, ethical, technical, communication, and critical thinking skills when rendering care. The faculty believe that the graduates will value and integrate learning and professional development as a lifelong progress.

Program Goals

Upon completion of the program, the graduate will be able to:

1. Apply technical knowledge and clinical skills toward the practice of radiologic technology.
2. Utilize critical thinking and problem-solving skills in the practice of radiologic technology.
3. Communicate effectively in both oral the written form with patients, families, and all members of the healthcare team.
4. Perform all radiologic procedures and produce images of diagnostic value while providing quality patient care.
5. Conduct himself/herself in a professional manner according to ARRT Code of Ethics.

6. Continue professional growth and development by engaging in life-long learning activities.

Admission Requirements

To be eligible for admission, the applicant must:

1. Be 18 years of age before any clinical component.
2. Be admitted to East Arkansas Community College (see current East Arkansas Community College Catalog for application and admission procedure.)
3. Complete any required College developmental courses.
4. Complete all prerequisites with a minimum grade of "C" by the May 31st deadline.
5. Have a 2.50 grade point average (GPA) by the May 31st deadline.
6. Retake or challenge science and/or math courses over five years old beginning Fall 2005.
7. Take the Pre-Entrance Exam: Critical Thinking Entrance Exam (Cost \$20.00).

Application Process

All applicants must:

1. Submit a Radiologic Technology Program Application. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.
2. Request official transcript(s) to be mailed to both the Registrar's Office and the Radiologic Technology program. Transcripts must be sent from any college, university, vocational/technical and/or any other school(s) attended beyond high school or completion of a GED.

Note: Each transcript must be sent even if grades are recorded on another transcript. All transcripts must be mailed directly from the institution(s) to be considered official. All requested transcripts/information must be received by the application deadline.

3. Submit scores of the Pre-Entrance Critical Thinking Exam.
4. Complete an Observational Experience and submit the completed Observational Form.

Observational Experience

Prospective students are required to complete 4 hours in a radiology department to observe the various areas of radiology. The prospective students must complete the Observational Form and have the Director of the Radiology Department or a supervisor sign the evaluation portion of the form. This form is to be completed and submitted as part of the application process. If this portion is not completed, the prospective student's file will be incomplete and will not be considered for the program.

When observing in the hospital setting, the following dress items should not be worn: flip-flops or any open-toed shoe, t-shirts, shorts, warm-up suits, or jeans. NO piercings or tattoos should be visible.

Any question as to appropriate attire or whether a clinical observation setting is acceptable should be directed to the Program Director at East Arkansas Community College BEFORE the observation takes place.

Application Deadline

Students are admitted to East Arkansas Community College's Associate of Applied Science Radiologic Technology Program once a year for Fall Admission.

Deadline For Radiologic Technology Applicants

May 31 for Fall Admission

All information must be received by May 31

If applicant pool is not met by application deadline, the deadline may be extended at the discretion of the Restricted Enrollment Committee

Application Review/Notification

Applicants whose files are completed by the May 31 deadline will be considered by the Restricted Enrollment Committee for admission to the Radiologic Technology Program. Notification of the committee's action will be made by letter during the month of June. There is no provisional acceptance for applicants not meeting the minimum requirements. East Arkansas Community College's Associate of Applied Science Radiologic Technology Program does not maintain a waiting list for students who meet the minimum requirements but who are not offered admission.

Acceptance

Once an applicant has been accepted to East Arkansas Community College's Associate of Applied Science Radiologic Technology Program, the candidate must:

1. Accept in writing by the date indicated on the acceptance letter.
2. Obtain CPR certification. Certification **must be** by an American Heart Association Healthcare Provider and include Adult, Child, Infant, Conscious, Unconscious, and Choking. Certification must be obtained prior to registration and must be valid for the entire program of study.
3. Have the following required immunizations with statement of proof:
 - a. Hepatitis B (The first shot in a series of three must be completed prior to registration or a waiver must be signed. Shots #2 and #3

- a. must be completed as prescribed.)
 - b. Tetanus (Must be within the last 10 years)
 - c. Measles, Mumps, Rubella (MMR)
 - d. Tuberculin Test (TB). Proof of a current, negative TB skin test (within the last 12 months) or a negative chest x-ray is a requirement for registration.
4. Submit proof of health insurance.
 5. Submit proof of malpractice insurance.

Costs Other Than Tuition

All cost are approximate and subject to change. All East Arkansas Community College students pay the same tuition rates subject to residency status as published in the Tuition and Fees section of the current East Arkansas Community College Catalog.

Costs Other Than Tuition for the Radiologic Technology Program

Expense	Term I	Term II	Term III	Term IV	Term V
Textbooks	~\$350	~\$350	~\$100	~\$100	~\$100
Assessment Fee	\$50	X	X	X	\$50
Malpractice Insurance	\$50	X	X	\$50	X
Criminal Background & Drug Screen for Clinical	~\$150	X	X	~\$150	X
Clinical Uniforms	~\$200	X	X	X	X
Radiation Dosimetry Badge	\$100	X	X	\$100	X
Identification Markers	\$15	X	X	\$15	X
Health Insurance	varies	varies	varies	varies	varies
Travel/Parking Fees for Clinical	~\$350	~\$350	~\$350	~\$350	~\$350
CPR Certification	\$35	X	X	X	X
Immunization Requirements	~\$250	X	X	X	X
Graduation Pictures	X	X	X	X	~\$40
EACC Radiologic Technology Pin	X	X	X	X	~\$50
ARRT Certification Exam	X	X	X	X	\$200
College Matriculation Fee	\$50	X	X	X	X
Criminal Background & Drug Screen for Clinicals	~\$100	X	X	X	X

X = No cost during that term
 ~ = Approximate

The Criminal Background and Drug Screen for clinicals will be approximately \$100 annually in August.

Readmission Policy

1. The student seeking readmission must reapply to East Arkansas Community College's Associate of Applied Science Radiologic Technology (AASRT) Program.
2. The student seeking readmission must meet all current criteria for admission, retention, and progression in the Radiologic Technology Program as outlined in the East Arkansas Community College Catalog.
3. Readmission is based upon space availability.
4. Any student who is denied clinical access for justifiable causes by the clinical facility will not be eligible for readmission into East Arkansas

Retention and Progression Policy

A student withdrawing from (“W”) or failing (“D” or “F”) the same radiologic technology course twice or two separate radiologic technology courses will be dismissed from the Radiologic Technology Program and may be ineligible for readmission, even if the student has already repeated one of the courses and received a grade of “C” or better.

To be allowed to remain or progress in the Associate of Applied Science Radiologic Technology (AASRT) Program, the student must:

1. Adhere to EACC and AASRT policies.
2. Earn a grade of “C” or better in all required general education courses (both prerequisite courses and those taken within the radiologic technology program of study) to progress to the next term.
3. Earn a grade of “C” or better in all radiologic technology theory courses to progress to the next term. A student earning a “D”, “F” or “W” in one radiologic technology course will be allowed to repeat that failed course once at the next available offering.
4. Receive satisfactory performance rating in all radiologic technology clinical courses. Any student who is denied clinical entrance to an institution may not continue in the radiologic technology program.
5. Adhere to the attendance and punctuality policies of East Arkansas Community College and the Radiologic Technology Program (classroom, clinical, and lab).
6. Maintain current American Heart Association for Healthcare Providers Certification for the entire program of study.
7. Maintain malpractice insurance and personal health insurance while in the Radiologic Technology Program. Proof of health insurance must be submitted at beginning of fall semester or upon readmission.
8. Complete the AASRT program within a period of 4 years from time of entry into the first RAD course.
9. Successfully complete the Radiologic Technology Comprehensive Predictor Exam during RAD 2212. The student will have three attempts to achieve a minimum national norm score on the comprehensive predictor exam prior the end of RAD 2212. If unsuccessful after three attempts, the student will fail (“D” or “F”) RAD 2212 and be ineligible to graduate. In this case, the student should make an appointment with the Radiologic Technology Program Director for further advisement.

Withdrawal Policy

Students who no longer wish to be enrolled in the Radiologic Technology Program must follow the Withdrawal Policies set forth in the current East Arkansas Community College Catalog.

Graduation Policy

The Radiologic Technology Program subscribes to East Arkansas Community College's requirements for graduation (see current College Catalog for graduation information).

Transfer Student Policy

Students withdrawing from (“W”) or receiving a “D” or “F” the same radiologic technology course twice or two separate radiologic technology courses may be ineligible for transfer into the Associate of Applied Science Radiologic Technology Program, even if the student has already repeated one of the courses and received a grade of “C” or better.

To transfer into the radiologic technology program, the student must:

1. Meet all current admission and transfer requirements for East Arkansas Community College (see current College Catalog for requirements) Students on academic suspension from another institution will be eligible for admission only after having remained out of school for one semester (not including a summer term) or being eligible to return to the previous institution.
2. Submit official transcript(s) showing all college work. Request official transcript(s) to be sent to both the registrar's office and the radiologic technology program.
3. Submit a letter of reference from the Dean/Director of the previous radiologic technology program, which includes a statement of eligibility to return.
4. Have an overall GPA of 2.5 and a grade of “C” or better in all required courses.
5. Submit an application to the radiologic technology program.
6. Take entrance exam and submit scores to the Department of Allied Health Sciences by the transfer application deadline.
7. Successfully complete a radiologic skills competency check-off with 90% accuracy. Skills list will be provided. Student will have one opportunity to successfully complete skills competencies.

Transfer Student Application Deadlines

Deadline to apply for the Fall Semester is May 31st.
Deadline to apply for the Spring Semester is October 1st.

Transfer Student Application Review/ Selection/Notification

The transfer student whose file is completed by the deadline will be considered by the Restricted Enrollment Committee for admission into the Radiologic Technology Program. Notification of the Committee's action will be made by letter one month after the application deadline. There is no provisional acceptance for applicants not meeting the minimum requirements. East Arkansas Community College's Radiologic Technology Program does not maintain a waiting list for student who meet the minimum requirements, but who are not offered admission. Admission is contingent on space availability.

Transfer Student Residency

Transfer students must complete at least 18 radiologic technology credit hours in East Arkansas Community College's Associate of Applied Science Radiologic Technology Program.

Dismissal Policy

Violation of classroom or clinical policies and procedures or personal misconduct will result in disciplinary actions and can result in immediate dismissal from the Radiologic Technology Program and the College. Actions subject to discipline include, but are not limited to: conduct dangerous to others, disorderly conduct, disruption of teaching in classroom or clinical settings, misuse of or damages to property, misuse of documents or identification cards or violations of state or federal laws. See also the Student Misconduct Policies and Procedure in the College Catalog. Procedures for disciplinary action and/or dismissal from the Radiologic Technology Program and appeal procedures are listed in the Radiologic Technology Student Handbook.

Violation of the specific policies listed below may result in dismissal from the program:

1. Any student failing (grade D or F) or withdrawing from the same course twice or two separate radiologic technology courses may be dismissed from the Radiologic Technology Program and may be ineligible for readmission even if the student has already repeated one of the courses and received a grade of "C" or better.
2. Students dismissed from the Radiologic Technology Program for disciplinary reasons, as outlined in the Radiologic Technology Student Handbook, will be ineligible for readmission into the College's Radiologic Technology Program.
3. Students must maintain current certification in CPR (American Heart Association Healthcare Provider), malpractice, and health insurance for the entire program of study. Failure to do so will result in dismissal.

Radiologic Technology Program Curriculum Plan

Prerequisites			Semester Hours
BIO	2114	Anatomy and Physiology I.....	4
BIO	2134	Anatomy and Physiology II.....	4
ENG	1013	English Composition I.....	3
MTH	1113	College Algebra or	
MTH	1013	College Mathematics.....	3
SOC	2043	Introduction to Anthropology.....	3
Total			17

Radiologic Technology First Year

Term I (Fall)			Semester Hours
HSC	1003	Medical Terminology.....	3
PHY	2013	Survey of Physics for Radiologic Technology	3
RAD	1103	Introduction to Radiologic Technology	3
RAD	1115	Radiographic Procedures I.....	5
RAD	1110	Clinical Practice I.....	0
Total			14

Term II (Spring)			Semester Hours
BUS	1603	Computer Fundamentals	3
RAD	1202	Radiologic Imaging	2
RAD	1215	Radiographic Procedures II	5
RAD	1210	Clinical Practice II.....	0
RAD	1222	Radiologic Science	2
Total			12

Term III Summer (10 weeks)			Semester Hours
RAD	1314	Radiographic Procedures III.....	4
RAD	1310	Clinical Practice III.....	0
Total			4

Term IV (Fall)			Semester Hours
RAD	2113	Radiographic Pathophysiology.....	3
RAD	2103	Radiation Protection	3
RAD	2116	Special Imaging Procedures	6
RAD	2110	Clinical Practice IV.....	0
ENG	1023	English Composition II.....	3
Total			15

Term V (Spring)			Semester Hours
RAD	2203	Diagnostic Medical Imaging	3
RAD	2212	Seminar in Radiologic Technology	2
RAD	2220	Clinical Practice V.....	0
RAD	2228	Radiographic Medical Image Evaluation	8
Total			13

Total Credit Hours – Prerequisites	17
Total Credit Hours - Radiologic Technology	46
Total Credit Hours – General Education.....	12
Total Program Hours.....	75

Course Descriptions

RAD 1103 Introduction to

Radiologic Technology

(3-0-3)

This course is an introduction to the basic aspects and principles of radiologic technology and the health care system including but not limited to radiation protection, patient care including human diversity, healthcare agency structure and function, radiology ethics and legal issues.

Emphasis will be placed on effective patient and peer communication. **Prerequisites:** BUS 1603, ENG 1013, HSC 1003, MTH 1113 or MTH 1013, and admittance to the Radiologic Technology Program. **Pre or Corequisites:** BIO 2114, PHY 2013, RAD 1115, RAD 1110. **Assessment fee \$50**

RAD 1115 Radiographic Procedures I (3-6-5)

This course provides an investigation of the procedures used in patient positioning and radiation safety instruction for radiographic demonstration of anatomical parts of the chest, abdominal area, upper extremity, pelvic girdle, lower extremity, and shoulder girdle; and includes topographical anatomy, patient and part positioning, equipment selection and use, and patient-film orientation of radiographic anatomy. **Prerequisites:** BUS 1603, ENG 1013, HSC 1003, MTH 1113 or MTH 1013, and admittance to the Radiologic Technology Program. **Pre or Corequisites:** BIO 2114, PHY 2013, RAD 1103. **Corequisite:** RAD 1110.

Dosimetry Badge fee \$100, Marker fee \$15

RAD 1110 Clinical Practice I (0-6-0)

Supervised clinical experience emphasizing radiologic procedures of the chest, abdomen, and extremities. **Prerequisites:** BUS 1603, ENG 1013, HSC 1003, MTH 1113 or MTH 1013, and admittance to the Radiologic Technology Program. **Pre or Corequisites:** BIO 2114, PHY 2013, RAD 1103. **Corequisite:** RAD 1115.

RAD 1202 Radiologic Imaging (2-0-2)

This course will provide the basics of radiologic image acquisition, processing, equipment, and quality control. Students will learn to evaluate the image quality standards and the individual factors that influence that image. Some topics include circuitry, the x-ray tube, image intensifiers, and image receptors. Critical thinking and communication skills will be emphasized. **Prerequisites:** All required courses from Term I. **Pre or Corequisites:** BIO 2134, RAD 1222, RAD 1215, RAD 1210.

RAD 1215 Radiographic Procedures II (3-6-5)

This course provides an investigation of procedures used in patient positioning and radiation safety instruction for radiographic demonstration of anatomic parts of the axial skeleton, bony thorax, gastrointestinal system and urinary system. **Prerequisites:** All required courses from Term I. **Pre or Corequisites:** BIO 2134, RAD 1202, RAD 1222. **Corequisite:** RAD 1210.

RAD 1210 Clinical Practice II (0-6-0)

Supervised clinical experience emphasizing radiographic procedures of the extremities and vertebral column. **Prerequisites:** All required courses from Term I. **Pre or Corequisites:** BIO 2134, RAD 1202, RAD 1222. **Corequisite:** RAD 1215.

RAD 1222 Radiologic Science (2-0-2)

This course includes the theoretical basis for understanding the nature, production, characteristics and interaction of radiation with matter. Emphasis will be on the principles associated with radiation production and the clinical significance of these interactions in radiography. Critical thinking skills will be emphasized. **Prerequisites:** All required courses from Term I. **Pre or Corequisites:** BIO 2134, RAD 1202, RAD 1215, RAD 1210.

RAD 1314 Radiographic Procedures III (2-6-4)

This course provides an investigation of procedures used in patient positioning and radiation safety instruction for alternative radiographic projections, pediatric radiography, geriatric radiography and trauma radiographic procedures. **Prerequisites:** All required courses from Terms I and II. **Corequisite:** RAD 1310.

RAD 1310 Clinical Practice III (0-6-0)

Supervised clinical experience emphasizing radiographic procedures of the cranium, gastrointestinal system, and genitourinary system, and refinement of radiographic skills in orthopedic. **Prerequisites:** All required courses from Terms I and II. **Corequisite:** RAD 1314.

RAD 2103 Radiation Protection (3-0-3)

This course is a study of the principles and practices of safe application of radiation, in regards to personnel, patients, and the public. Emphasis will also be placed on the responses of biological systems to radiation and their acute and chronic affects. **Prerequisites:** All required courses from Terms I, II, and III. **Pre or Corequisites:** RAD 2113, RAD 2116 **Corequisite:** RAD 2110.

Dosimetry Badge fee \$100, Marker fee \$15

RAD 2110 Clinical Practice IV (0-10-0)

Supervised clinical experience emphasizing pediatric, geriatric, trauma, and advanced skeletal, cardiovascular, genitourinary, gastrointestinal radiographic procedures; and an introduction to various imaging modalities; and the refinement of orthopedic, gastrointestinal, and genitourinary procedures. **Prerequisites:** All required courses from Terms I, II, and III. **Pre or Corequisites:** RAD 2113, RAD 2103. **Corequisite:** RAD 2116.

RAD 2113 Radiographic Pathology (3-0-3)

This course is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in body systems will be presented. **Pre or Corequisites:** RAD 2103, RAD 2116, RAD 2110

RAD 2116 Special Imaging Procedures (3-10-6)

This course is designed to introduce sectional anatomy. The emphasis will be on the physical relationship between internal structures and may include the brain, spine,

abdomen, and pelvis. CT and mammography images will be incorporated to enhance the sectional anatomy content. Critical thinking and communication skills will also be emphasized. **Prerequisites: All required courses from Terms I, II, and III. Pre or Corequisites: RAD 2113, RAD 2103. Corequisite: RAD 2110.**

RAD 2212 Seminar in Radiologic Technology (2-0-2)

This course will prepare the radiologic technology student to sit for the American Registry of Radiologic Technology examination and effectively search for a job in radiography. **Prerequisites: All required courses from Terms I, II, III, and IV. Pre or Corequisites: RAD 2220, RAD 2228, RAD 2203**

RAD 2220 Clinical Practice V (0-12-0)

This clinical practice will consist of supervised clinical experiences in selected and specialized clinical rotation areas. The student will demonstrate advanced radiographic skills. **Prerequisites: All required courses from Terms I, II, III, and IV. Pre or Corequisites: RAD 2203, RAD 2212. Corequisite: RAD 2228.**

RAD 2203 Diagnostic Medical Imaging (3-0-3)

The study of the production of images including, but not limited to MRI, CT, sonography, radiation oncology, nuclear medicine, and PACs. An emphasis is placed on the ever-changing dynamics of computers and their impact on the radiological sciences. This includes computer applications related to image acquisition, presentation, and storage. **Prerequisite: All required courses from Terms I, II, III, and IV. Pre or Corequisites: RAD 2228, RAD 2220, RAD 2212. Assessment fee \$50**

RAD 2228 Radiographic Medical Image Evaluation (4-12-8)

This course is designed to place advanced emphasis on the application of knowledge, critical thinking skills, and communication skills when comprehensively analyzing diagnostic radiographic images. Also, emphasis will be on recognizing, evaluating, and correcting image problems. **Prerequisites: All required courses from Terms I, II, III, and IV. Prerequisites: RAD 2203, RAD 2212 Corequisites: RAD 2220.**

Associate of Applied Science Medical Assisting Technology Program

Program Description

The Medical Assisting Technology Program will educate individuals to perform administrative and clinical tasks in a healthcare setting. Administrative tasks may include but not be limited to answering telephones, greeting patients, updating and filing patient's medical records, filling out insurance forms, handling correspondence, coding, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping. Clinical tasks may vary according to State law but may include but not be limited to taking medical histories, obtaining and recording vital signs, explaining treatment procedures, preparing patients for examination and assisting the physician during the examination, performing basic laboratory procedures and electrocardiograms, disposing of contaminated supplies, and sterilizing medical instruments.

Based on Arkansas laws, there are procedures that a medical assistant cannot perform, such as administering medications and performing specialized treatments.

Disclaimer

The medical assisting technology program curriculum does not prepare the student to become a nurse, paramedic, or radiologic technician OR to apply to take the licensing and/or certification exams for nursing, paramedic, or radiologic technician.

Admission Requirements

To be eligible for admission, the applicant must:

1. Be admitted to East Arkansas Community College (see current East Arkansas Community College Catalog for application and admission procedure.)
2. Complete any required College developmental courses.
3. Complete all prerequisites with a minimum grade of "C" by the May 31st deadline.
4. Have credits for science, math and computer fundamentals no older than 5 years.
5. Have a 2.5 grade point average (GPA) by the May 31st deadline.
6. Take the Pre-Entrance Critical Thinking Exam (Cost \$20.00 and subject to change).

The Pre-Entrance Exams are provided by Assessment Technologies, Inc. and may be taken only once per academic year. This is a timed computerized test. The Critical Thinking Entrance Assessment exam is a non-nursing assessment given to assess the student's ability to use the phases of the critical thinking process.

The ATI, Inc. exam is administered to applicants by computer on the campus of EACC. The exam is proctored. The applicant may register for the exam in the Allied Health

Science Department after paying the fee at the cashier's office. Fee is non-refundable.

Application Process

All applicants must:

1. Submit a Medical Assisting Technology Application to the Department of Allied Health Science. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.
2. Request official transcript(s) to be mailed to both the registrar's office and the medical assisting technology program.
 - A. Registrar's Office
East Arkansas Community College
1700 Newcastle Road
Forrest City, AR 72335
 - B. Department of Allied Health
Medical Assisting Technology Program
1700 Newcastle Road
Forrest City, AR 72335

Transcripts must be sent from any college, university, vocational/technical, and/or any other school(s) attended beyond high school or completion of a GED.

Note: Each transcript must be sent even if grades are recorded on another transcript. All transcripts must be mailed directly from the institution(s) to be considered official. All requested transcripts/information must be received by the application deadline.

3. Submit score of the Pre-Entrance Critical Thinking Exam to the Department of Allied Health Science

Application Deadline

Students are admitted to East Arkansas Community College's Associate of Applied Science Medical Assisting Technology Program once a year for Fall Admission.

**Deadline for Medical Assisting
Technology Applicants**

All information must be received by May 31.

If qualified applicant pool is not met by application deadline, the deadline may be extended at the discretion of the Restricted Enrollment Committee.

Application Review/Notification

Applicants whose files are completed by the May 31 deadline will be considered by the Restricted Enrollment Committee for admission to the medical assisting technology program. Notification of the committee's action will be made by letter during the month of June. Meeting all criteria and submitting an application does

not guarantee admission into the medical assisting technology program. The number of students admitted will vary according to resources and space available. There are no provisional acceptance for applicants not meeting the minimum requirements. East Arkansas Community College's Associate of Applied Science Medical Assisting Technology Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission.

Acceptance

Once an applicant has been accepted to East Arkansas Community College's Associate of Applied Science Medical Assisting Technology Program, the candidate must:

1. Accept in writing by the date indicated on the acceptance letter.
2. Obtain CPR certification. Certification must be American Heart Association Healthcare Provider and include Adult, Child, Infant, Conscious, Unconscious, and Choking. Certification must be obtained prior to registration and must remain current for the entire program of study.
3. Have the following required immunizations with statement of proof:
 - a. Hepatitis B (The first shot in a series of three must be completed prior to registration or a waiver must be signed. Shots #2 and #3 must be completed as prescribed.)
 - b. Tetanus (Must be within the last 10 years)
 - c. Measles, Mumps, Rubella (MMR)
 - d. Tuberculin Test (TB). Proof of a current, negative TB skin test (within the last 12 months) or a negative chest x-ray is a requirement for registration.
4. Submit proof of health insurance.
5. Provide proof of malpractice insurance while in the medical assisting technology program.

Associate of Applied Science Medical Assisting Technology Program

Curriculum Plan

Prerequisites	Semester Hours
BIO 2114 Anatomy and Physiology I	4
BIO 2134 Anatomy and Physiology II.....	4
HSC 1003 Medical Terminology.....	3
ENG 1013 English Comp I.....	3
MTH 1113 College Algebra	3
Total	17

Term I	Semester Hours
BUS 1603 Computer Fundamentals.....	3
PSY 1003 General Psychology	3
MAT 1012 Introduction to Medical Assisting.....	2
ENG 1023 English Comp II.....	3
BUS 1353 Basic Filing/Records Management.....	3
Total	14

Term II		Semester Hours
PSY 2003	Developmental Psychology.....	3
BUS 2013	Technical Communication	3
HSC 2123	Healthcare Law and Ethics.....	3
HSC/MAT 1043	Coding and Insurance Processing.....	3
Total		12

Term III		Semester Hours
HSC 1023	Pharmacology.....	3
MAT 2034	Medical Assisting Procedures I.....	4
MAT 2030	Clinical Applications of Medical Assisting Procedures I.....	0
Total		7

Term IV		Semester Hours
BUS 2423	Machine Transcription.....	3
BUS 2483	Medical Office Management.....	3
MAT 2044	Medical Assisting Procedures II.....	4
MAT 2040	Clinical Applications of Medical Assisting II.....	0
Total		10

Term V		Semester Hours
SOC 2043	Introduction to Anthropology.....	3
MAT 2062	Professional Concepts of Medical Assisting.....	2
MAT 2052	Medical Assisting Procedures III.....	2
MAT 2054	Medical Assisting Externship.....	4
Total		11

Total Credit Hours – Prerequisites	17
Total Credit Hours – Medical Assisting	24
Total Credit Hours – General Education	18
Total Credit Hours – Business	12
Total Program Hours	71

Course Descriptions

MAT 1012 Introduction to Medical Assisting Technology (2-0-2)

This course is designed to introduce students to field of medical assisting technology. Emphasis will be placed on fundamental procedures of medical assisting, including hand washing, autoclaving principles, sterilizing techniques, disposing of biohazardous materials, standard universal precautions, communication techniques, and first aid. **Prerequisites: BIO 2114, BIO 2134, ENG 1013, HSC 1003, MTH 1113. Pre or Corequisites: BUS 1353, BUS 1603, ENG 1023, PSY 1003**

HSC/MAT 1043 Coding and Insurance Processing (3-0-3)

This course will present information on how to apply managed care policies and procedures, third party guidelines, and complete insurance claim forms. Also, students will be instructed in how to perform procedural coding and diagnostic coding. **Prerequisites: All required courses from Term I. Pre or Corequisites: BUS 2013, HSC 2123, PSY 2003.**

MAT 2034 Medical Assisting Technology I (3-4-4)

This course will present information on patient care and documentation. Emphasis will be placed on performing telephone and in-person screening, obtaining vital signs, obtaining and recording patient history, preparing patients for examinations and treatments, assisting with routine and specialty examinations, maintaining medication and immunization records, and following-up on test results. **Prerequisites: All required courses from Term II. Pre or Corequisites: HSC 1023, MAT 2030**

MAT 2030 Applications of Medical Assisting Technology I (0-4-0)

This course will provide students the opportunity to apply the acquired skills of performing telephone and in-person screening, obtaining vital signs, obtaining and recording patient history, preparing patients for examinations and treatments, assisting with routine and specialty examinations, maintaining medication and immunization records, and following-up on test results in the clinical setting. **Prerequisites: All required courses from Term II. Pre or Corequisites: HSC 1023, MAT 2034**

MAT 2044 Medical Assisting Technology II (3-4-4)

This course will present information on operational functions and specimen collection. Emphasis will be placed on performing inventory of supplies and equipment, methods of quality control, performing venipuncture and capillary puncture, obtaining specimens for microbiological testing, and instructing patients. **Prerequisites: All required courses from Term III. Pre or Corequisites: BUS 2423, BUS 2483 MAT 2040.**

MAT 2040 Applications of Medical Assisting Technology II (0-4-0)

This course will provide students the opportunity to apply the acquired skills of performing inventory of supplies and equipment, methods of quality control, performing venipuncture and capillary puncture, obtaining specimens for microbiological testing, and instructing patients in the clinical setting. **Prerequisites: All required courses from Term III. Pre or Corequisites: BUS 2423, BUS 2483 MAT 2044.**

MAT 2052 Medical Assisting Technology III (2-0-2)

This course will present information on health maintenance and disease prevention and diagnostic testing. Emphasis will be placed on instructing patients, performing electrocardiography and respiratory testing, and other laboratory specimen testing. **Prerequisites: All required courses from Term IV. Pre or Corequisites: SOC 2043, MAT 2054, MAT 2062.**

MAT 2054 Medical Assisting Technology Externship (0-12-4)

The student will complete 180 hours of a supervised,

unpaid externship in an ambulatory health care setting performing all learned administrative and clinical procedures of medical assisting. **Prerequisites: All required courses from Term IV. Pre or Corequisites: SOC 2043, MAT 2052, MAT 2062.**

MAT 2062 Seminars in Medical Assisting (2-0-2)

This course will present information on job readiness, personal attributes, workplace dynamics, and allied health professions and credentialing. **Prerequisites: All required courses from Term IV. Pre or Corequisites: SOC 2043, MAT 2052, MAT 2054.**

Costs other Than Tuition

All costs are approximate and subject to change. All East Arkansas Community College students pay the same tuition rates subject to residency status as published in the Tuition and Fees section of the current East Arkansas Community College Catalog.

The following are approximate costs other than tuition for the medical assisting technology program by term. These costs are approximate and may change.

Costs Other Than Tuition for the Medical Assisting Technology Program

Expense	Term I	Term II	Term III	Term IV	Term V
Textbooks	~\$250	~\$250	~\$200	~\$200	~\$200
Malpractice Insurance	\$50	X	\$50	X	X
Uniforms/Stethoscope/Shoes/Watch	~\$150	X	X	X	X
Health Insurance	varies	varies	varies	varies	varies
Travel/Parking Fees for Clinical	~\$150	~\$150	~\$150	~\$150	~\$150
CPR Certification	~\$35	X	X	X	X
Immunization Requirements	~\$250	X	X	X	X
Certification Fee	X	X	X	X	TBA
College Matriculation Fee	\$50	X	X	X	X
Criminal Background & Drug Screen for Clinicals	~\$100	X	X	X	X

X = No cost during that term
 ~ = Approximate

Retention/Progression Policy

To be allowed to remain or progress in the Associate of Applied Science Medical Assisting Technology Program, the student must:

1. Adhere to EACC and the medical assisting technology program policies.
2. Earn a grade of “C” or better in all required general education courses (both prerequisite courses and those taken within the medical assisting technology program of study) to progress to the next term.
3. Earn a grade of “C” or better in all medical assisting technology theory courses to progress to the next term. A student earning a “D”, “F”, or “W” in one medical assisting technology course will be allowed to repeat that failed course once at the next available offering after

successfully passing an assessment exam for the previous coursework (didactic and clinical, if applicable) in medical assisting technology.

4. Receive satisfactory performance rating in all medical assistant technology clinical courses. Any student who is denied clinical entrance to a facility may not continue in the medical assisting technology program.
5. Adhere to the attendance and punctuality policies of East Arkansas Community College and the medical assisting technology program (classroom, clinical, and lab).
6. Maintain CPR certification (American Heart Association for Healthcare Providers), malpractice insurance, and personal health insurance while in the medical assisting technology program. Proof of health insurance must be submitted at beginning of fall semester or upon readmission.
7. Complete the medical assisting technology program within a period of 4 years from time of entry into the first MAT course.

Readmission Policy

1. The student seeking readmission must reapply to East Arkansas Community College’s Associate of Applied Science Medical Assisting Technology Program.
2. The student seeking readmission must meet all current criteria for admission, retention, and progression in the Medical Assisting Technology Program as outlined in the East Arkansas Community College Catalog.
3. Readmission is based upon space availability.
4. Any student who is denied clinical access for justifiable causes by the clinical facility will not be eligible for readmission in East Arkansas Community College’s Associate of Applied Science Medical Assisting Technology Program.
5. Any student who has been dismissed from the medical assisting technology program with a grade of “D”, “F”, or “W” (Withdrawn) from the same course twice or two separate medical assisting technology courses may seek readmission after a period of four years from the first admission to the medical assisting technology program. However, students must meet all current admission requirements and begin in Term I of the program.

Graduation Policy

The medical assisting technology program subscribes to East Arkansas Community College’s requirements for graduation (see current College Catalog for graduation information).

Withdrawal Policy

Students who no longer wish to be enrolled in the medical assisting technology program must follow the Withdrawal Policies set forth in the current East Arkansas Community College Catalog.

Dismissal Policy

Violation of classroom or clinical policies and procedures or personal misconduct will result in disciplinary actions and can result in immediate dismissal from the medical assisting technology program and the College. Actions subject to discipline include, but are not limited to: conduct dangerous to others, disorderly conduct, disruption of teaching in classroom or clinical settings, misuse of or damages to property, misuse of documents or identification cards or violations of state or federal laws. See also the Student Misconduct Policies and Procedure in the College Catalog. Procedures for disciplinary action and/or dismissal from the medical assisting technology program and appeal procedures are listed in the Medical Assisting Technology Student Handbook.

Violation of the specific policies listed below may result in dismissal from the program:

1. Any student receiving grade of “D” or “F” or Withdrawing from the same course twice or two separate medical assisting technology courses will be dismissed from the medical assisting technology program and may be ineligible to reapply.
2. Students dismissed from the medical assisting technology program for disciplinary reasons, as outlined in the Medical Assisting Technology Program Student Handbook, will be ineligible for readmission into the East Arkansas Community College’s Medical Assisting Technology Program.
3. Students must maintain current certification in CPR (American Heart Association Healthcare Provider), malpractice, and health insurance for the entire program of study. Failure to do so will result in dismissal from the medical assisting technology program.

Associate of Applied Science Occupational Therapy Assistant Program (Pending approval for Fall Semester 2010)

Philosophy

The Occupational Therapy Assistant program is an integral part of East Arkansas Community College and functions within the framework of the College Mission. The program prepares the graduate who, upon successful completion of the A.A.S. degree may take the National Board for Certification in Occupational Therapy Assistant (NBCOTA). The Occupational Therapy Assistant contributes to improving independence and quality of life for the citizens of eastern Arkansas. The program promotes economic development by preparing the graduate to work with the interdisciplinary health care team to care for individuals or groups of people of all ages in a variety of settings concerned with impairment, loss of activity or ability to participate fully in meaningful occupations secondary to genetic disorders, chronic conditions, illness, accidents, mental impairment, or social conditions such as poverty and violence.

The faculty of East Arkansas Community College Occupational Therapy Assistant Program believe every individual is worthy of dignity and respect and has the right to receive appropriate occupational therapy principles and interventions that meet the standards of the profession.

Occupational Therapy is defined as care to assist people facing challenges in everyday life. Through guided and goal-directed participation in occupations of leisure, work and activities of daily living, individuals can realize their potential and restore their ability to engage in productive and meaningful living. The occupational therapy assistant incorporates knowledge and principles of biological science, social science, communications, mathematics and technologies, as well as experience gained with community and clinical fieldwork experiences to provide care within a legal and ethical framework.

Program Objectives:

Upon completion of the program of study, the graduate is prepared to:

1. Incorporate knowledge and principles from the sciences and humanities into occupational therapy assistant practice.
2. Function as part of the interdisciplinary health care team in selected health care settings with culturally diverse clients, families and communities across the life span.
3. Communicate therapeutically and effectively with clients, families, significant others, and other health care providers.
4. Provide entry-level competence through a combination of academic and fieldwork education.
5. Be prepared to articulate and apply occupational therapy principles and intervention tools to achieve expected outcomes as related to occupation.
6. Practice within the legal and ethical framework of the

standards of professional occupational therapy assistant.
7. Assume responsibility and accountability for seeking life-long learning opportunities for professional growth.

Important Message Regarding Certification

Graduates of the program will be eligible to sit for the national Certification examination for the Occupational Therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam the individual will be a certified occupational therapy assistant (COTA). In addition, most states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification examination.

A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Criminal Background Checks for Clinical

Clinical sites are now requiring criminal background checks and drug screens before students are allowed to come for the clinical rotation. Therefore, students will be required to obtain these and present the results to the facility. The student will be responsible for the cost. The clinical facility will be responsible for accepting or declining students based on the results of the criminal background checks and drug screens.

If the clinical facility refuses a student based on criminal background checks and/or drug screening results, the College will seek, if possible, to find another facility for the student's clinical experience. The corresponding clinical component for each class is mandatory. If the student is unable to fulfill the clinical requirement, the student will be dropped from the program.

Admission Requirements

To be eligible for admission, the applicant must:

1. Be admitted to East Arkansas Community College (see current East Arkansas Community College Catalog for application and admission procedure.)
2. Complete any required College developmental courses.
3. Complete all prerequisites with a minimum grade of "C" by the May 31st deadline. (Science and math courses must be no older than 5 years.)
4. Have a 2.50 grade point average (GPA) on Occupational Therapy Assistant Pre-requisites by the May 31st deadline.
5. Take the Critical Thinking Pre-Entrance Examination (Total cost \$20.00).
6. Students who were previously enrolled in any occupational therapy assistant program or allied health program at any institution and withdrew from ("W") or received a "D" or "F" in any two occupational therapy assistant or allied health courses or who twice withdrew ("W") or received

"D" or "F" in any occupational therapy assistant or allied health course may seek admission to the Associate of Applied Science Occupational Therapy Assistant Program only after a period of four years from the first admission to a previous occupational therapy assistant program or other allied health program. Students must meet all current admission requirements and begin in Term I of the program.

The Pre-Entrance Examination is provided by Assessment Technologies, Inc. and may be taken only once per academic year. This is a timed computerized test. The Critical Thinking Entrance Examination is a non-nursing assessment given to assess the student's ability to use the phases of the critical thinking process.

The entrance examination is administered to applicants by computer on the campus of EACC. All exams are proctored. The applicant must register for this exam in the Allied Health Science Department and pay the fee at the cashier's office. The fee must be paid in advance of registering for the exam. Fee is non-refundable.

Application Process

All applicants must:

1. Submit an Occupational Therapy Assistant Application to the Department of Allied Health Science. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission have been granted.
2. Request official transcript(s) to be mailed to both the registrar's office and the occupational therapy assistant program.
 - A. Registrar's Office
East Arkansas Community College
1700 Newcastle Road, Forrest City, AR, 72335
 - B. Department of Allied Health Science
Occupational Therapy Assistant Program
1700 Newcastle Road, Forrest City, AR, 72335

Transcripts must be sent from any college, university, vocational/technical, and/or any other school(s) attended beyond high school or completion of a GED.

Note: Each transcript must be sent even if grades are recorded on another transcript. All transcripts must be mailed directly from the institution(s) to be considered official. All requested transcripts/information must be received by the application deadline.

3. Submit the score of the Critical Thinking Pre-Entrance Examination to the Department of Allied Health Science.

Application Deadline

Students are admitted to East Arkansas Community College's Associate of Applied Science an Occupational Therapy Assistant Program once a year for Fall Admission.

**Deadline for
Occupational Therapy Assistant Applicants**

**May 31 for Fall Admission
All information must be received by May 31.**

If qualified applicant pool is not met by application deadline, the deadline may be extended at the discretion of the Restricted Enrollment Committee.

Application/Review Notification

Applicants whose files are completed by the May 31 deadline will be considered by the Restricted Enrollment Committee for admission to the nursing program. Notification of the committee's action will be made by letter during the month of June. Meeting all criteria and submitting an application does not guarantee admission into the an Occupational Therapy Assistant Program. The number of students admitted will vary according to resources and space available. There is no provisional acceptance for applicants not meeting the minimum requirements. East Arkansas Community College's Associate of Applied Science an Occupational Therapy Assistant Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission.

Acceptance

Once an applicant has been accepted to East Arkansas Community College's Associate of Applied Science an Occupational Therapy Assistant Program, the candidate must:

1. Accept in writing by the date indicated on the acceptance letter.
2. Obtain CPR certification. Certification must be American Heart Association Healthcare Provider and include Adult, Child, Infant, Conscious, Unconscious, and Choking. Certification must be obtained prior to registration and must remain current for the entire program of study.
3. Have the following required immunizations with statement of proof:
 - a. Hepatitis B (The first shot in a series of three must be completed prior to registration or a waiver must be signed. Shots #2 and #3 must be completed as prescribed.)
 - b. Tetanus (Must be within the last 10 years)
 - c. Measles, Mumps, Rubella (MMR)
 - d. Tuberculin Test (TB). Proof of a current, negative TB skin test (within the last 12 months) or a negative chest x-ray is a requirement for registration.
4. Submit proof of health insurance.
5. Provide proof of malpractice insurance while in the Occupational Therapy Assistant Program.

Costs Other Than Tuition (Approximate Costs)

All costs are approximate and subject to change. All East Arkansas Community College students pay the same tuition rates subject to residency status as published in the Tuition and Fees section of the current East Arkansas Community College Catalog.

The following are approximate costs other than tuition for the Occupational Therapy Assistant Program by Term. These costs are approximate and may change.

Costs Other Than Tuition for the Occupational Therapy Assistant Program

Expense	Term I	Term II	Term III	Term IV	Term V
Textbooks	~\$250	~\$250	~\$100	~\$300	~\$200
Assessment Fee	\$100				\$100
Malpractice Insurance	\$50	X	\$50	X	X
Uniforms/etc	~\$150	X	X	X	X
Health Insurance	varies	varies	varies	varies	varies
Criminal Background & Drug Screen for Clinical	~\$150	X	X	~150	X
Travel/Parking Fees for Clinical	~\$350	~\$350	~\$350	~\$350	~\$350
CPR Certification	~\$35	X	X	X	X
Immunization Requirements	~\$250	X	X	X	X
Examination Application Fee	X	X	X	X	\$520
Matriculation Fee	\$50	X	X	X	X

X = No cost during that term

Retention Progression Policy

To be allowed to remain or progress in the Associate of Applied Science Occupational Therapy Assistant Program, the student must:

1. Adhere to EACC and Occupational Therapy Assistant Program policies.
2. Earn a grade of "C" or better in all required general education courses (both prerequisite courses and those taken within the Occupational Therapy Assistant Program of study) to progress to the next term.
3. Earn a grade of "C" or better in all Occupational Therapy Assistant Program theory courses to progress to the next term.
4. Students failing or withdrawing from an Occupational Therapy Assistant course can only reenroll in that course once.
5. Receive satisfactory performance rating in all Occupational Therapy Assistant clinical courses. Any student who is denied clinical entrance to an institution may not continue in the Occupational Therapy Assistant Program.

4. Adhere to the attendance and punctuality policies of East Arkansas Community College and the Occupational Therapy Assistant Program (classroom, clinical, and lab).
5. Maintain current certification in CPR (American Heart Association Healthcare Provider), malpractice insurance and personal health insurance while in the Occupational Therapy Assistant Program. Proof of health insurance and current CPR must be submitted at beginning of fall semester or upon readmission. Failure to do so may result in placing a hold on grades and registration and/or dismissal from the Occupational Therapy Assistant Program.
6. Complete the Occupational Therapy Assistant program within a period of 4 years from time of entry into the first Occupational Therapy Assistant course.

Transfer Requirements

To transfer into the Occupational Therapy Assistant Program, the student must:

1. Meet all current admission and transfer requirements for East Arkansas Community College (see current College Catalog for requirements). Students on academic suspension from another institution will be eligible for admission only after having remained out of school for one semester (not including a summer term) or being eligible to return to the previous institution.
2. Meet all current an Occupational Therapy Assistant Program admission requirements.
3. Successfully complete a skills competency check-off with 90% accuracy. Skills list will be provided. Student will have one opportunity to successfully complete skills competencies.

Transfer Student Application Deadlines

Deadline to apply and meet all Transfer Requirements for Term II is October 1st and for Term III is May 31st.

Transfer Student Application Review/Selection/Notification

The transfer student whose file is completed by the deadline will be considered by the Restricted Enrollment Committee for admission into the Occupational Therapy Assistant Program. Notification of the Committee's action will be made by letter one month after the application deadline. There is no provisional acceptance for applications not meeting the minimum requirements. East Arkansas Community College's an Occupational Therapy Assistant Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission. Admission is contingent on space availability.

Transfer Student Residency

Transfer students must complete all 2000 level an Occupational Therapy Assistant (OTA) courses in East Arkansas Community College's an Occupational Therapy Assistant Program.

Readmission Policy

1. The student seeking readmission must reapply to East Arkansas Community College's Associate of Applied Science Occupational Therapy Assistant Program.
2. The student seeking readmission must meet all current criteria for admission, retention and progression in the Occupational Therapy Assistant Program as outlined in the East Arkansas Community College Catalog.
3. Readmission is based upon space availability.
4. Any student who is denied clinical access for justifiable causes by the clinical facility will not be eligible for readmission in East Arkansas Community College's Associate of Applied Science Occupational Therapy Assistant Program.
5. Any student who has been dismissed from the Occupational Therapy Assistant Program with a grade of "D", "F", or "W" (Withdrawn) from the same course twice or two separate Occupational Therapy Assistant courses may seek readmission after a period of four years from the first admission to the Occupational Therapy Assistant Program. However, students must meet all current admission requirements.

Graduation Policy

The Occupational Therapy Assistant Program subscribes to East Arkansas Community College's requirements for graduation (see current College Catalog for graduation information).

Withdrawal Policy

Students who no longer wish to be enrolled in the Occupational Therapy Assistant Program must follow the Withdrawal Policies set forth in the current East Arkansas Community College Catalog.

Dismissal Policy

Violation of classroom or clinical policies and procedures or personal misconduct will result in disciplinary actions and can result in immediate dismissal from the Occupational Therapy Assistant Program and the College. Actions subject to discipline include, but are not limited to: conduct dangerous to others, disorderly conduct, disruption of teaching in classroom or clinical settings, misuse of or damages to property, misuse of documents or identification cards or violations of state or federal laws. See also the Student Misconduct Policies and Procedure in the College Catalog. Procedures for disciplinary action and/or dismissal from the Occupational Therapy Assistant Program and appeal procedures are listed in the Occupational Therapy Assistant Student Handbook.

Any student failing (grade "D" or "F") or Withdrawing from the same course twice or two separate Occupational Therapy Assistant Program courses will be dismissed from the Occupational Therapy Assistant Program. The student may seek readmission according to the Readmission Policy.

Students dismissed from the Occupational Therapy

Assistant Program for disciplinary reasons, as outlined in the Occupational Therapy Assistant Program Student Handbook, will be ineligible for readmission into the East Arkansas Community College's Occupational Therapy Assistant Program.

Students must maintain current certification in CPR (American Heart Association Healthcare Provider), malpractice, and health insurance for the entire program of study. Failure to do so may result in placing a hold on grades and registration and/or dismissal from the nursing program.

OTA 2243	Practicum IV Fieldwork Level II.....3
	Total.....15

Term V (Spring)	
OTA 2256	Practicum V Fieldwork Level II.....6
	Total.....6

Total Credit Hours-Prerequisites.....17
Total Credit Hours OTA.....37
Total Credit Hours General Education.....18
Total Program Hour.....72

Associate of Applied Science Occupational Therapy Assistant Program Curriculum Plan

Prerequisites	Semester Hours
BIO 2114	Anatomy and Physiology I.....4
BIO 2134	Anatomy and Physiology II.....4
ENG 1013	English Composition I.....3
MTH 1053	Intermediate Algebra -or-
MTH 1113	College Algebra.....3
PSY 1003	General Psychology.....3
	Total.....17

Term I (Fall)	Semester Hours
PSY 2003	Developmental Psychology.....3
SPE 1003	Introduction to Oral Communication.3
OTA 1012	Introduction to Occupational Therapy3
OTA 1211	Practicum I Fieldwork Level I.....1
OTA 1012	Therapeutic Activities I.....2
	Total.....11

Term II (Spring)	Semester Hours
BUS 1603	Computer Fundamentals.....3
PSY 2063	Abnormal Psychology.....3
OTA 1023	Pathophysiology and Occupational Therapy.....3
OTA 1032	Therapeutic Activities II.....2
OTA 1222	Practicum II Fieldwork Level I.....2
	Total.....13

Term III (Summer I)	Semester Hours
OTA 2023	Physical Dysfunction I3
OTA 2033	Psychosocial Dysfunction I.....3
	Total.....6

Term III (Summer II)	Semester Hours
OTA 223	Practicum III Fieldwork Level I.....4

Term IV (Fall)	Semester Hours
SOC 1013	Introduction to Sociology3
OTA 2203	Seminar in Occupational Therapy Assistant.....3
OTA 2023	Physical Dysfunction II.....3
OTA 2033	Psychosocial Dysfunction II.....3



Department of Mathematics/Science

Mission Statement

The Department's mission is to provide a quality educational experience for individual development.

Mathematics

MTH 0913 Introductory Mathematics (3-0-3)

A beginning math course which covers arithmetic including fractions, decimals, percentages, ratio and proportion. A student successfully completing this course with a grade of C or better may enter MTH 0953. **Fee \$115**

MTH 0953 Elementary Algebra (3-0-3)

Elementary Algebra is a beginning algebra course. It is a prerequisite to Intermediate Algebra for those students who have not had high school Algebra I or whose algebraic skills dictate the need. Course content includes signed numbers, equations and inequalities, factoring, exponents, and graphing. **Prerequisite: MTH 0913 or appropriate placement test score. Fee \$115**

MTH 1032 Measurements and Calculations (2-0-2)

This course is designed to prepare the student for science and technology courses. Topics included are: systems of measure and conversion between systems, dimensional analysis, exponential notation, logarithms, graphing, and scientific calculators. **Prerequisite: MTH 1053 or permission**

MTH 1053 Intermediate Algebra (3-0-3)

Topics include exponents, radicals, rational expressions, polynomials, linear and quadratic equations, inequalities, absolute values, and graphing. **Prerequisite: MTH 0953 (Grade \geq C) or appropriate placement test score. Fee \$115.**

MTH 1083 Technical Mathematics (3-0-3)

Selected topics in general mathematics, algebra, geometry, and trigonometry. The application of mathematical concepts to the solution of relevant technical problems will be emphasized. **Prerequisite: MTH 0953 (Grade \geq C) or placement test.**

MTH 1113 College Algebra (3-0-3)

Study of functions including, but not limited to, absolute value, quadratic, polynomial, rational, logarithmic, and exponential; systems of equations; and matrices. **Prerequisite: MTH 1053 (Grade \geq C) or ACT Math Score \geq 19 or comparable score on other placement test.**

MTH 1123 College Trigonometry (3-0-3)

In preparation for calculus and general physics, this

course includes topics in advanced algebra and

trigonometry. Offered Spring Semester. **Prerequisite: MTH 1113 or (Grade \geq C) or ACT Math Score \geq 19 or comparable score on other placement test.**

MTH 1013 College Mathematics (3-0-3)

This course is intended to examine algebraic topics and introduce students to areas in which mathematics play a vital role. Topics include equations, functions, systems of equation matrices, probability, descriptive statistics, and mathematics of finance.

Prerequisite: MTH 1053 (Grade \geq C) or appropriate placement test score.

MTH 1224 Precalculus Mathematics (4-0-4)

This course is intended to prepare students for Calculus. Topics include algebraic concepts, trigonometry, conic sections, polar and parametric equations, sequences, and limits. **Prerequisite: MTH 1053 (Grade \geq C) or ACT Math Score \geq 22 or comparable score on other placement test.**

MTH 2103 Introduction to Statistics (3-0-3)

Algebra-based course involving the presentation and interpretation of data, probability, sampling, basic, inference, correlation, and regression, and analysis of variance. Will include the use of statistical software. **Prerequisite: MTH 1113 (Grade \geq C)**

MTH 2114 Survey of Calculus (4-0-4)

Survey of the basic concepts of calculus, including limits, derivatives, exponential and logarithmic functions, integrals, and series and sequences for students in business, agriculture, and social science. **Prerequisite MTH 1113 (Grade \geq C) or ACT Math Score \geq 22 or comparable score on other placement test.**

MTH 2214 Calculus I (4-0-4)

First course in calculus, including topics of functions, limits, continuity, differentiation, antiderivatives, inverse functions, and introduction to integration. Offered Fall Semester. **Prerequisite: MTH 1123 (Grade \geq C) or MTH 1224 (Grade \geq C) or (ACT Math Score \geq 24) or comparable score on other placement test.**

MTH 2224 Calculus II (4-0-4)

Continuation of MTH 2214. Includes integration and applications, integration by parts, sequences and series, parametric equation, polar coordinates, conic sections. **Prerequisite: MTH 2214 (Grade \geq C)**

MTH 2234 Calculus III (4-0-4)

Continuation of MTH 2224. The study of multi-di-

sional integration, partial differentiation, vector functions, and other topics. **Prerequisite: MTH 2224 (Grade \geq C)**

MTH2303 Survey of Geometry (3-0-3)

A geometry course designed for students needing an additional math elective or students desiring a geometry course for teacher certification. Topics covered include measurements of polygons, polyhedra and other shapes, formal euclidean geometry with congruence of triangles and quadrilaterals, similarity, circles, and tessellations.

Prerequisite: MTH 1113 or permission

MTH 2403 Math I (3-0-3)

An introduction to mathematical principles and concepts taught in schools. Sets, logic, and development of the real number system are covered. **Prerequisite: MTH 1113 (Grade \geq C)**

MTH 2423 Math II (3-0-3)

Topics include probability, statistics, concepts of measurement, introductory and coordinate geometry, constructions, congruence and similarity. **Prerequisite: MTH 2403 (Grade \geq C)**

Biology

BIO 1014 General Biology (3-2-4)

Modern concepts of biological science are introduced in this course, including the nature of life, cell theory, cell chemistry, genetics, and other topics in biology. This course is designed for non-science majors. **A separately scheduled lab is required.**

BIO 1614 General Zoology (3-2-4)

A study of processes, organ systems, development, ecology, and phyla of animals. **A separately scheduled lab is required.**

BIO 2014 Anatomy/Physiology for EMTs (3-2-4)

A one-semester course reviewing the organs and systems of the human body. Emphasis is placed on gross anatomy of the body and general physiology of the organs and systems as they operate in a healthy individual. A grade of C or better must be received in this course to continue in the EMT program. This course is designed for an Allied Health program. **A separately scheduled lab is required.** Offered Fall Semester

BIO 2114 Anatomy and Physiology I (3-2-4)

This offering is designed to give students a functional knowledge of Human Anatomy and Physiology. Emphasis is placed on the norm but reference to an explanation of some pathologies is included. The first of a two-semester course will cover several of the human body's major anatomical systems and implications in health. **A separately scheduled lab is required.** Offered Fall semester and Summer Term I.

BIO 2134 Anatomy and Physiology II (3-2-4)

This is a continuation of Anatomy and Physiology I in which additional major anatomical systems and their basic functions will be covered. **A separately scheduled lab is required. Prerequisite: BIO 2114.** Offered Spring Semester and Summer Term II.

BIO 2504 Microbiology (3-2-4)

A study of the morphology, physiology, classification, and cultivation of bacteria, microscopic fungi, and other microorganisms. These will be related to the health of other organisms and the ecology of microorganisms. **A separately scheduled lab is required.**

BIO 2614 Environmental Science (3-2-4)

Course topics to include: concepts of ecology (ecosystems; environmental change; population growth and regulation), environmental quality and management (managing resources; air, land and water pollution; waste management), and problems and issues related to human population growth, food, and energy. **A separately scheduled lab is required. Prerequisite: BIO 1014 or higher.**

Chemistry

CHE 1013 Introduction to Chemistry (3-0-3)

A general introduction and orientation to the fundamentals of chemistry. This course is designed to prepare students for higher level chemistry courses. Three hours of lecture per week. **Prerequisite: MTH 0953 (Grade \geq C) or equivalent**

CHE 1024 General Education Chemistry (3-2-4)

A survey of fundamental chemistry from the practical perspective, with emphasis on description and explanation of common phenomena. The course is designed for general education students with little or no science background. **A separately scheduled lab is required. Prerequisite: MTH 0953.**

CHE 1214 College Chemistry I (3-3-4)

A detailed study of fundamental principles of chemistry. This is the first of a series of courses intended for science majors. **A separately scheduled lab is required.** Offered Fall Semester. **Prerequisite: CHE 1013, HS Chemistry or permission. Corequisite: MTH 1113 or permission**

CHE 1234 College Chemistry II (3-3-4)

A continuation of the study of the principles of chemistry with emphasis on inorganic chemistry and ionic equilibria. **A separately scheduled lab is required.** Offered Spring Semester. **Prerequisite: CHE 1214.**

CHE 2214 Organic Chemistry I (3-3-4)

A study of the structures, properties, and reactions of carbon compounds. **A separately scheduled lab is required. Prerequisite: CHE 1234**

CHE 2234 Organic Chemistry II (3-3-4)

A continuation of CHE 2214 with emphasis on additional functional groups. **A separately scheduled lab is required. Prerequisite: CHE 2214.**

Physical Science

PHS 1014 Principles of Geology (3-2-4)

A physical science course covering the origin of rocks, weathering, mass wasting, water, glaciation, volcanos, earthquakes, minerals, and classification of rocks.

A separately scheduled lab is required. Prerequisite: MTH 1053

PHS 1214 Physical Science (3-2-4)

A survey of selected physical science topics will be presented. Various topics in measurement systems, basic mechanics, energy and heat, chemistry fundamentals, aspects of atmospheric science and of the basic solar system will be covered for general education students. **A separately scheduled lab is required. Prerequisite: MTH 1053 or equivalent ACT or ASSET score.**

Physics

PHY 1004 Technical Physics (3-2-4)

Selected topics in mechanics, heat, sound, electricity, and light. The practical implications of physical phenomena will be emphasized. Laboratory activities related to the principles discussed will be included. **A separately scheduled lab is required. Prerequisite: MTH 1083.**

PHY 2013 Survey of Physics for Radiologic Technology (3-0-3)

This course is designed to provide the student with an understanding of the underlying physics principles of radiology. These principles include; mathematical concepts, temperature and heat, heat transfer, waves and sound, electric forces and fields, magnetism, electromagnetic waves, optics, nature of the atom, nuclear physics and radioactivity, and ionizing radiation and nuclear energy. These principles will provide the student with the tools necessary to understand how x-rays, ultrasound, CAT scans, and the other devices utilized in the field of radiology and why there are strict safety guidelines for the usage of this equipment

This course is a prerequisite for Radiologic Science- **RAD 1222 Prerequisite: MTH 1113 or MTH 1213**

PHY 2114 General Physics I (3-2-4)

Topics in mechanics, heat, and sound are covered in this course. Designed for the non-engineering major. **A separately scheduled lab is required. Prerequisite: MTH 1113 or equivalent.**

PHY 2134 General Physics II (3-2-4)

A continuation of PHY 2114 covering topics in electricity, magnetism, light, and modern physics. **A separately scheduled lab is required. Prerequisite: PHY 2114.**

General Science

SCI 2403 Science for Teachers (3-0-3)

An introduction to principles and concepts of science with methods for teaching school aged children. Emphasis will be on laboratory and demonstration techniques.

SCI 2801 Special Topics in Science (1-0-1)

SCI 2802 (2-0-2)

SCI 2803 (3-0-3)

SCI 2804 (3-2-4)

Courses may be presented in lecture format or lecture/lab format. Special Topics courses present topics at the discretion of the Department and will be offered when the need and/or interest is apparent.

Agricultural, Food and Life Science

General

AGR 1012 Careers in Agricultural, Food & Life Science (2-0-2)

Orientation to the broad spectrum of careers available in agricultural, food, and life sciences.

Agri Mech

AGM1613 Fundamentals of Agricultural Systems Technology (3-0-3)

Introduction to basic physical concepts important in agricultural technical systems: applied mechanics, power and machinery management, structures and electrification, and soil and water conservation. **Prerequisite: MTH 1113**

Agronomy

AGN 1203 Introduction to Plant Science (3-0-3)

An introduction to basics of agricultural crop plant structure, growth, and production. (Same as HOR 1203)

AGN 2103 Crop Science (3-0-3)

Principles of crop growth, development, and utilization and how these principles relate to production. Emphasis on major agronomic crop species.

Prerequisite: AGN 1203 or HOR 1203

Animal Science

ASC 1003 Introductory Animal and Poultry Science (3-0-3)

The importance of animal and poultry production in American agriculture. Principles of production and management of livestock, poultry and their products.

Aquaculture and Fisheries

AQF 1101 Topics in Aquaculture and Fishes (1-0-1)

An introductory course that covers the broad spectrum of general topics in the fields of aquaculture and fisheries biology.

AQF 2343 Fisheries Techniques (3-0-3)

An introduction to the ways in which fisheries data are collected. The course covers most of the techniques that a practicing career fishery manager is likely to encounter. Each technique will be described as well as its use, the major options for equipment types and procedures, and advantages and disadvantages. Data use and manipulation will be addressed.

AQF 2353 Biology of Fishes (2-3-3)

A course on the anatomy and physiology of fishes aimed at providing an understanding of how fish “work.” The class will emphasize those aspects with direct implications in aquaculture and in wild fish populations. The laboratory will include fish dissections and experiments in fish physiology. **Prerequisite: BIO 1014**

AQF 2424 Aquaculture (3-3-4)

An introduction to the principles and practices of aquatic animals and plant husbandry. Trips to fish farming, processing, and research facilities, and laboratory exercises in disease and water quality will be emphasized.

AQF 2464 Ichthyology (3-2-4)

An introductory course in the taxonomy and distribution of fishes with an emphasis on Arkansas fishes **Prerequisite: BIO 1614**

Entomology**ENT 2003 Pest Management (3-0-3)**

An introduction to the basic principles of pest management as they relate to vertebrate animals, insects, plant disease, and weeds. Selected pests are studied with emphasis on current management approaches and alternative pest control. **Prerequisites: ASC 1003, POS 1003, and AGN 1203 or HOR 1203**

Food Science**FSC 1011 Food Science Orientation (1-0-1)**

Introduces food science, its career opportunities, and the uniqueness of the program. Emphasizes the importance of science in processing and preservation of food and discusses current topics and issues. Provides basic information on food constituents, additives, labeling, environmental issues, food regulations, and food safety.

FSC 1103 Introduction to Food Science (3-0-3)

This course is designed to provide students with a general application and understanding of current issues associated with food products and food ingredients. Discussions will focus on controversial subjects involving food products, food additives, food safety and preservation techniques based on scientific principles and popular belief.

FSC 2503 Food Safety and Sanitation (3-0-3)

Principles of sanitation, cleaners and sanitizers, sanitary

equipment and plant design, and microbial growth and control in food processing operations.

Forestry**FOR 1083 Humans and Forest Resources (3-0-3)**

Introduction to the history, policies, founders, controversies, uses, and management of forest resources.

FOR 1061 Orientation to Forest and Wildlife**Management (1-0-1)**

An overview of the forestry and wildlife disciplines and their professional curricula.

Horticulture**HOR 1103 Plants in the Home Environment (3-0-3)**

A course describing the aesthetic, nutritional, health value, and other importance of plants to humans. The course will highlight the use and importance of plants and gardening through the ages, study significant gardens to humankind, and introduce students to using plants to their benefit. The use of color, texture, aroma and flavor in the home and landscape will be presented. Basic home gardening, plant care, and use will be discussed and practiced.

HOR 1203 Introduction to Plant Science (3-0-3)

An introduction to basics of agricultural crop plant structure, growth and production. (Same as AGN 1203)

HOR 2303 Introduction to Turfgrass (3-0-3)**Management**

An introductory course in turfgrass management emphasizing turfgrass growth, adaptation, and management. Methods for establishment, fertilization, mowing, cultivation, irrigation, and pest management are presented and their impact on culture of lawns, golf courses, athletic fields, and other managed turf areas discussed.

Poultry Science**POS 1003 Introductory Animal and Poultry Science (3-0-3)**

The importance of animal and poultry production in American agriculture. Principles of production and management of livestock, poultry and their products (Same as ASC 1003).

POS 2363 Breeder and Layer Management (2-3-3)

Study of management practices used in production of adult chickens, turkeys, and other poultry with special emphasis on breeder and market egg production.

A lab may be required. Prerequisite: POS 1003

POS 2353 Broiler and Turkey Production (3-2-3)

Study of management practices used in production of young chickens, turkeys, and other poultry with special emphasis on broiler production. **A lab may be required.**

Prerequisite: POS 1003



Department of Social Science

Mission Statement

The mission of the Social Science Department is to support the college in its endeavor to provide a quality educational experience for individual development and to improve the general community. Within its context, the Department has a major responsibility to provide students with a strong and central foundation of knowledge creation in the social behavioral, and policy sciences with emphasis placed on the learning process and outcomes.

Associate of Applied Science Childcare Cooperative Program Between EACC and Crowley's Ridge Technical Institute

CCS 1103	Practicum I.....	3	CRTI
CCS 1303	Environments for Young Children.....	3	CRTI
CCS 1503	Child Growth & Development.....	3	CRTI
CCS 1603	Health & Safety.....	3	CRTI
CCS 2003	Infants and Toddlers.....	3	CRTI
CCS 2103	Practicum II.....	3	CRTI
CCS 2203	Business Management of Child Care Programs.....	3	CRTI
CCS 2303	Day Care Curriculum.....	3	CRTI
CCS 2603	Child Care Nutrition.....	3	CRTI
CCS 2803	Exceptional Children.....	3	CRTI
CCS 2912	Child Care Practicum.....	12	CRTI
	Total.....	42	hrs
SPE 1003	Introduction to Communication.....	3	EACC
ENG 1013	English Composition I.....	3	EACC
ENG 1023	English Composition II.....	3	EACC
SOC 1013	Introduction to Sociology.....	3	EACC
PSY 1003	General Psychology.....	3	EACC
BUS 1603	Computer Fundamentals.....	3	EACC
MTH 1053	Intermediate Algebra (or higher).....	3	EACC
	Total.....	21	hrs

Contact the chair of the Social Science Department for more information. **Total.....63 hrs**

University of Arkansas Criminal Justice Institute EACC

This is a course equivalency transfer agreement between the University of Arkansas System Criminal Justice Institute and various Arkansas community colleges including East Arkansas Community College.

I. Conditions for Requesting Equivalencies

- A. Individual must be admitted as a student in

accordance with East Arkansas Community College's admission policies.

- B. Student must be actively pursuing an Associate of Applied Science Degree and majoring in Criminal Justice. Student must also specify a "concentration" of either law enforcement or corrections.
 - C. Student must be currently employed by a federal, state or local criminal justice agency.
 - D. Student must successfully complete all Criminal Justice Institute coursework for which credit is applied (verified by certificate of completion).
- II. Application for Credit Procedure
- A. Upon enrollment in a CJI course, students seeking credit must:
 1. Contact the Department of Business and Technology faculty member serving as U.A. System Criminal Justice Institute facilitator in order to have EACC enrollment/status verified;
 2. Consult with said faculty member for advising purposes such as development of student's academic file as it relates to CJI coursework.
 - B. Upon fulfillment of the aforementioned requirements, student will continue with EACC/CJI coursework until the 45+ clock hours are completed.
- NOTE:** 15 hours of Criminal Justice Institute coursework equals one (1) college credit hour.
- C. After earning the required number of clock hours, the faculty facilitator-advisor will complete a "Credit by Experience-Examination" form to be evaluated and approved by the Department of Business and Technology Chair. Approval will then be sought from the Vice President for Academic Affairs.
- III. Upon approval, the CJI coursework will be shown on the student's official EACC transcript as an equivalent criminal justice course offered through the Department of Business/Technology.
- IV. Fee Payment for CJI Equivalencies:
The student will be responsible for fees assessed for credit by experience upon acceptance of CJI coursework for EACC college credit.

Suggested Course of Study for University of Arkansas System Criminal Justice Institute

- Principles of Supervision (16 hours)
- Disciplinary Practices in Law Enforcement (8 hours)
- Advanced Principles of Supervision (24 hours)
- 48 clock hours = 3 college credit hours = CJS 1033 Municipal Police Administration
- Civil Liability of Police Administrators (20 hours)
- Managing Civil Liability (6 hours)
- Managing Civil Rights Allegations (6 hours)

Sexism in the Workplace (8 hours)
 Protection from Employment Discrimination Lawsuits (6 hours)
 46 clock hours = 3 college credit hours = CJS 1203 Special Topics in Criminal Justice-Advanced Police Administration
 Principles of Jail Supervision (16 hours)
 Advanced Jail Supervision (24 hours)
 Survival Skills for the Correctional Officer (14 hours)
 Critical Incident Containment (16 hours)
 Incident Containment and Control (14 hours)
 Managing Hostage Negotiations (8 hours)
 100 clock hours = 6 hours college credit = CJS 1303 Special Topics in Criminal Justice — Correctional Management and Supervision AND CJS 2033 Intro to Corrections.*** NOTE: The “corrections block” of CJI coursework totals 100 clock hours; however, students wishing to earn three hours college credit may take the first three CJI courses.

Associate of Applied Science Degree Criminal Justice

The Criminal Justice Program has been developed to include a wide area encompassing the study of criminals, crime as a social phenomenon, and the criminal justice system as a complex interrelated whole. The program has been developed in cooperation with the Forrest City Police Department, St. Francis County Sheriff, Arkansas State Police (Regional Office), and the Arkansas Commission on Crime and Law Enforcement. The goal of the program is two fold: (1) to upgrade area law enforcement in helping to meet the minimum standards to be established by the Advisory and Executive Commission on Officer Standards for the State of Arkansas, and (2) to develop a professional attitude toward law enforcement.

Term I	Semester Hours
ENG 1013 English Composition I.....	3
SOC 1013 Intro. to Sociology.....	3
PSY 1003 General Psychology.....	3
CJS 1003 Introduction to Criminal Justice.....	3
CJS Elective 1000 level.....	<u>3</u>
	15

Term II	Semester Hours
ENG 1023 English Composition II.	3
MTH 1053 Intermediate Algebra--OR-.....	3
MTH 1113 College Algebra.....	3
SPE 1003 Introduction to Oral Communication..	3
CJS 1073 Investigative Report Writing.....	3
CJS Elective 1000 level.....	<u>3</u>
	15

Term III	Semester Hours
CJS 1013 Criminal Evidence/Court Procedure..	3
CJS 2003 Substantive Criminal Law.....	3
CJS Electives 2000 level.....	6
General Elective (recommend SPA 1114 or BUS 1343..)	<u>3</u>
	15

Term II	Semester Hours
BUS 1603 Computer Fundamentals.....	3
PSC 2003 American Government.....	3
SOC 2063 Criminology.....	3
CJS 2043 Criminal Justice Internship.....	3
CJS Electives 2000 Level.....	<u>6</u>
	18
Total.....	
	63

Criminal Justice Electives	
CJS 1023	Criminal Investigation
CJS 1033	Municipal Police Administration
CJS 1043	Police/Community Relations
CJS 1053	Juvenile Delinquency
CJS 1083	Traffic Accident Investigation
CJS 2013	Comparative Criminal Justice
CJS 2023	Principles of Police Patrol
CJS 2033	Introduction to Corrections
CJS 2053	Constitutional Rights of Inmates
CJS 2063	Crime Scene Photography
CJS 2083	Survey of Correctional Counseling
CJS 2093	Using Technology in Criminal Justice
CJS 2103	Ethical Issues in the Justice Professions

Technical Certificate-Criminal Justice

This one-year program is designed to upgrade the working officer’s practical knowledge of the administration and operation of a modern police department, to help the officer understand his place in professional law enforcement, and to improve the functions the officer performs in his department.

Term I	Semester Hours
CJS 1003 Introduction to Criminal Justice.....	3
CJS 1073 Investigative Report Writing.....	3
PSY 1003 General Psychology.....	3
SOC 1013 Introduction to Sociology.....	3
CJS 1000 Level Elective.....	<u>3</u>
	15

Term II	Semester Hours
CJS 1013 Criminal Evidence/Court Procedures..	3
PSC 2003 American Government.....	3
BUS 1603 Computer Fundamentals.....	3
CJS 2000 Level Electives.....	6
MTH 1053 Intermediate Algebra.....	<u>3</u>
	18
Total.....	
	33

Criminal Justice Electives:	
CJS 1023	Criminal Investigation
CJS 1033	Municipal Police Administration
CJS 1043	Police/Community Relations
CJS 1053	Juvenile Delinquency
CJS 2003	Criminal Law
CJS 2013	Comparative Criminal Justice
CJS 2023	Principles of Police Patrol
CJS 2033	Introduction to Corrections
CJS 2043	Criminal Justice Internship

CJS 2053 Constitutional Rights of Inmates
 CJS 2083 Survey of Correctional Counseling
 CJS 2063 Crime Sceme Photography
NOTE: Options should be selected in consultation with a faculty advisor. Electives must be approved by the department chair.

Certificate of Proficiency-Criminal Justice

This Certificate of Proficiency is for the individual seeking to develop a foundation in law enforcement for employment in the criminal justice field. Emphasis is on basic law enforcement principles and practices needed for success in criminal justice employment.

CJS 1003 Introduction to Criminal Justice.....	3
CJS 1013 Criminal Evidence and Court Procedures.....	3
CJS 1023 Criminal Investigation.....	3
CJS 1043 Police Community Relations -or-.....	3
CJS 2023 Principles of Police Patrol.....	3
CJS 1073 Investigative Report Writing -or-.....	3
CJS 1083 Traffic Accident Investigation.....	3
Total.....	15

Course Descriptions

Criminal Justice

CJS 1003 Introduction to Criminal Justice (3-0-3)

This course examines the philosophy and history of the criminal justice system, which is composed of the police, the courts and corrections, and the interaction of these agencies with one another.

CJS 1013 Criminal Evidence/Court Procedures (3-0-3)

An examination of the rules governing the admissibility of evidence, specifically as they affect the law enforcement officer in the processes of arrest, force, search, seizure, protective custody, testimony, and courtroom procedures.

CJS 1023 Criminal Investigation (3-0-3)

The investigation activity of the police department is studied to evaluate its organization, functioning, and relationship with other divisions and agencies. Emphasis is placed on the administration, report writing, and procedural aspects of investigation.

CJS 1033 Municipal Police Administration (3-0-3)

Principles of organization, administration, and functioning of the police department to include inspection and control, personnel, training, and operations. Emphasis is also placed on operational services, records, and communications.

CJS 1043 Police Community Relations (3-0-3)

Attention is given to the needed balance between law enforcement and the community regarding their interaction with the criminal justice agencies. A survey of the

factors involved in the designing and implementation of community relations programs will be considered.

CJS 1053 Juvenile Delinquency (3-0-3)

Historical, theoretical and practical aspects of the juvenile justice systems will be addressed. Causes of deviance among youth will also be explored, and relevant court cases and legal trends will be reviewed.

CJS 1073 Investigative Report Writing (3-0-3)

Designed to provide a basic foundation for the creation of accurate, complete and organized written reports, this class focuses on the nature, techniques and mechanics required for criminal justice professions.

CJS 1083 Traffic Accident Investigation (3-0-3)

A study of the application of techniques utilized in the investigative process involved in traffic accidents. The techniques will include instruction regarding the reporting of traffic accidents, data collection at the scene, and practical exercises in writing and producing correct traffic accident reports. Instruction will also include the use of drawings, maps, and photographs used in traffic accidents and how they are utilized in civil and criminal courts. Traffic laws will be discussed as they generally relate to vehicles and accidents.

**CJS 1203 Special Topics in Criminal Justice (3-0-3)
 Advanced Police Administration**

In conjunction with the University of Arkansas system Criminal Justice Institute, this course will cover advanced police administration and supervision theories, techniques and issues. Specifically, the course will focus on legal aspects of police discipline and labor problems, the Civil Rights Act of 1991, equal employment opportunity laws, discrimination claims, the Americans With Disabilities Act, and administrators' liability regarding selection, training, hiring and termination of employees. Course is restricted to CJI students. **Prerequisites: completion of 45+clock hours of active Criminal Justice Institute coursework. Corequisites: Pursuit of an A.A.S. degree in Criminal Justice and current employment with a federal, state or local criminal justice agency.**

**CJS 1303 Special Topics in Criminal Justice (3-0-3)
 Correctional Management and Supervision**

In conjunction with the University of Arkansas System Criminal Justice Institute, this course focuses on the inmate management issues, correctional emergency response team concepts, security issues, stress management and civil liabilities of the correctional facility and its personnel. Course is restricted to CJI students. Prerequisites: completion of 45+clock hours of Criminal Justice Institute coursework. **Corequisites: Active pursuit of an A.A.S. degree in Criminal Justice and current employment at a local criminal justice agency. This course may be repeated for a maximum of six hours.**

CJS 2003 Substantive Criminal Law (3-0-3)

Modern criminal law is examined from historical and philosophical aspects of the criminal justice system. Emphasis is placed on leading case law and the application of recent Supreme Court rulings to present day law enforcement.

CJS 2013 Comparative Criminal Justice (3-0-3)

An analytical overview of crime in democratic societies is presented. Emphasis will be given to the study of crime in America and how the criminal justice process compares to other nations' political, economic, and social aspects of society.

CJS 2023 Principles of Police Patrol (3-0-3)

This course includes principles of police patrol including beat patrol, preliminary investigation, crimes in progress, report writing, and field note taking.

CJS 2033 Introduction to Corrections (3-0-3)

This course is designed to provide students with an overview of the historical and philosophical foundations of the American correctional system. Emphasis will be placed on the organizational and operational components of corrections, including jails, prisons, probation, parole, and community-based correction programs.

CJS 2043 Internship in Criminal Justice (0-10-3)

This course is designed to provide the student with theory and practical application of the criminal justice system. Students will be exposed to hands-on interaction with local, state, and federal law enforcement agencies, facilities, and the courts. Students work with their faculty advisor and internship employer to develop an education plan with meaningful learning objectives based on their program of study. **Prerequisites: 45 credit hours toward graduation in the A.A.S. Criminal Justice program (15 credit hours toward graduation for the Technical Certificate), registration for the internship during the preregistration period prior to the semester of enrollment, and completion of an Internship Agreement.**

CJS 2053 Constitutional Rights of Inmates (3-0-3)

Students will be introduced to the various constitutional rights guaranteed to inmates, including the use of mail, visitation and legal services. **Prerequisite: CJS 1003 or permission of instructor.**

CJS 2063 Crime Scene Photography (1-3-3)

Law enforcement photography techniques will be presented through classroom lectures and hands-on laboratory exercises. The class will provide step-by-step instruction in preparing photographs for courtroom presentation. Students must have access to a 35mm camera. **Prerequisite: CJS 1023 or permission of instructor.**

CJS 2083 Survey of Correctional Counseling (3-0-3)

Following the trend toward rehabilitation, this course provides the basic concepts involving counseling of the unwilling or involuntary client in the prison setting. Basic counseling theory, appropriate methods and techniques and relevant court cases establishing the necessity of counseling and rehabilitation will be discussed. **Prerequisite: CJS 2033 or permission of instructor**

CJS 2093 Using Technology in Criminal Justice (3-0-3)

This course is designed to teach the application of technology in the criminal justice field, procedures for evidence collection and case presentation. This course is intended as an advanced course for second-year criminal justice students and police officers. The student will learn and develop a repertoire of scientific techniques that police officers and investigators use in various criminal investigations. The development of advanced skills using technology will enable current and future police officers to increase their effectiveness and thus achieve higher rates of conviction. **Prerequisites: CJS 1023 or permission of instructor**

CJS 2103 Ethical Issues in the Justice Professions (3-0-3)

This course will explore the concepts of ethical reasoning and morality as they relate to the unique environments of justice professionals. Integrity is a crucial component of the justice process; players in the system (law enforcement, courts, corrections) have unique challenges that must be faced in order to fulfill the goals of justice.

Education

EDN 1002 College Orientation and Career Planning (2-0-2)

This course is for any beginning freshman (with less than 24 hours of credit) and provides a variety of experiences, exposures, and encounters between students and the institution. In addition, the course will address planning, decision-making, knowledge and use of information resources, general world of work information, and detailed information about occupations of one's preference and teaches skills which can be used again and again as individuals make new choices in successive life stages.

EDN 1003 Introduction to Multimedia (3-0-3)

This course introduces the student to the basic skills of multimedia. Multimedia concepts and literacy will be covered as well as how to choose the appropriate software to design and produce effective presentations. Students receive hands-on experience working with images, audio, and video while using PowerPoint, Adobe 6.0, and Adobe Premiere 6.0. **Prerequisite: BUS 1603 must be completed within the past 5 years with Grade \geq C or permission.**

EDN 1023 Keys to College Success (3-0-3)

This course includes a detailed and thorough orientation to the college campus. Guest speakers from Financial Aid, Student Services, etc., will make presentations to the class. The course will also include lecture and practice sessions on study skills, note-taking, classroom and campus etiquette, test-taking, written and oral communication, and library use.

EDN 1031 FYI: First Year Information (1-0-1)

First Year Information is a one-credit hour course designed to give students the opportunity to acquire the skills necessary to be successful in their college career, as well as in the professional career. The purpose of the course is to help ensure academic success for students and to encourage a sense of community among students.

EDN 2013 Teaching the Adult Non-Reader (1-2-3)

A course designed to train students to tutor adult non-readers using effective methods of teaching reading and life skills. Instruction includes lecture, role-playing, discussion, supervised practicum, and exams. Each student tutor will be assigned an adult non-reader for 3 hours a week in a supervised lab situation.

EDN 2053 Introduction to Education (3-0-3)

A course designed to help students gain a comprehensive understanding of teaching as a career, to prepare the college student to enter the public school setting as a responsible observer and to provide students with varied observation experience that will develop a foundation for subsequent professional course work (20 clock hours of elementary classroom observation and directed assignments required). **Prerequisite: 15 semester hours.**

EDN 2073 Survey of Early Childhood Education (3-0-3)

This survey course concentrates on examining educational foundations from historical and philosophical views, surveying current and legal issues, and emphasizing models and strategies for early childhood education programs. Six hours of observations in an early childhood education environment are required in the course.

EDN 2083 Child Growth and Development (3-0-3)

This course is the study of environmental and heredity effects on the cognitive, affective, psychomotor, and sociolinguistic development of typically and atypically developing children from conception to middle childhood of diverse cultural backgrounds within and outside of the United States. The students will be introduced to observation and evaluation of children's development and to recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experience and 5 clock hours of required observation.

Prerequisite: PSY 1003

EDN 2193 Educational Technology (3-0-3)

This course covers the use of computer-based technologies, including multimedia tools, essential to the K-12 educational process. Creation of classroom and instructional materials appropriate for the curriculum and grade levels are emphasized. Prerequisite: BUS 1343 or keyboarding skills

Geography**GRY 1003 World Geography (3-0-3)**

A survey of the geographic regions of the world, including the physical, economic, political, historic, and social influences of a region's geography.

History**HIS 1013 Western Civilization I (3-0-3)**

A survey of Western Civilization to 1600; a study of the development of the culture and institutions of the ancient Near East and Classical, Medieval, and Renaissance civilizations.

HIS 1023 Western Civilization II (3-0-3)

A survey of Western Civilization since 1600; a study of cultural developments and the growth of institutions from the late Renaissance to the present; emphasis is placed on the expansion of European civilization.

HIS 2033 U.S. History Before 1865 (3-0-3)

A study of American history including discovery, colonial foundations, movement for independence, and the early years of the new nation through the Civil War; emphasis on the social, political, and economic factors influencing early national development.

HIS 2043 U.S. History Since 1865 (3-0-3)

A study of American history from the reconstruction era to the present, including the industrial growth of the nation, the emergence of the U.S. as a world power, the depression and New Deal, the post-World War II era.

HIS 2053 Arkansas History (3-0-3)

A study of the major historical events and figures in the growth and development of the state of Arkansas; primary emphasis is focused on the varied social, political, economic, and cultural factors that have influenced and shaped the state and its history.

Philosophy**PHL 1003 Introduction to Philosophy (3-0-3)**

A study of problems that confront man as he deals with the nature of the world and his relationship to it; explores the four major branches of philosophy metaphysics, epistemology, axiology, and logic.

Political Science**PSC 1003 Introduction to Political Science (3-0-3)**

An introduction to political ideologies, governmental systems, and a comparison of national governments.

PSC 2003 American Government (3-0-3)

A study of the constitutional framework of American government; U.S. Constitution is studied in detail in relation to the basic structure and organization of the national government.

Psychology

PSY 1003 General Psychology (3-0-3)

A study of the important scientific principles and theories of human behavior; human behavior with reference to perception, learning, personality, motivation, emotional and individual differences; humanistic approach is stressed rather than the experimental approach; reference made to daily life and everyday problems; includes applications of principles and theories.

PSY 2003 Developmental Psychology (3-0-3)

This course focuses on the quantitative and qualitative ways human beings change during the life cycle. Cognitive, social, physical, and emotional processes are studied in detail. **Prerequisite: PSY 1003 or permission of instructor**

PSY 2013 Child Development (3-0-3)

The study of relevant child development data such as patterns of mental, social, emotional, and physical development. Research encompasses from conception through middle childhood years. Two clock hours of experience with children (as identified by instructor) are required. **Prerequisite: PSY 1003 or permission of instructor**

PSY 2063 Abnormal Psychology (3-0-3)

This course is an examination and/or a survey of the manifestations of abnormal behavior and the psychological process. Detailed analysis of the clinical and developmental aspects concerning psychological disorders and their etiology will be considered. **Prerequisite: PSY 1003 or PSY 2003**

Religion

REL 1003 Survey of World Religions (3-0-3)

A study of the historical and philosophical development of various religions of the world such as Judaism, Islam, Christianity, Hinduism, and Buddhism.

Social Science

SSC 0913 General Social Studies (3-0-3)

A study of basic, fundamental topics drawn from social science disciplines, especially psychology, government, geography, history, and sociology. Completion of this course should enhance a student's success in the social science courses required for an associate degree.

SSC 1003 Introduction to Social Science (3-0-3)

An interdisciplinary study of the scope and nature of the social sciences; a survey of the separate and related functions and methods of history, sociology, psychology, anthropology, geography, economics, and political science; designed for those students who plan to pursue a career in any of the social science related fields.

SSC 1013 Introduction to Human Behavior (3-0-3)

This course provides students with a general overview of psychology that includes history, research, theories, and applications of the knowledge of psychology. Topics covered include: consciousness, memory, learning, emotions, personality, psychological disorders, and methods of treatment.

SSC 2001 Special Topics in Social Science (1-0-1)

SSC 2002 (2-0-2)

SSC 2003 (3-0-3)

Various topics will be offered based on student need and/or interest. Possible topics include participation in Student Congress and the Great Decisions foreign policy program.

SSC 2013 Social Science Seminar (3-0-3)

A course especially for those students who are seeking greater depth in the social sciences; utilizes a seminar approach to integrate major social science principles and concepts.

Sociology

SOC 1013 Introduction to Sociology (3-0-3)

An introduction to the principles and methods in studying society; emphasis on basic concepts used in analyzing social behavior; includes such topics as culture, socialization, class relations, collective behavior, family, institutional organization, and ethnic and group interaction.

SOC 2003 Social Problems (3-0-3)

Introduction to the basic problems in American society; such problems as poverty, ethnic relations, population, crime, health and medical care, ecology, urbanism, and social deviance are explored in relevant lecture and discussion periods. **Prerequisite: SOC 1013**

SOC 2043 Introduction to Anthropology (3-0-3)

A course in the study of man as a physical, cultural, and social being; includes the distribution and growth of cultural patterns; examines principles and methods of research used in anthropology.

SOC 2063 Criminology (3-0-3)

Designed to introduce theories and research pertaining to crime and criminal behavior, including causes and methods of prevention; stresses systems of criminal punishment and criminal rehabilitation. **Prerequisite: Three (3) hours credit in Sociology or permission of instructor**

EACC Personnel

Dr. Coy Grace.....President of the College
 B.B.A., Southwest Texas State University
 M.S., East Texas State University
 Ed.D. East Texas State University

Jan Haven.....Assistant to the President
 B.S., M.S., University of Mississippi

Catherine Coleman.....Vice President/Student Affairs
 B.S., University of Arkansas at Pine Bluff
 M.S.E., Arkansas State University

Dr. Jeff Watson.....Vice President /Academic Affairs
 B.S., Lamar University
 M.S., Sam Houston State University
 Ed.D., Texas A & M- Commerce

Morris Boydston.....Vice President/Business Affairs
 B.B.A., Delta State University
 M.B.A., Henderson State University

DeAnna Adams.....Director/Enrollment Management/
 Institutional Research
 B.A., Rhodes College
 M.B.A., Union University

Ed Adams.....Associate Director/Administrative
 Computer Services
 B.B.A., Arkansas State University

Dr. John Alderson.....Faculty Business/Technology
 B.S., Arkansas State University
 M.B.A., Ph. D., University of Arkansas

Diane G. Anderson.....Administrative Specialist I/
 Learning Resource Center
 A.A.S., East Arkansas Community College

Connie Bailey.....Administrative Specialist I
 Humanities
 A.A., East Arkansas Community College
 B.S.E., Arkansas State University

Falisha Bailey.....Administrative Specialist I
 Student Activities
 A.A.S., East Arkansas Community College

Janie G. Bailey.....Department Chair/Allied Health
 Science/Director of Nursing
 B.S.N. University of Memphis
 M.S. University of Memphis
 M.S.N. Clarkson College

Linda Barber.....Administrative Specialist III/
 Academic Affairs

Marilyn Barton.....Institutional Services Assistant

Helen Bean.....Administrative Specialist I
 Social Science
 A.A.S., East Arkansas Community College

Tiffany Billingsley.....Director of Continuing Education/
 Workforce Development
 B.A., University of Arkansas
 M.Ed., University of Arkansas

Lynett Bolton.....Faculty/Allied Health Science
 A.A., Arkansas State University

Janet Brawner.....Administrative Specialist III
 Business Affairs
 B.S.E., University of Central Arkansas

Elizabeth Bridgforth.....Director of Special Projects
 B.S.E., M.S.E., University of Arkansas
 Ed.S., Arkansas State University

Judith Brock.....Administrative Specialist I

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M.S.E., Arkansas State University
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M.S., Miami University of Ohio
C.S.E., Fairfield University
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M.S., Howard University
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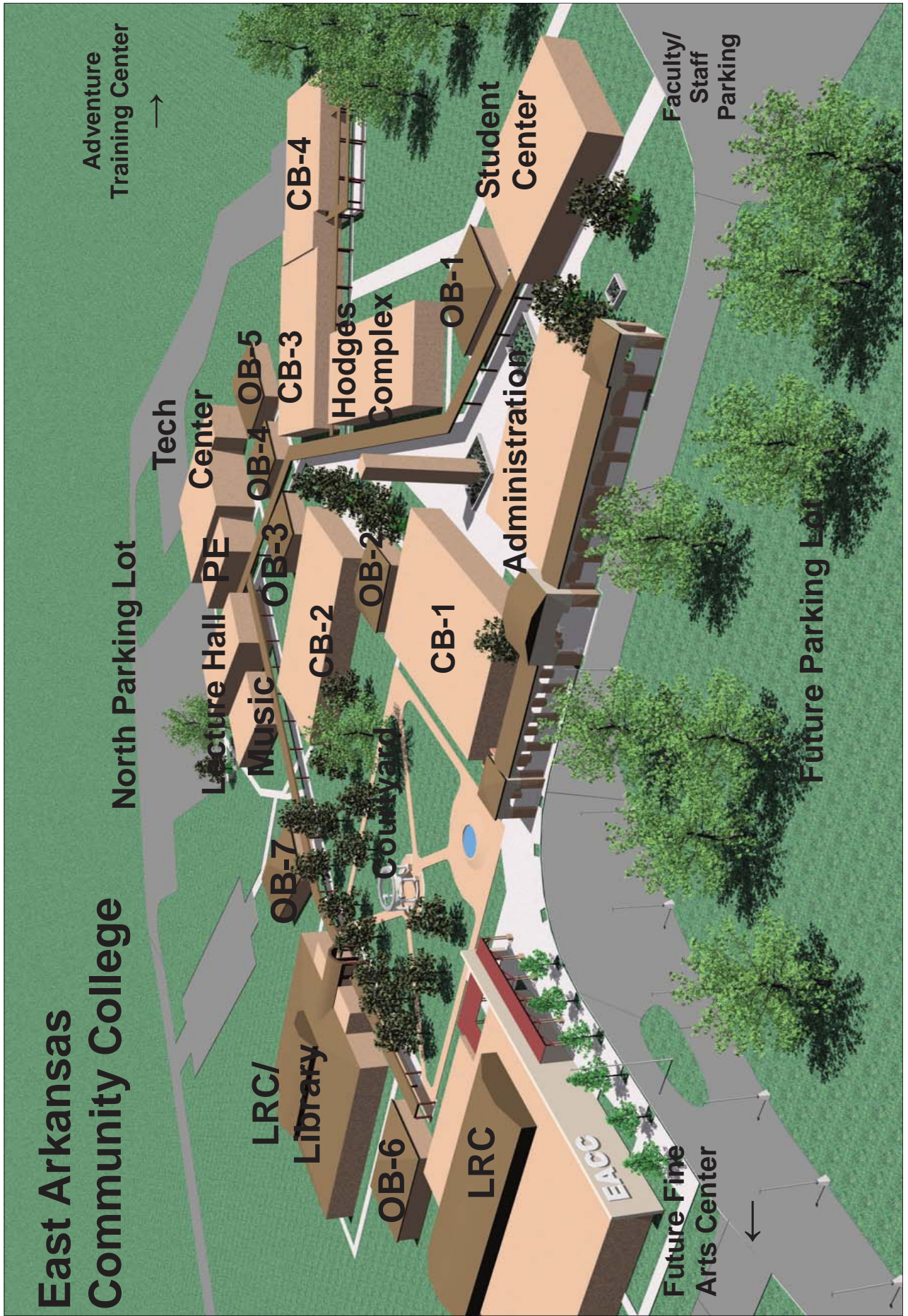
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EACC Student Handbook

Faculty Office Hours

Full-time faculty members maintain office hours at which time they will be available for individual conferences. These hours will be posted on the door of the faculty member's office. Should a student find it impossible to schedule conferences during a faculty member's regular conference hours, he/she should feel free to request an appointment at another time. Appointments should be made with faculty advisors to plan each semester's schedule of classes. Registration is processed in the faculty office.

Campus Security Act and Student Right-to-Know

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended) EACC will collect and publish the campus statistics on crimes considered to be a threat to students or employees. Copies are available in the office of the Vice President for Student Affairs and the Student Services Complex in the Betty Jo Hodges Building.

Campus Security

Professional security officers patrol the campus for violations of the law and college policies as well as other activities which conflict with the interests of EACC. Students are encouraged to report crimes to the Security Guard or to the Vice President for Student Affairs between the hours of 8:00 AM and 4:30 PM. In the evenings between the hours of 4:30 and 7:30 PM, individuals may file incident reports in the Student Services Complex in the Betty Jo Hodges Building or with the security guard on duty. Assistance will be provided or contact local law enforcement authorities if requested.

Crime Statistics for EACC

The campus security department prepares monthly reports of criminal activity on campus. The following chart reflects the number of crimes reported to the security guards for the past three fiscal years.

Crime	2006-07	2007-08	2008-09
Murder	0	0	0
Rape	0	0	0
Robbery	0	1	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes	0	0	0
Manslaughter	0	0	0
Arson	0	0	0

Arrests Reported	2006-07	2007-08	2008-09
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

Graduation Rates

In accordance with federal guidelines, East Arkansas Community College provides the following Graduation Rate Information on first-time, full-time, degree seeking (cohort) students who began in the fall of 2005 and completed degrees or certificates by August 31, 2008.

Fall 2005 Cohort.....	276
Completers.....	21%
Still Enrolled.....	11.9%
4-Year Avg. Transferred Out.....	13.2%
4-Year Avg. Completion Rate	16%

Note: EACC must have documented proof of a student's attendance at another institution before that student can be counted as a transfer. Due to issues concerning student privacy, this figure continues to be a poor reflection of the college's actual transfer out rate.

Note: The group of students being reported to comply with federal student right-to-know regulations made up only 19% of the total Fall 2005 semester enrollment at East Arkansas Community College. These rates do not represent the success rates for the other 81% of students who attended EACC in Fall 2004. They do not include any of the students who enrolled full-time but had previous college experience, or who took courses only to improve job or academic skills. These rates also do not take into account students who started full-time but later enrolled part-time because of work or family commitments, nor do they recognize that community college students often take a semester or more off from school because of other demands. Lastly, these rates do not take into account the students who have completed programs or transferred since August 31, 2008.

Student Policies and Procedures

I. Code of conduct rights and responsibilities

A. Student Conduct Code

College discipline shall be applied to any student's misconduct that adversely affects the College community's pursuit of its educational objectives, which are defined as:

1. The opportunity of all members of the College community to pursue educational goals.
2. The maintenance of College environment conducive to intellectual and educational development.
3. The protection of College property and safety, health, and welfare of all members of the College Community.

NOTE: See Secondary Career Center Handbook for policies concerning Secondary Career Center Students.

B. Classroom Misconduct

Instructors have the primary responsibility for control over classroom instruction and behavior and may order temporary removal or exclusion of students who disrupt the class or who violate the general policies of the College. Disruptive conduct shall include, but is not limited to, any intentional interference with classroom procedure, the presentation of the instructor, and/or other students, or with other students' rights to pursue and engage in course work.

1. If student misconduct occurs in the classroom and is disruptive of teaching and/or classroom procedure, the instructor has the discretion to ask the student to leave the room. If assistance to remove the student is needed, the instructor should contact campus security.
2. If the desire of the instructor is to dismiss the student permanently from the class, the appropriate department chair, the Vice President for Academic Affairs, and the Vice President for Student Affairs should be informed and will take appropriate action.
3. If a student walks out of class at any time before class is dismissed, the instructor may consider this a disruption of the class. This behavior will be noted and may result in the student being counted absent for the entire class period.
4. Disruptions of class including walking out of class before dismissal, may result in the student being asked to withdraw from the class.

C. Other Misconduct

If student misconduct occurs outside the classroom, the College employee may act with discretion to deal with the misconduct or contact campus security and the Vice President

for Student Affairs, informing them of the problem. Any member of the College community may file formal or informal charges against any student for misconduct, in accordance with the

Student Misconduct Policy.

D. Misconduct of Students Involving College Discipline

1. Obstruction or disruption of teaching, research activities, administration, disciplinary proceedings, or other scheduled College activities, including public service functions and other authorized activities of the College.
2. Theft, alteration or forgery of College documents, records or evidence of identification or use of same with intent to defraud.
3. Abuse of any person on College premises or at any College sponsored or supervised event that threatens or endangers the health or safety of any such person.
4. Theft or damage to any College property of any member of the College community on campus.
5. Failure to comply with directions of College officials acting in the performance of their duties, such as requests to desist from specified activities, or to leave the campus, unless manifestly unreasonable or outside scope of authority of the person issuing the directive.
6. Use by a student or student organization of the College name or a claim to speak or act on behalf of the College or at a College-related organization without due authorization.
7. Disorderly, lewd, indecent or obscene conduct or language on campus or at a College-sponsored event.
8. Acts against civil or criminal law in instances where the student code of conduct is violated.

In instances of misconduct, the circumstances surrounding the violation shall be taken into account in determining the nature of the disciplinary action.

It must be clearly understood that the College supports the laws of St. Francis County, the State of Arkansas and the United States. The College will not condone unlawful acts; neither will the College protect students who violate the law. The College will cooperate with appropriate health and law enforcement agencies in the performance of their duties.

E. Non-students on Campus

Actions may be taken against any and all persons who have no legitimate reason for their presence on campus. Although such persons are not subject to College sanctions, they will be subject to the relevant sections of the penal code of Arkansas which concerns loitering. Additionally, any student who brings non-students on campus is responsible for their actions and is subject to appropriate disciplinary action.

F. Proceedings for Misconduct

1. Any member of the College community may file charges against any student for misconduct.
2. Any student charged for misconduct will have fair proceedings, which will include the following as a minimum:
 - a. A written statement of charges and the source.
 - b. Ample notice of the time set for a hearing.
 - c. A hearing for presentation of the alleged violations.
 - d. An opportunity to answer the charges and to submit testimony of witnesses.
 - e. The student shall have the right to appeal the decision of the hearing to the President of the College. His decision shall be final.
 - f. All parties, plaintiff, defendant and witnesses must appear in person.
 - g. The right to question evidence presented is guaranteed.

G. Types of Violations

Violations may be of a major or minor nature. Major violations typically involve behavior contrary to civil law and/or behavior which directly interferes with the College's educational process. Minor violations usually do not involve transgressions of civil law but typically interfere with the student's responsible participation in the academic community.

The following outlines the kinds of behavior which constitute major and minor violations. The decision as to whether a specific kind of behavior is or is not a minor violation will rest with the Vice President for Student Affairs.

1. Major Violations

The following student action shall constitute a major violation:

- a. Plagiarism or behavior involving academic dishonesty.
- b. Forgery or alteration of College ID Cards or College records.
- c. Deliberate destruction of, damage to, malicious misuse of, or abuse of college property.
- d. Threatening, stalking, assault and/or battery upon another person while on College-owned or controlled property.
- e. Theft of College property or that of an individual, which is physically located on College-owned or controlled property.
- f. Lewd, obscene, or indecent conduct on College-owned or controlled property.
- g. Illegal manufacture, sale, possession, or use of alcoholic beverages, narcotics, marijuana, hypnotic, sedatives, tranquilizers, stimulants, hallucinogens and other similar known harmful or habit-forming drugs and/or chemicals on College-owned or controlled property.
- h. Obstruction or disruption of teaching, re-

search, administration, disciplinary procedures, or other College activities, including the College's public service functions, or of other authorized activities on College-owned or controlled property.

- i. Participation in, or organization of, any unauthorized activity to interrupt the function of the College.
- j. Unauthorized entry to or use of College facilities, including both buildings and grounds.
- k. Illegal/unauthorized possession or use of firearms, fireworks, dangerous chemicals, explosives, or arms classified as weapons on College-owned or controlled property.
- l. Demonstrations which interfere with the rights of other members of the College community or with the normal functions of the College.
- m. Deliberate disobedience or resistance of identified College authorities acting in the line of duty.
- n. Repeated minor violations may be treated as a major violation.

In no case will any member of the College community be subject to College sanctions for any act which has come before and been decided by a civil court.

Institutional Sanction for Conviction of a Major Violation

Upon a finding of guilty, the maximum institutional sanction for the commission of a major violation shall be expulsion (indefinite suspension) from the College. The minimum institutional sanction for the commission of a major violation shall be disciplinary probation.

2. Minor Violations

The following student action shall constitute a minor violation.

- a. Failure to identify oneself when requested by a College official, security officer or faculty members where there is a reasonable basis for believing that the person being stopped has committed an offense against the rules of the College or laws of the state of Arkansas.
- b. Drunkenness or being under the influence of drugs on College-owned or controlled property.
- c. Unauthorized gambling on College-owned or controlled property.
- d. Disorderly conduct including unusual and/or erratic behavior on College-owned or controlled property.

Institutional Sanctions for Conviction of a Minor Violation:

Upon a finding of guilty, the maximum institutional sanction for the commission of a minor violation shall be disciplinary probation for a period not to exceed one year. The minimum institutional sanction for the commission of a minor violation shall include the withdrawal of a student's privilege or the issuance of an official letter of warning.

H. Types of Disciplinary Action

1. Letters of warning.
2. Restitution of property or personal relationships with others, restriction of activities, or denial of certain privileges.
3. Disciplinary probation: Prohibits the student from representing the College or participating in student activities and subjects the student to immediate suspension if the student is found in violation during the period of his/her probation.
4. Suspension: Interrupts and terminates the student's educational activities for a definite period of time (one semester or more).
5. Dismissal: Interrupts and terminates the student's educational activities for a definite period of time (one semester or more).
6. Expulsion: A termination of enrollment that is final. The Judicial Affairs Committee may review its action at a later time but not less than two years after the date on which the expulsion occurred.

I. Procedure for the Adjudication of Student Misconduct

Any member of the College community may bring an alleged violation to the attention of the Vice President for Student Affairs. If, in the opinion of the Vice President for Student Affairs, sufficient evidence exists that a violation may have occurred, he/she will request that the person accused present himself to be orally informed of the charges being brought against him/her. The Vice President must inform the student whether he/she believes that a violation has occurred or not, and whether the nature of the violation is major or minor.

The Vice President will provide a copy of the disciplinary procedures for the student and answer any questions raised by the student concerning the procedure or charges being brought against him/her.

J. Administrative Review of Minor Violations

If, after discussing the alleged violation with the person, the Vice President for Student Affairs finds either insufficient evidence or lack of a clear-cut violation, he/she will dismiss the charges and so inform the accused and accuser. If the Vice President for Student Affairs feels sufficient evidence exists that a minor violation has occurred, he/she shall offer the student an institutional sanction consistent with the violation.

Under no circumstances will such an institutional sanction involve suspension, dismissal, or expulsion, but will be restricted to one or more of the following: A letter of warning, restitution of property or personal relationship with others, denial of certain privileges, or disciplinary probation. The student or the accuser may reject the penalty offered by the Vice President and request that his/her case be referred

to the Judicial Affairs Committee for an original hearing.

In Absentia: Should the student not appear or respond to the Vice President's request for an interview within fourteen calendar days of notification, the Vice President shall make a judgment on the basis of evidence presented of guilt or innocence of minor violation only and so notify the student in writing. A student so sanctioned by the Vice President for Student Affairs may request a personal review of his/her case in writing to the Vice President for Student Affairs within one week of receipt of written notification of the Vice President's decision.

K. Appeal or Request for Review of a Minor Violation

If either the student or accuser rejects the institutional sanction offered by the Vice President for Student Affairs or appeals the Vice President's decision, in writing, his case shall be handled as indicated below for an alleged major violation. A student who wishes the Judicial Affairs Committee to consider an alleged minor violation is not subject to a more serious institutional sanction because he/she has requested a formal hearing.

II. JUDICIAL PROCESS

Recognizing that students and employees have rights regarding judicial process, East Arkansas Community College has set forth a judicial affairs committee to address any grievance a student may have. The procedure serves the purpose of:

1. Providing the student with redress and due process.
2. Protecting student/faculty/staff rights.
3. Providing a mechanism for problem-solving.
4. Achieving an equitable resolution of the grievance as quickly as possible.

Any student or employee accused of violating a regulation shall have the right to appear before members of a duly constituted Judicial Affairs Committee. It is intended that the Judicial Affairs Committee will serve as an opportunity for learning and behavior change for all parties involved in any hearing. These procedures shall adhere to the basic fundamentals of due process as stated below.

A. Judicial Affairs Committee

A Judicial Affairs Committee is appointed as needed in order to provide an organized manner of dealing with student misconduct. Judicial procedures shall adhere to the basic fundamentals of due process.

1. Organization

The College Judicial Affairs Committee will be composed of seven members: two full-time faculty members, appointed by the Vice President for Academics, three full-time students; one student affairs staff member, appointed by the Vice President for

Student Affairs; and one administrator, appointed by the President.

2. Jurisdiction

The Judicial Affairs Committee is charged with hearing appeals of students or employees who maintain they have been unfairly accused of violating a college regulation or policy including, but not limited to charges of sexual misconduct and any other offense that interferes with the good order of the College.

3. Decisions

The committee renders a written decision, including its findings and recommendations within 48 hours of the hearing (excluding holidays and weekends). The written decision is sent by registered mail to the accused and copies to the College's President and Vice President for Student Affairs. The decisions of the Judicial Affairs Committee are final except for appeals made to the College President under the appropriate circumstances found under "Student Rights" listed under Due Process.

The accused may appeal in writing the decision of the Judicial Affairs Committee to the College President. Appeals to the College President must be filed within 24 hours after the written decision of the committee is received. Within 48 hours (excluding holidays and weekends) after the President receives the information, the President will render a decision regarding the Committee's adherence to college and committee policy and procedure based on the written information submitted.

The President has the option to remand the Committee's findings to the Committee for further consideration. The grievance procedure must be initiated and completed prior to the end of the term succeeding the term in which the incident occurred (excluding summer terms).

B. Due Process

1. Procedural Guidelines

The following procedural guidelines are established for the direction of all bodies conducting formal hearings in disciplinary matters:

The accused shall be notified by the Vice President for Student Affairs that he/she is accused of violating a regulation and who the accuser is.

Prior to the hearing, the accused shall be entitled to the following:

- a. Written notification of the time and place of the hearing.
- b. A written statement of the charges of sufficient particularity to enable the accused to prepare a defense.
- c. Written notification of the witnesses who are directly responsible for having reported the al-

leged violation to the College official, or, if there are not such witnesses, written notification of how the alleged violation came to the official's attention.

2. Student Rights

The student shall be entitled to appear in person and to present his/her defense to the Judicial Affairs Committee and may call witnesses in his/her behalf.

The student shall be entitled to be accompanied by a college advisor who shall be a member of the faculty or staff. The student shall be entitled to ask questions of the Judicial Affairs Committee or any witnesses. The college advisor cannot speak for the accused student, the advisor can only advise the student.

1. The student shall be entitled to refuse to answer questions.
2. The student shall be entitled to an expeditious hearing of his/her case.
3. The student shall be entitled to a written decision of the case heard against him/her.
4. The student or accuser may appeal in writing within 24 hours after receiving the decision of the Judicial Affairs Committee to the President of the College. Generally, one or more of the following conditions must be fulfilled for an appeal to be granted:
 - a. Clearly show that the hearing was unfair.
 - b. Show that relevant evidence had not been reviewed.
 - c. Submit new evidence.

C. Administration of Conduct Records

1. The College shall enter disciplinary actions on the student's transcript only where the student has been suspended, dismissed or expelled (only in severe situations).
2. The notation on the transcript may be removed six months after the completion of the institutional sanctions of suspension and dismissal (depending on severity of offense).
3. A student's previous conduct record shall be considered in the adjudication of subsequent violations, if the student is being charged with a major violation which is the result of repeated minor violations. A student's previous conduct record shall not be considered if his institutional sanction for a previous violation has been completed.
4. The College shall hold in a file, separate from the student's permanent file, the record of any disciplinary action taken until five years after the student has left the institution by withdrawal or dismissal. The record of a student expelled shall be kept in a separate file forever.
5. Access to a student's discipline folder will be restricted to:
 - a. College personnel authorized by the Vice President for Student Affairs.
 - b. The accused on one day's written notice. It will be made available to other persons

only with the consent of the student(s) involved.

III. SEXUAL OFFENSE POLICY

East Arkansas Community College has established the following policy regarding sexual offense.

A. Commitment

East Arkansas Community College is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence. Sexual harassment is a violation of Federal law as stated in Title VII of the Civil Rights Act of 1964 and in Title IX of the 1973 Education Amendments. A copy of these laws may be obtained in the Personnel Office of East Arkansas Community College. Students and employees of East Arkansas Community College who may be a victim of a sexual offense are urged to report the offense, using the complaint procedures outlined in Section IV of this policy. Those with a complaint may also press charges with the legal system outside of the College. In an effort to provide a safe environment for the College community, East Arkansas Community College may file charges against an alleged offender.

B. Definition

Sexual offenses consist of verbal or physical behaviors related to a person's gender and which create an intimidating, hostile or offensive environment. Sexual harassment may involve the behavior of a person of either sex against a person of the same or opposite sex. It may include student to student conduct, employee to student conduct, student to employee conduct, or employee to employee conduct.

Sexual harassment consists of the following:
Nonverbal – suggestive or insulting sounds, leering, whistling, obscene gestures and visual displays.

Verbal – unwanted statements (written or spoken) drawing upon sexual innuendo, suggestive comments, insults, sexual humor or jokes emphasizing gender-specific traits or clothing, sexual propositions (including repeated, unwelcome invitations to social engagements) or sexual threats.

Physical – unwanted touching, pinching, patting, hugging or brushing of one's body. In its most extreme form, sexual harassment includes coerced sexual intercourse (e.g., acquaintance or date rape) and sexual assault.

Hostile environment – A pattern of unwanted sexual behaviors (verbal, non-verbal and/or physical) which makes the work or academic situation intolerable may constitute sexual harassment even though reward for submission or reprisal for refusing have not been indicated. Employees and students who are not the direct object of harassment may still make a claim under this policy if forced to work or study in an atmosphere of pervasive harassment.

C. Complaint Procedures

Those who feel they have been victimized under the definitions of this policy are encouraged to use the following complaint procedure. Confidentiality cannot be guaranteed, but all efforts will be made to ensure the privacy of the victim and the accused. Both the victim and the accused will be given a copy of their rights.

Two alternatives exist for entry into the process to resolve charges of sexual offenses. One method is informal and the other is formal, both of which are described as follows:

1. Informal Process – The purpose of the informal complaint method is to enable a complainant to resolve a problem without pursuing a formal grievance procedure due to its sensitive nature. However, at any time during the process the complainant may choose to file a formal complaint. Students will report a complaint to the Vice President for Student Affairs. Mediation will be utilized as soon as possible to resolve the problem.

2. Formal Process – If the complainant should wish to begin a formal investigation of the matter, following, or in lieu of any informal meetings, written charges of discrimination shall be filed with the Chairman of the Judicial Affairs Committee on a complaint form which will be provided by the Chairman.

The Judicial Affairs Committee will serve as an investigation and disciplinary board for these complaints. Disciplinary decisions made by this board will be final with the exception of an appeal which may be made by the complainant or the accused to the President of East Arkansas Community College.

D. Records

All original records of the final disposition of an informal or formal complaint will be forwarded and kept by the President of East Arkansas Community College. These are confidential and are not made available to unauthorized persons except upon written consent of the accused student or employee or in response to legal process; or on the request of a panel in a subsequent action.

No records will be kept in the complainant's personnel or student file. If the accused is found guilty in a formal hearing, an appropriate notation will be placed in that student's or employee's file. Anonymous reports of rape or attempted rape will be forwarded to the Vice President for Student Affairs for statistical purposes.

E. Retaliation

Retaliation against anyone reporting or thought to have reported sexual offense behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of a sexual

substantiated. Encouraging others to retaliate also violates the policy.

IV. ACADEMIC INTEGRITY

The following misconduct is or may be subject to disciplinary action: all forms of student academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, and plagiarism. Cheating means intentionally, recklessly, or negligently using or attempting to use unauthorized materials, information, or study aids in any academic exercise, activity, or project of any description, or assisting another student in the use of such unauthorized materials. Cheating includes plagiarism, which is an extremely serious violation of academic integrity. East Arkansas Community College defines plagiarism as follows: "Plagiarism includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any other means another's work and the submission of it as one's own academic work offered for credit." Plagiarism can occur in a myriad of forms and media. Although most commonly associated with writing, all types of scholarly work, including computer code, music, scientific data and analysis, and electronic publications can be plagiarized.

- A. **Possible sanctions.** When a student commits an act of academic dishonesty, one or more of the following sanctions may be imposed:
1. The student may receive an "F" for the assignment, test, or paper.
 2. The student may receive an "F" for the course. The student may not withdraw from the course except with a grade of "WF."
 3. The student may be expelled from the class by the appropriate college officials.
 4. The student may be suspended from the college for a definite period of time by the appropriate college officials.
 5. The student may be expelled from the college by the appropriate college officials.
- B. **Procedures:** The following procedures for acts of academic dishonesty will be followed:
1. When an instructor identifies an act of academic dishonesty, he or she will notify the student, the appropriate department chair and the Vice President for Academic Affairs. At the instructor's discretion, the student may receive an "F" for the assignment, test, or paper, or he or she may receive an "F" for the course. The student will be informed of his or her act of academic dishonesty in an informal conference between the faculty member and the student within 10 working days of the faculty member's discovery of the violation.
 2. The instructor and the department chair may also recommend to the Vice President for Academic Affairs that the student's expulsion from either the

class or the college, or his or her suspension from the college, be pursued. The Vice President for Academic Affairs may act on the recommendation at his or her discretion.

C. **Appeals:**

1. If a faculty member wishes to appeal a decision by a department chair or the Vice President for Academic Affairs he or she must appeal first to the Academic Grievance Committee. The faculty member's final recourse shall be to appeal to the President of East Arkansas Community College. The faculty member must initiate the appeals process within five (5) working days of notification of a decision regarding the suspected act of academic dishonesty. The faculty member must notify the chairperson of the Academic Grievance Committee in writing of his or her desire to appeal the decision rendered by the department chair or the Vice President for Academic Affairs. The same rules apply to the Committee hearing for this type of appeal as for those initiated by students and as spelled out below.
2. If a student wishes to appeal a finding of academic dishonesty, he or she must first appeal to the instructor, then to the appropriate department chair and the faculty member in a joint meeting, then to the Vice President for Academic Affairs, then to the Academic Grievance Committee. His or her final recourse shall be to appeal to the President of East Arkansas Community College. The appeals procedure is spelled out below. The student must initiate the appeal within five (5) working days of notification of the imposition of sanctions. If the student has been suspended or expelled from the class or college, he or she may remain in class during the appeals process after he or she has initiated the formal appeals process pending the decision of the committee or President. If a student wishes to appeal a faculty member's finding of academic dishonesty, the steps to be followed are the same as those regarding an academic grievance and as spelled out below.

V. ACADEMIC GRIEVANCE

Recognizing that both students and faculty have rights regarding academic matters, East Arkansas Community College sets forth an academic grievance procedure. The procedure serves the purpose of:

1. Providing the student with redress and due process.
2. Protecting faculty rights in freedom of instruction.
3. Providing a mechanism for problem-solving.
4. Achieving an equitable resolution of the grievance as quickly as possible.

The following steps are to be followed regarding

student academic grievance:

1. The student meets with the faculty member regarding any problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.
2. If an agreement cannot be reached between the student and faculty member, the appropriate division chairperson is contacted by the student. The student, faculty member, and the division chairperson are to meet together to thoroughly discuss the problem and attempt to attain a solution.
3. If a solution is not reached, the student may formalize the grievance by putting it in writing, including conditions giving rise to the grievance, names of parties involved, and the remedy requested. The written grievance is submitted to the Vice President for Academic Affairs. The Vice President first determines if previous steps in the process have been followed by the student and explains to the student the remaining steps in the process. The Vice President notifies the faculty member and the respective division chairperson that a grievance has been filed and supplies a copy of the written grievance to the faculty member and the respective division chairperson. The issues of the grievance are thoroughly discussed in an attempt to reach an understanding and agreement. Within 48 hours (excluding holidays/weekends) after receiving the student's written grievance, the Vice President for Academic Affairs will render a decision.
4. If an agreement is not reached, the student may request a review by an Academic Grievance Committee. Notification of this request should be made to the Vice President for Academic Affairs. The Academic Grievance Committee will be composed of one division chairperson, two faculty members, and two student affairs staff members. Division chairpersons or instructors who are parties in the grievance may not serve as members of the Committee. The Committee members shall be appointed by the College President. The Committee will meet to review all relevant information regarding the grievance. Witnesses may be called as needed. Only the student and faculty member involved are to be present during the committee hearing; however, if witnesses are to be called by the parties the Committee chairperson must be notified 24 hours prior to the hearing. The committee renders a written decision, including its findings and recommendations within 48 hours of the hearing (excluding holidays and weekends).
5. The student or instructor may request a procedural review by the College President within 48 hours of the committee recommendation (excluding holidays and weekends). The original grievance

and final report of the Academic Grievance committee are submitted to the College President who reviews the information submitted. Within 48 hours (excluding holidays and weekends) after the President receives the information, the President will render a decision regarding the Committee's adherence to College and committee policy and procedure based on the written information submitted.

6. The President has the option to remand the Committee's findings to the Committee for further consideration.
7. The Grievance procedure must be initiated and completed prior to the end of the term succeeding the term in which the incident occurred (excluding summer terms).

V. STUDENTS WITH DISABILITIES

A. Disability Accommodations

Students with disabilities who wish accommodations should contact the Coordinator located in the Students Services Complex. The admissions procedures for the Office for Students with Disabilities are as follows:

1. Student must provide the Office for Students with Disabilities Coordinator with appropriate documentation giving evidence of a bonafide disability.
2. If necessary, the student will sign a release of information form to obtain documentation of disability.
3. Student will fill out an application for disabled student services.
4. The Office for Students with Disabilities Coordinator will evaluate the needs of the student and inform him/her of accommodations which will be provided.
5. The Students with Disabilities Coordinator will inform instructors, Student Support Services, or other College personnel as appropriate for necessary accommodations.

B. Grievance Procedures

The grievance procedure has been established to review a decision which is alleged to be inconsistent with the rights and responsibilities of students and employees established in the East Arkansas Community College Affirmative Action, Equal Opportunity, Non-Discrimination Policy.

1. The student or employee making the allegation shall submit to the Coordinator of the Office for Students with Disabilities a written statement for appeal. A complaint should be filed within 15 days after the complainant becomes aware of the alleged violation.
2. Upon receipt of the written allegation of a grievance, the coordinator shall notify the President of the College who shall appoint a committee to

review the matter. The Grievance Committee shall thereupon conduct a hearing. After review, a written statement of the committee's decision and the reasons for it will be issued.

3. The committee shall promptly send to the originator of the appeal a duplicate copy of the statement. If the decision is inconsistent with federal guidelines and College policy, the committee shall notify the office or person responsible for the regulation and administrative decision and ensure that action consistent with the decision is undertaken immediately. If the decision of the committee is that the decision is consistent with the federal guidelines and College policy, the person making the allegation may appeal the decision to the President of the College. The request for appeal should be made within 30 days.
4. The Coordinator shall keep a record of all complaints and committee decisions for future reference.
5. Decisions of the committee will be made within 14 days of the notification of appeal from the Office for Students with Disabilities coordinator. Expedited consideration will be given of urgent cases in which it is alleged that a regulation threatens immediate and irreparable infringement of rights.

VI. DRUG FREE POLICY

A. Policy

The East Arkansas Community College institutional Drug Free Policy (updated April 1, 1994) is as follows:

Illicit drug and alcohol abuse and their use in the school or at the workplace are subjects of immediate concern in our society. From a safety perspective, the users of drugs may impair the well-being of students, employees, and the public at large. Such substance use may also result in damage to College property. Therefore, to comply with the Drug Free Schools and Communities Act of 1989 (P.L. 101-226) the Drug-Free Workplace Act of 1988, and the State of Arkansas *EO-89-2, it is the policy of East Arkansas Community College the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at its facilities is prohibited. Any student found in violation of this policy will be subject to discipline up to and including termination-expulsion. This College is committed to the maintenance of a drug/alcohol free workplace. The standard code of conduct for employees and students prohibits illegal drug/alcohol involvement on its property or as a part of any of its sponsored activities.

B. Implementation

All students of East Arkansas Community College will be provided a copy of this policy as a part of

their registration. This policy will be posted on the campus Intranet and Internet and published in the Student Handbook to be utilized for employee and student information. Revision/review of this policy and the drug prevention program will be made biennially or as required to determine its effectiveness and ensure that sanctions are consistently enforced. The Coordinator for Student Activities is charged with this action.

C. Specifics

1. Health-Risks-Different drugs have a variety of distinct, negative effects on the human body. These are broken down into the following major areas:

Physical:

Suppression or acceleration of heart rate.

Suppression or acceleration of breathing.

Fainting/Unconsciousness

Impaired vision

Drug dependency passed to an unborn child.

Decreased oxygen circulation in the blood.

Lack of control of bodily functions.

Impaired coordination.

Psychological:

Depressed state of mind.

Impaired judgement and decision-making.

Memory lapses.

Distortion of time, space and perception.

Severe anxiety, panic and paranoia.

These are but a few effects. The ultimate negative effect is DEATH! Drug overdoses, depressed suicide, automobile accidents and a host of other drug related deaths are in the thousands annually.

2. Public Intoxication: A person commits the offense of "Public Intoxication" if (1) he/she appears in a public place manifestly under the influence of alcohol or a controlled substance to the degree that he/she is likely to endanger themselves or other persons or property, or that he/she unreasonably annoys persons in his/her vicinity or (2) he/she consumes an alcoholic beverage in a public place.

3. Contributing to the Delinquency of a Minor: A person who commits the offense "Contributing to the Delinquency of a Minor" if, being an adult he/she knowingly purchases or provides an alcoholic beverage for a minor.

4. Driving while intoxicated: A person who drives a motorized vehicle while influenced or affected by the ingestion of alcohol, a controlled substance, or any intoxicant commits the offense of driving while intoxicated.

5. Possession, Manufacture or Delivery of Controlled Substance: It is unlawful for any person to manufacture, deliver, or possess a controlled substance.

6. Legal Penalties and Sanctions: Local, State and Federal laws provide for a variety of penalties and sanctions that are based on the type and amount of drugs involved. Prior convictions are also taken into account. Local statute provides for a minimum of six (6) hours jail detention for the offense of DUI/DWI, even for passengers in the automobile. The range of penalties/sanctions is drastic in nature and inevitably result in prison, fines up to \$250,000 and even forfeiture of personal and real property.

Meningitis and Meningococcal Infection

“Act 1233 of 1999 requires colleges and universities in Arkansas to notify students and their parents or guardians of the increased risk of meningococcal disease among students who live in close quarters, such as college or university dormitories. The Act also requires the college or university to advise the students and their parents or guardians that a vaccination is available against this potentially fatal disease. This Act does not prescribe the method of notification. The Act became effective on July 30, 1999.”

The symptoms of this disease are often mistaken for those of influenza- high fever, severe headache, stiff neck, lethargy. A rash, however, indicates bleeding under the skin, evidence that the blood vessels are beginning to collapse- a late sign of meningococemia. However, if the disease is caught early it can be treated with antibiotics. Brochures on Meningitis Vaccination are available in the EACC Counseling Center and in the office of the Vice President for Student Affairs.

Revised 2009

East Arkansas Community College Admissions

All students must provide college and high school transcripts. All full-time students born after 1/1/57 must provide proof of immunity against measles and rubella no later than 30 days after classes begin. This is a state law and is strictly enforced by EACC.

1700 Newcastle Road, Forrest City, AR 72335-2204 - Phone: 870-633-4480, Ext. 300

(Please Print)

Date of Application (month) _____ (day) _____ (year) _____

Soc. Sec. No. _____

Last Name _____

First Name _____

Middle Name _____

Previous Name(s) _____

Address _____

City _____

County _____

State _____ Zip _____

Home Phone: _____ Cell Phone: _____

E-mail Address _____

Please check the semester
you plan to attend EACC

Fall Yr _____
Spring Yr _____
Summer Yr _____

Mail to:
East Arkansas Community College
Admissions Office
1700 Newcastle Rd.
Forrest City, AR 72335-2204

In case of emergency, notify:

Name: _____

Phone: _____

Residency

Are you a resident of St. Francis County? Yes No

If "Yes", have you lived in St. Francis County for the past 6 months? Yes No

If "no", list county and/or state where you were living. _____

Demographic Information (For Statistical Purposes Only — Not Used in Admissions Decision.)

Check appropriate responses.

Ethnic Information:

Hispanic

White

Asian/Pacific Islander

Black, Non Hispanic

Non Resident Alien

American Indian or Alaskan Native

Birth date: Month _____ Day _____ Year _____ Sex: Male Female

U.S. Veteran (Y/N) _____ Have either of your parents obtained a bachelor's degree? Yes No

Are you a U.S. Citizen? _____ If no, what is the country of your citizenship? _____

Non U.S. Citizens Only:

What is your native language? _____

Country of Birth _____

Permanent Resident/Immigrant Alien Registration Number _____

Non-Immigrant F-1 student visa INS admissions number _____

Check the type of visa you currently hold:

Permanent Resident/Immigrant Alien (Registration Number) _____

Non-Immigrant F-1 student visa (INS Admissions Number) _____

Other classification (list type, i.e. refugee, visitor, diplomat, spouse, student, etc.) _____

Month/Day/Year of Visa Expiration _____

Have you taken the Test of English as a Foreign Language (TOEFL) yes no

Date Taken _____ Score _____

Test Scores Provided EACC: (Check appropriate response.)

ACT

SAT

ASSET

COMPASS

Please submit official scores to the Office of Admissions.

High School Information

It is the student's responsibility to have transcripts sent to the College.

High School Attended _____ Date of Graduation (or expected graduation) _____

City _____ State _____

GED completed (Y/N) _____ State awarded _____

Date GED completed _____

No High School Diploma or GED _____

Educational Information

Academic Objective (check one)

Degree from EACC

Transfer to 4-year institution

Technical Certificate

Courses Only (Special)

Transient (one semester only)

Tech Prep Program

Early Entry (High School Student)

Will you be a full-time or part-time student? _____

If pursuing a degree or certificate from EACC, please complete the following.**Degrees and Certificates of Proficiency — check one and specify major**

Associate of Arts (specify area of concentration) _____

Associate of Applied Science (specify major) _____

Technical Certificate (specify major) _____

Previous College Attendance (Official Transcripts Must Be Submitted)

It is the student's responsibility to have transcripts sent to the College.

School or Institution	City/State	Dates of Attendance	Sem. Hrs. Attempted	List Degrees Earned

Are you on Academic or Disciplinary Suspension from any of the above? _____

Certification

I certify that to the best of my knowledge the answers I have given are truthful, complete, and current.

(Signature) _____ (Date) _____