

EACC

EAST ARKANSAS COMMUNITY COLLEGE



2013-2014 Catalog

www.eacc.edu

EAST ARKANSAS COMMUNITY COLLEGE

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Forrest City, AR 72335-2204
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www.eacc.edu



General Catalog and Student Handbook 2013-2014 Volume XXXIII

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 Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road, NE, Suite 500, Atlanta, Georgia, 30326., 404-975-5000, 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

The Occupational Therapy Assistant Program has applied for accreditation and has been granted Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220, (310) 652-AOTA.

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.

This is an exciting era for East Arkansas Community College. EACC is a learning-centered community committed to providing quality lifelong education opportunities for the diverse citizenry of the Arkansas Delta. We're creating exciting educational opportunities with a focus on the future. EACC provides students with the academic, technical, and personal skills that will prepare them for a successful career or for transfer to a four-year college.

Our students are being enriched by new perspectives, new academic and technical programs, and by a sense of community that encourages and inspires. EACC is an increasingly dynamic resource for the Delta: cultivating partnerships and contributing to cultural, environmental, and economic vitality. The faculty, administration and staff at EACC are dedicated to the success of all of our students.

As you join our community of learners and teachers, you will acquire the knowledge from the past and present as you prepare for your future. 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

Buddy Billingsley, Chair

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Judge Ann Beane Hudson, Secretary

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ACADEMIC CALENDAR 2013-2014

FALL 2013

New Student Orientation.....	August 13 (T)
Faculty Report to Campus.....	August 19 (M)
Advising/Registration.....	August 19-23 (M – F)
Classes Begin.....	August 26 (M)
Late Registration for on Campus Classes.....	August 26-30 (M – F)
Late Registration for Online Classes.....	August 26 – September 6 (M – F)
Labor Day Holiday.....	September 2 (M)
Census Day (11 th Class Day).....	September 10 (T)
Deadline for Fall 2013 Graduation Application.....	October 18 (F)
AATYC Break (No Classes).....	October 14-15 (M – T)
Last Day to Drop with a “W”.....	October 29 (T)
Spring 2014 Registration Begins.....	November 4 (M)
Last Day to Drop.....	November 22 (F)
Thanksgiving Break for Classes.....	November 27-29 (W – F)
Thanksgiving Holiday (College Closed).....	November 28-29 (Th – F)
Last Day of Regular Classes (Day & Evening).....	December 9 (M)
Final Exams.....	December 10 - 12 & 16 (T – Th, M)
Some classes may have final exams on Friday.....	December 13 (F)
Grades Due by 12:00 p.m.....	December 17 (T)
College Closed.....	December 23-January 1 (M - W)

SPRING 2014

Staff Report to Campus.....	January 2 (Th)
Faculty Report to Campus.....	January 6 (M)
Advising/Registration.....	January 6-10 (M – F)
Classes Begin.....	January 13 (M)
Late Registration for on Campus Classes.....	January 13-17 (M – F)
Late Registration for Online Classes.....	January 13-24 (M – F)
Dr. Martin Luther King, Jr. Holiday (College Closed).....	January 20 (M)
Census Day (11 th Class Day).....	January 28 (T)
Deadline for Spring 2014 Graduation Application.....	March 7 (F)
Spring Break (No Classes).....	March 24-28 (M – F)
Last Day to Drop with a “W”.....	March 25 (T)
Summer & Fall Registration Begins.....	April 7 (M)
Last Day to Drop a Class.....	April 10 (Th)
Last Day of Regular Classes (Day & Evening).....	April 28 (M)
Final Exams.....	April 29-30 (T-W) & May 1 & 5 (Th & M)
Some classes may have final exams on Friday.....	May 2 (F)
Grades Due by 12:00 p.m.....	May 6 (T)
Commencement.....	May 9 (F)
Spring Mini Session.....	May 12-16 & 19-23 (M - F)

Academic Calendar may be subject to change.

SUMMER I 2014 (5 WEEKS)

Advising & Registration.....	May 19-23 (M – F)
Memorial Day Holiday (College Closed).....	May 26 (M)
Classes Begin.....	May 27 (T)
Late Registration.....	May 27-28 (M – T)
Classes meet on Friday.....	May 30 (F)
Census Day (11 th Day Equivalent).....	May 30 (F)
Last Day to Drop with a “W”.....	June 12 (Th)
Last Day to Drop a Class.....	June 19 (Th)
Last Day of Regular Classes (Day & Evening).....	June 25 (W)
Final Exams (Day & Evening).....	June 26 (Th)
Grades Due by 12:00 p.m.....	June 27 (F)

CLASSES WILL MEET ON FRIDAY, MAY 30TH

SUMMER I 2014 (10 WEEKS)

Advising & Registration.....	May 19-23 (M – F)
Memorial Day Holiday (College Closed).....	May 26 (M)
Classes Begin.....	May 27 (T)
Late Registration.....	May 27-28 (M – T)
Census Day (11 th Day Equivalent).....	May 30 (F)
Independence Day Holiday (College Closed).....	July 4 (F)
Last Day to Drop with a “W”.....	July 17 (Th)
Last Day to Drop a Class.....	July 24 (Th)
Classes meet on Friday.....	July 25 (F)
Last Regular Classes (Day & Evening).....	July 31 (Th)
Final Exams (Day & Evening).....	August 4-5 (M - T)
Grades Due by 12:00 p.m.....	August 6 (W)

CLASSES WILL MEET ON FRIDAY, JULY 25th

SUMMER SESSION II 2014 (5 WEEKS)

Advising & Registration.....	June 23-27 (M – F)
Classes Begin.....	July 1 (T)
Independence Day Holiday (College Closed).....	July 4 (F)
Late Registration.....	July 1-July 2 (T – W)
Census Day (11 th Day Equivalent).....	July 7 (M)
Last Day to Drop with a “W”.....	July 17 (Th)
Classes meet on Friday.....	July 25 (F)
Last Day to Drop a Class.....	July 24 (Th)
Last Regular Classes (Day & Evening).....	August 4 (M)
Final Exams (Day and Evening).....	August 5 (T)
Grades Due by 12:00 p.m.....	August 6 (W)

CLASSES WILL MEET ON JULY 25TH

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 for a transcript
- 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

WORKFORCE DEVELOPMENT & CONTINUING 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 occupational

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.

Academic Core Competencies

In 2007, the faculty, staff, and students at East Arkansas Community College identified four competencies that every EACC student should master before graduation. Those four competencies are the core to the educational goals of the college and every program is evaluated using the following core competencies.

The first core competency is communication. It is expected that every graduate of East Arkansas Community College will be able to communicate effectively and clearly. The EACC graduates will have demonstrated the ability to comprehend the written works, write in a clear and effective manner, listen and effectively comprehend the spoken word, and organize their ideas and clearly convey those ideas through speech and oration.

The second core competency is critical thinking. Every graduate of EACC will demonstrate the ability to analyze information, interpret graphical and numerical data, demonstrate information fluency, and effectively solve problems.

The third core competency is personal and global awareness. Every graduate of East Arkansas Community College will demonstrate the ability to effectively evaluate their personal knowledge and abilities, learn the appropriate social skills to be successful in their careers and in life, and be able to manage their personal health and wellness effectively. Every graduate will also have a greater appreciation for the arts and sciences, and will have been given the tools to understand the importance of and to cultivate an appreciation for diversity and global issues.

The fourth core competency of EACC academics is academic proficiency and professional development. It is the goal of East Arkansas Community College to have every graduate of the college demonstrate a practical application of the knowledge learned, to master an adequate amount of technology and computer skills to be successful in their chosen field and in life, to acquire the

workplace skills necessary for future success, to develop and maintain a professional attitude, and to become motivated to pursue life-long learning. These abilities are needed to insure professional success in the workplace and in future endeavors.

Every student that successfully learns these four core competencies will have the tools to succeed and flourish in their future education, their jobs, and their life after EACC.

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.

EACC continued its commitment to educational advancement in 1994 with the addition of the Computer Education Center. The 15,000 square foot EACC Learning Resource Center opened in December of 2000 and houses the EACC Library, and Continuing Education and Workforce Development. The addition of the Betty Jo Hodges Student Services Complex in the spring of 2002 provided students with a more streamlined experience with Financial Aid, counseling and registration processes, and tutorial services in the Learning Center. The College has completed the renovation of all three classroom buildings including state-of-the-art technology and classroom furnishings. The EACC Wynne-Site opened to the public in 2005 to serve students in the northern tier of the service area counties. The EACC Technology Center opened in the fall of 2007 and the Fine Arts Center and Gallery officially opened in 2010. In 2011, projects included the completion of the Transportation and Technology Center on Highway 1 in Forrest City and a complete renovation of the Vaccaro Clock Tower. The Allied Health Building is opened in the spring of 2013.

Service Area

The EACC service area includes St. Francis, Lee, Monroe, Cross, Woodruff Counties and 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 credit 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.

Senior Sage Program

The Senior Sage Program at EACC includes a wide variety of course offerings designed to challenge, educate, and enrich the lives of mature learners. For more information about Senior Sage classes or to learn about senior tuition/fee waivers, visit www.eacc.edu or call 870-633-4480 ext. 333.

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 EACC'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

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.

Off-Campus Program and Weather Policy

EACC offers academic credit courses at several other locations throughout the EACC service area, including Augusta, Brinkley, Cherry Valley, Hughes, Marianna, McCrory, Wynne, and Harrisburg. For further information about courses offered at off-campus sites, contact the Coordinator 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 and click on the eaccALERT link to get started.

For more information about emergency procedures and policies at EACC, please visit the EACC website at www.eacc.edu and click on the Emergency Procedures booklet.

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 the Director of Continuing Education 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.

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 Educational Guidance Services 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.

More information about course placement may be found on the EACC course placement rules and procedures section of the catalog and on the placement test score table.

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 the 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.

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 are subject to change.

Tuition and Fees Schedule

Credit Courses (2013-2014):

Sem Credit Hrs	<u>In-County¹</u>	<u>In-State</u>	<u>Out-of-State</u>
1 - 14	\$75/hour	\$84 /hour	\$100/hour
15 or more	\$1,080	\$1,215	\$1,440

A \$6 per credit hour building-use fee (maximum \$90) 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 ‘instate’ 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: \$15 per credit hour

Tuition Waivers/Discounts

Tuition charges and mandatory fees for students 60 years of age and older shall be waived for credit courses when taking classes for credit and on a space-available basis. Payment of course specific fees are required of all students. Students aged 50-59 will receive a 50% tuition discount for CREDIT classes taken for credit. Payment of mandatory fees and course specific fees are required.

St Francis County public school employees 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	4.5%	95.5%
Within week 2	10.9%	89.1%
Within week 3	17.3%	82.7%
Within week 4	23.6%	76.4%
Within week 5	30.0%	70.0%
Within week 6	36.4%	63.6%
Within week 7	42.7%	57.3%
Within week 8	49.1%	50.9%
Within week 9	55.5%	44.5%
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.



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 10th week of classes (or equivalent). After the 10th 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 for class attendance.

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 Educational Guidance Services located in the Hodges 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.

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

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 appropriate Associate Vice President. 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 re-enroll 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. Please contact Counseling Services for current Placement Test Scores.

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.

EAST ARKANSAS COMMUNITY COLLEGE

Course Placement Rules and Procedures

Course placement is mandatory. Proper course placement prepares students for successful completion of college coursework. Course sequences are designed to allow students to achieve their full potential. Students are required to enroll in the courses specified on the placement test score table. However, students may retake a placement test if they feel their scores do not accurately reflect their current knowledge and abilities.

Test scores used for placement must be no older than five years. Students with test scores more than five years old must retake a placement test. Students must successfully complete both MTH 1073 and MTH 1093 within five years or must take a placement test. Students must successfully complete LAN 0966 within five years or take a placement test.

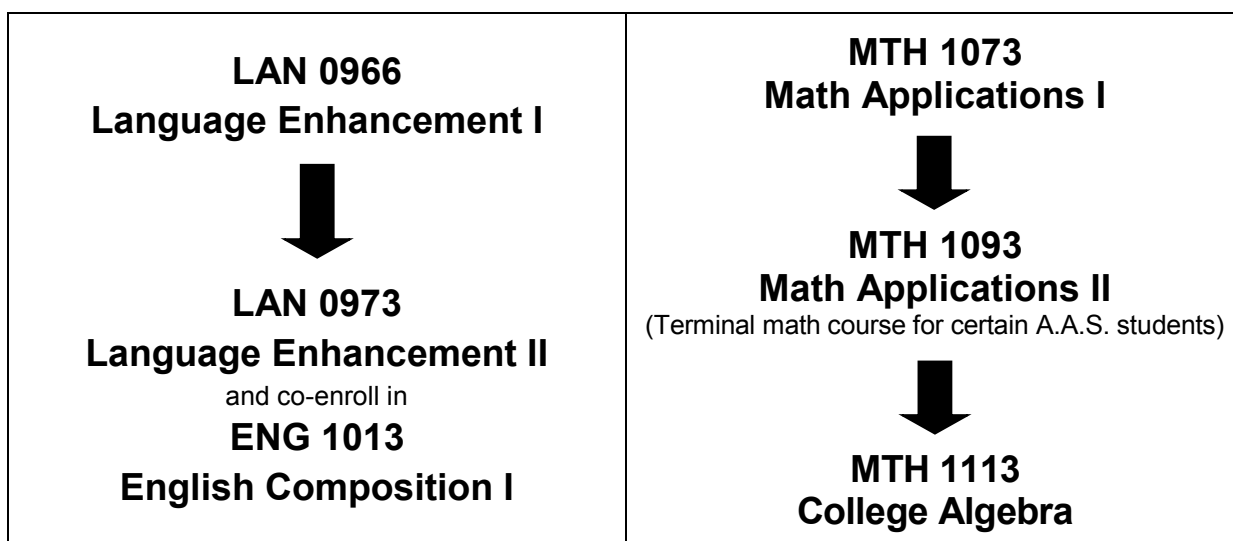
EDN 1023 Keys to College Success is mandatory for all students required to enroll in any one of the following courses: LAN 0966, LAN 0973, MTH 1073, or MTH 1093.

Placement into higher level mathematics courses is contingent upon appropriate placement test scores that may not be included on the placement test score table.

Since LAN 0973 and ENG 1013 are co-requisites, they must be taken together. LAN 0973 cannot be taken by itself. A student must earn a satisfactory grade in both courses during the same semester, or must repeat both courses. A student who wishes to withdraw from one course must withdraw from both.

Students are responsible for consulting course descriptions in the catalog for information about prerequisites and other course requirements.

Illustration of Course Sequences



EAST ARKANSAS COMMUNITY COLLEGE

Placement Test Score Table

ENGLISH AND READING SCORES			
Test scores must be met in <u>both</u> English and Reading in order to enroll in LAN 0973 or ENG 1013.			
COURSE	COMPASS	ACT	ASSET
LAN 0966 Language Enhancement I	English: 58 or below Reading: 73 or below	English: 15 or below Reading: 15 or below	English: 40 or below Reading: 38 or below
LAN 0973 Language Enhancement II (co-enroll in ENG 1013)	English: 59-79 Reading: 74-82	English: 16-18 Reading: 16-18	English: 41-44 Reading: 39-42
ENG 1013 English Composition I (no LAN required)	English: 80 or above Reading: 83 or above	English: 19 or above Reading: 19 or above	English: 45 or above Reading: 43 or above
MATH SCORES			
NUMERICAL SKILLS TEST (COMPASS AND ASSET)			
COURSE	COMPASS	ACT	ASSET
MTH 1073 Math Applications I	42 or below	NA	39 or below
ALGEBRA TEST (COMPASS AND ASSET) OR ACT MATH TEST			
COURSE	COMPASS Algebra Test	ACT Math Test	ASSET Intermediate Algebra Test
MTH 1073 Math Applications I	32 or below	16 or below	36 or below
BUS 1023 Business Math	33-41	17-18	37-38
MTH 1093 Math Applications II	33-41	17-18	37-38
MTH 1113 College Algebra	42 or above	19 or above	39 or above

Test scores used for placement must be no older than five years. Students with test scores older than five years must retake a placement test. Rev. 6/27/2013

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 federally-funded TRIO program for students with academic needs who have the potential to successfully complete an educational program at EACC. These students must also meet certain guidelines described by the Department of Education. The overall objective of the program is to assist first generation, low income and/or disabled students so that they are able to graduate from EACC and transfer to a four-year school if they desire. Student Support Services 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. 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

College Work-Study Under the provisions of the Economic Opportunity Act of 1964, East Arkansas Community College cooperates with the Department of Health and Human Services 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, re-enlist, 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 the percentage of hours (from the chart below) 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 warning 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 warning.
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 timeframe a student may receive financial aid to complete a degree at EACC is 3½ years or 150% of their degree plan hours. This includes all attempted hours.
9. For educational programs of more than two academic years, the policy specifies that at the end of the second academic year, the student must have a GPA of at least “C” average or its equivalent, or have an academic standing consistent with EACC’s graduation requirements.

10. The following GPA is required for satisfactory academic progress:

SEMESTER CREDIT HOURS	GRADE POINT AVERAGE	COMPLETION PERCENTAGE OF HOURS ATTEMPTED
19-30.....	1.55.....	50%
31-45.....	1.70.....	53%
46-60.....	1.85.....	60%
61 and above.....	2.00.....	67%

A student’s GPA is reviewed by the Financial Aid Director or a designee at the end of each semester to establish his or her eligibility 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.

Appeals Committee

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 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. The student will be advised in writing by the committee of the decision and recommendation.

Appeals

Student who successfully appeal may receive financial aid during a probation period to receive financial aid for the next payment period that the student is in attendance, a student who successfully appeals and receives a probation period must:

- (1) Make SAP (Satisfactory Academic Progress) by the end of the payment period
-or-
- (2) Must be successfully meeting requirements in an academic plan.

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.

East Arkansas Community College Scholarships, Awards, Grants, Waivers Academic Achiever Waivers

Students who graduate from high schools within the EACC service area may be eligible for an Academic Achievement Waiver. The following guidelines will apply for eligibility for the academic achievement waiver:

1. The student must enroll at EACC by the fall semester following graduation from high school. To continue receiving the waiver enrollment must be continuous during each long semester until graduation. The Academic Achievement Waiver may apply to summer semesters.
2. An ACT composite score of 23 or greater and a score of 19 or greater on two of the individual tests will result in a 100% tuition waiver.
3. An ACT composite score of 19 or greater and a score of 19 or greater on two of the individual tests will result in a 50% tuition waiver.

There will be only one tuition waiver or scholarship from College funds awarded per student, but the student may select the option that provides the greatest financial assistance. An ACT score report is required to apply and applications are due in the Financial Aid office prior to Fall semester enrollment. The waiver amount is allocated for tuition only.

Tuition Waivers/Discounts

Tuition charges and mandatory fees for students 60 years of age and older shall be waived for credit courses when taking classes for credit and on a space-available basis. Payment of course specific fees are required of all students.

Students aged 50-59 will receive a 50% tuition discount for CREDIT classes taken for credit. Payment of mandatory fees and course specific fees are required.

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

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.

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.

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 15th 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 a limited number of 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.

Business Affairs Memorial Scholarship

This scholarship was established by co-workers of the Business Affairs Department as a way of memorializing loved ones by assisting the educational endeavors of students who attend EACC. Donations to the scholarship fund may be made as memorials or honorariums. The scholarship seeks to provide assistance to deserving, eligible EACC students for tuition, fees, books, or required supplies and will be awarded annually and credited to the student's account in the fall and spring semesters. Applicants must have been accepted for admission to EACC, a 3.0 GPA, be degree-seeking, or equivalent, in the highest level of academic work completed. If college is the highest level of academic work, a minimum of 12 hours is required for the applicant. They must have completed a financial aid (FAFSA) form for the appropriate award year. Priority for the scholarship will be given to residents of the EACC service area.

Applicants must submit a one-page essay expressing their educational goals and need for financial assistance, and two letters of recommendation from a non-family member. Scholarship applications must be received by the EACC Business Affairs Department on or before July 15. The announcement of the recipient(s) will be made on or before August 5.

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.

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 are available online at www.eacc.edu and must be submitted to the Financial Aid Office.

General Education - This scholarship is for full-time sophomores who plan to transfer to a 4-year institution after graduation. Student must possess a 3.0 GPA on all coursework with a minimum of 30 hours completed. Awarded in the fall and spring semesters, the application deadline is August 1st.

Technical Education - This is awarded to a full-time sophomore in an Associate of Applied Science degree program. Student must possess a 3.0 GPA on all coursework with a minimum of 30 hours completed. Awarded in the fall and spring semesters, the application deadline is August 1st.

Non-Traditional Student - This is presented to a full-time sophomore who is 25 years of age or older. Student must possess a 2.0 GPA on all coursework (minimum of 24 hours). Application deadline is August 1st.

Community Leader Scholarship - Created in 2006 to assist EACC students who have demonstrated leadership skills in their community, the scholarship requires a GPA of 3.0 and involvement in projects or groups that focus on community service and volunteerism. Application deadline is August 1st.

Circle N Market Concurrent Enrollment Scholarship

This 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 Circle N Market 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 Eleanor B. and Harry E. Beasley

Scholarship - This scholarship was established in honor of Eleanor B. Beasley, longtime Board of Trustees member at EACC and her husband Harry E. Beasley. Recipients of the scholarship must be graduates of a high school in St. Francis County and must be a sophomore with a grade point average of 3.00 or higher. The scholarship will be awarded to students in the fall and spring terms at EACC. Application deadline is August 1st.

The George P. and Alice H. Walker

Endowed Scholarship - 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 application deadline is August 1st.

Jessie Smith Swindle Nursing Scholarship

- This scholarship is dedicated to assisting an EACC nursing student from Cross County who plans to attend EACC 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. Application deadline is August 1st.

Giny Blankenship Memorial Nursing Scholarship

- This scholarship is for assisting students seeking an Associate of Applied Science Degree in the EACC Nursing Program. The award is \$250 per semester, based on availability of funds to cover expenses of tuition, fees and books. Application deadline is August 1st.

Burt-Davis Nursing Scholarship

- This scholarship is for assisting students in the EACC Nursing Program. The Burt-Davis scholarship was established by Ms. Marguerite L. Burt, of Wynne, in memory of her mother, Mrs. Bertha Davis Burt and grandmother, Mrs. Sally Stephens Davis. The award is \$500 per semester based on availability of fund to cover expenses of tuition, fees, books and supplies. Application deadline is August 1st.

Local and 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, P.O. 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.

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.

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 1st. 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 in-state tuition and fees. Application deadline is Aug. 1 for the Fall semester, Dec. 1st 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 in-state tuition and fees. Application deadline is Aug. 1 for the Fall semester, Dec. 1st for the Spring semester, May 1st 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.

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.

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.

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

EACC Scholar Awards and 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 15th.

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.

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.



STUDENT CLUBS, ORGANIZATIONS & COMMUNITY SERVICE

EACC offers a variety of clubs and organizations which can enhance a student's understanding of himself/herself 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)

This is 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 DEGREES AND PROGRAMS

General Education Statement of Philosophy

General education courses at East Arkansas Community College enhance academic skills, reasoning capabilities, and general knowledge required for continued learning and advancement in students' professional and personal lives. Students will demonstrate increased proficiency in communication, critical thinking, personal and global awareness, academic proficiency, and professional development.

Transfer Degrees – General Description

East Arkansas Community College offers the following degrees to students interested in transferring to a four-year college or university:

Certificate in General Studies: The Certificate of General Studies is awarded for completion of a body of knowledge in general education. The Certificate of General Studies serves as an intermediate step toward attaining an Associate of Arts degree or transferring to a baccalaureate institution. A minimum cumulative grade point average of 2.0 is required.

Associate of Arts: The Associate of Arts is awarded for completion of college-level work that is transferable toward a baccalaureate degree. The degree is designed for students who plan to transfer to a four-year college or university. A minimum cumulative grade point average of 2.0 is required.

Associate of Arts in Teaching: The Associate of Arts in Teaching is designed for students wishing to transfer into education programs at four-year institutions in Arkansas. A minimum cumulative grade point average of 2.65 is required. A student must earn a passing score on the Praxis I exam required for initial teaching certification in the State of Arkansas.

Associate of Science in Business: The Associate of Science in Business is designed for students wishing to transfer into a bachelor's degree program in business. A statewide transfer agreement exists between East Arkansas Community College and certain four-year institutions to assist students in transferring to those institutions. A minimum cumulative grade point average of 2.25 is required. The majority of occupational courses and all general education courses in this degree are considered transferable toward a baccalaureate degree.

Associate of Science in Criminal Justice: The Associate of Science in Criminal Justice is designed for students interested in pursuing a bachelor's degree in criminal justice. The program may also meet the needs of individuals currently employed in the field or desiring training before entering the field. The degree program includes transfer courses from the state minimum general education core curriculum, as well occupational courses that prepare students to understand the components of a successful criminal justice career. All general education courses in this degree and some of the occupational courses are considered transferable toward a baccalaureate degree.

Career, Occupational, and Technical Programs and Degrees – General Description

Certificate of Proficiency: A Certificate of Proficiency is awarded for completion of a minimum of 7 hours in a series of specified courses with a minimum cumulative grade point average of 2.0.

Technical Certificate: Technical Certificates are awarded to those who complete a minimum of 30 semester hours in the courses specified for various career programs. A minimum cumulative grade point average of 2.0 is required.

Associate of Applied Science: The Associate of Applied Science is intended to provide students with the preparation necessary for potential employment in an occupational specialty. A minimum of 60 credit hours and a minimum cumulative grade point average of 2.0 are required.

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.”

TRANSFER DEGREE PLANS

ASSOCIATE OF ARTS

The Associate of Arts (AA) is awarded for completion of college-level coursework that is transferable toward a baccalaureate degree. The degree plan includes a 35-hour state minimum general education core curriculum approved by the Arkansas Department of Higher Education. In order to receive an Associate of Arts from EACC, students must fulfill all General Degree Requirements listed in the catalog. In addition, the Associate of Arts requires completion of at least 15 semester hours of sophomore (2000) level courses, with at least 6 of the 15 hours of sophomore credit earned at EACC.

I. GENERAL EDUCATION CORE (35 HOURS)*

- A. English Composition (6 credit hours)
 - ENG 1013 English Composition I
 - ENG 1023 English Composition II
- B. Mathematics (3 credit hours)
 - MTH 1113 College Algebra or higher math course
- C. Lab Science (8 credit hours)
 1. Select 1 course:
 - PHS 1214 Physical Science
 - PHY 2114 General Physics I
 - PHY 2134 General Physics II
 - CHE 1024 General Education Chemistry
 - CHE 1214 College Chemistry I
 - CHE 1234 College Chemistry II
 2. Select 1 course:
 - BIO 1014 General Biology
 - BIO 2114 Anatomy & Physiology I
 - BIO 2504 Microbiology
- D. Fine Arts/Humanities (9 credit hours)
 1. Select 1 course:
 - ENG 2073 World Literature I
 - ENG 2243 American Literature Before 1865
 2. Select 1 course:
 - ENG 2083 World Literature II
 - ENG 2253 American Literature Since 1865
 3. Select 1 course:
 - ART 1003 Art Appreciation
 - MUS 1003 Music Appreciation
 - DRA 1003 Theatre Appreciation
- E. Social Sciences (9 credit hours)
 1. Select 1 course:
 - HIS 2033 US History Before 1865
 - HIS 2043 US History Since 1865
 - PSC 2003 American Government
 2. Select 1 course:
 - HIS 1013 Western Civilization I
 - HIS 1023 Western Civilization II

3. Select 1 course:
 - PSY 1003 General Psychology
 - PSY 2003 Developmental Psychology
 - SOC 1013 Introduction to Sociology
 - SOC 2003 Social Problems
 - SOC 2043 Cultural Anthropology

II. INSTITUTIONAL REQUIREMENTS (6 hours)*

- A. Speech Communication (3 credit hours)
 - SPE 1003 Introduction to Oral Communication
- B. Computer Fundamentals (3 credit hours)
 - BUS 1603 Computer Fundamentals

III. ADVISOR APPROVED ELECTIVES (0-3 hours)

- Select up to 3 credit hours from the following:
- EDN 1023 Keys to College Success
 - Any HPR course

IV. DIRECTED ELECTIVES (16-19 hours)

- Select 16-19 credit hours from courses with the following prefixes to reach a minimum total of 60 hours:
- ART—Art
 - BIO—Biology
 - CHE—Chemistry
 - CJS—Criminal Justice (CJS 1003 only)
 - DRA—Drama
 - ECO—Economics
 - ENG—English (Except ENG 1053)
 - FRE—French
 - GRY—Geography
 - HIS—History
 - JPN—Japanese
 - JRN—Journalism
 - MTH—Math (Except MTH 1073, MTH 1093, MTH 2403, and MTH 2423)
 - MUS—Music
 - PHL—Philosophy
 - PHS—Physical Science
 - PHY—Physics
 - PSY—Psychology
 - PSC—Political Science
 - REL—Religion
 - SOC—Sociology
 - SPA—Spanish
 - SPE—Speech
 - SSC—Social Science (Except SSC 0913)

*The courses in the sections marked with an asterisk are all general education courses that are part of the Arkansas Course Transfer System (ACTS). Students are guaranteed the transfer of applicable credits for these courses. A list of ACTS equivalency numbers for EACC courses is located under the heading Course Transferability in this section of the catalog and under each course description in the departmental sections of the catalog. For more information, go to the ADHE website and select Course Transfer (www.adhe.edu).

CERTIFICATE IN GENERAL STUDIES

The Certificate of General Studies provides recognition of the completion of a body of knowledge in general education. It serves as an intermediate step toward attaining an Associate of Arts degree or transferring to a baccalaureate institution.

Modeled after the state general education core curriculum, the Certificate of General Studies includes study in English composition, communication, technology, mathematics, science, humanities, fine arts, and social science. This certificate allows students to earn an award after approximately one year of study. It is transferable to four-year institutions.

The certificate also recognizes as a completer a student who has completed a significant number of courses in general education and helps 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).

I. English Composition (6 credit hours)

- ENG 1013 English Composition I
- ENG 1023 English Composition II

II. Speech Communication (3 credit hours)

- SPE 1003 Introduction to Oral Communication

III. Technology (3 credit hours)

- BUS 1603 Computer Fundamentals

IV. Mathematics (3 credit hours)

- Select 1 course:
- MTH 1113 College Algebra
- MTH 1013 College Mathematics or higher

V. Lab Science (4 credit hours)

- Select 1 course:
- PHS 1214 Physical Science
- PHY 2114 General Physics I
- PHY 2134 General Physics II
- CHE 1024 General Education Chemistry
- CHE 1214 College Chemistry I
- CHE 1234 College Chemistry II
- BIO 1014 General Biology
- BIO 2114 Anatomy & Physiology I
- BIO 2504 Microbiology

V. Lab Science (4 credit hours)

- Select 1 course:
- PHS 1214 Physical Science
- PHY 2114 General Physics I
- PHY 2134 General Physics II
- CHE 1024 General Education Chemistry
- CHE 1214 College Chemistry I
- CHE 1234 College Chemistry II
- BIO 1014 General Biology
- BIO 2114 Anatomy & Physiology I
- BIO 2504 Microbiology

VII. Fine Arts (3 credit hours)

- Select 1 course:
- ART 1003 Art Appreciation
- MUS 1003 Music Appreciation
- DRA 1003 Theatre Appreciation

VIII. Social Science (9 credit hours)

- Select 1 course:
- HIS 2033 US History Before 1865
- HIS 2043 US History Since 1865
- PSC 2003 American Government
- Select 1 course:
- PSY 1003 General Psychology
- SOC 1013 Introduction to Sociology
- Select 1 course:
- HIS 1013 Western Civilization I
- HIS 1023 Western Civilization II
- PSY 2003 Developmental Psychology
- SOC 2003 Social Problems
- SOC 2043 Cultural Anthropology
- HIS 2033 US History Before 1865
- HIS 2043 US History Since 1865
- PSC 2003 American Government
- PSY 1003 General Psychology
- SOC 1013 Introduction to Sociology

All of the courses in this degree plan are part of the Arkansas Course Transfer System (ACTS). Students are guaranteed the transfer of applicable credits for these courses. A list of ACTS equivalency numbers for EACC courses is located under the heading Course Transferability in this section of the catalog and under each course description in the departmental sections of the catalog. For more information, go to the ADHE website and select Course Transfer (www.adhe.edu).

ASSOCIATE OF ARTS IN TEACHING

The Associate of Arts in Teaching (AAT) is awarded for completion of college-level coursework that is transferable toward a baccalaureate degree in education. The Associate of Arts in Teaching is designed to align with state licensure requirements and includes a 35-hour state minimum general education core curriculum approved by the Arkansas Department of Higher Education. Students seeking an AAT must select one of the following three specialty areas: P-4, Middle School Math/Science, or Middle School Language Arts/Social Studies.

In order to receive the Associate of Arts in Teaching from EACC, students must fulfill all General Degree Requirements specified in the Graduation section of the catalog. In addition, the AAT requires that students earn a cumulative grade point average of 2.65 and pass all three sections of the Praxis I exam. This transfer degree is designed to ease students in transferring from EACC to four-year institutions in Arkansas. Some four-year institutions may have additional requirements.

I. GENERAL EDUCATION CORE (35 hours)

- A. English Composition/Communication (9 credit hours)
 - ENG 1013 English Composition I *
 - ENG 1023 English Composition II *
 - SPE 1003 Introduction to Oral Communication *
- B. MTH 1113 College Algebra (3 credit hours)
- C. Lab Science (8 credit hours)
 - PHS 1214 Physical Science*
 - BIO 1014 General Biology*
- D. Fine Arts/Humanities (6 credit hours)
 - 1. Select 1 course:
 - ENG 2073 World Literature I*
 - ENG 2083 World Literature II*
 - 2. Select 1 course:
 - ART 1003 Art Appreciation*
 - MUS 1003 Music Appreciation*
 - DRA 1003 Theatre Appreciation*
- E. Social Science (9 credit hours)
 - 1. PSC 2003 American Government*
 - 2. Select 1 course:
 - HIS 2033 US History Before 1865*
 - HIS 2043 US History Since 1865*
 - 3. Select 1 course:
 - HIS 1013 Western Civilization I*
 - HIS 1023 Western Civilization II*

II. EDUCATION CORE (12 hours)

- A. EDN 2053 Introduction to Education
- B. EDN 2193 K-12 Educational Technology
- C. MTH 2403 Math I
- D. MTH 2423 Math II

III. REQUIRED ELECTIVES (6 hours)

- A. HIS 2053 Arkansas History
- B. PSY 1003 General Psychology*

IV. SPECIALTY AREA (7-11 hours)

Select one of the following three specialty areas:

- A. Pre-School-4th grade (P-4)
 - GRY 1003 World Geography*
 - EDN 2083 Child Growth and Development
 - HPR Activity (1 hour)
 - Directed Elective (0-3 hours)
 - B. Middle School Math/Science
 - GRY 2223 Physical Geography*
 - Select 1 course:
 - MTH 1123 College Trigonometry*
 - MTH 2103 Introduction to Statistics
 - MTH 2114 Survey of Calculus* or higher
 - Directed Elective (0-3 hours)
 - C. Middle School Language Arts/Social Studies
 - GRY 1003 World Geography*
 - Select 1 course:
 - ENG 2243 American Literature Before 1865*
 - ENG 2253 American Literature After 1865*
 - Directed Elective (0-3 hours)
- Directed electives - Select 1 course:
- EDN 2093 Praxis Preparation (any specialty)
 - EDN 2073 Survey of Early Childhood Education (P-4 only)
 - ENG 2243*, ENG 2253*, ENG 2073*, or ENG 2083* (Middle School Language Arts/Social Studies only)
 - MTH 1123*, MTH 2103, MTH 2114*, or higher (Middle School Math/Science only)

Before selecting a directed elective, students should consult with an academic advisor and with representatives of the baccalaureate degree program at the four-year institution to which they plan to transfer.

***The courses designated with an asterisk in this degree plan are part of the Arkansas Course Transfer System (ACTS).** Students are guaranteed the transfer of applicable credits for these courses. A list of ACTS equivalency numbers for EACC courses is located under the heading Course Transferability in this section of the catalog and under each course description in the departmental sections of the catalog. For more information, go to the ADHE website and select Course Transfer (www.adhe.edu).

In addition, some courses that are not part of ACTS, such as education core courses, may transfer to specific four-year institutions. Students should consult with an academic advisor and with representatives of the four-year institution to which they plan to transfer.

ASSOCIATE OF SCIENCE IN BUSINESS

The Associate of Science in Business is designed for students wishing to transfer into a bachelor's degree program in business. At least a 2.25 grade point average is required. The majority of occupational courses and all general education courses in this degree are considered transferable toward a baccalaureate degree.

A statewide transfer agreement exists between East Arkansas Community College and the following four-year institutions to assist students in transferring into a bachelor's degree program in business:

Arkansas State University – Jonesboro
Arkansas Tech University
Henderson State University
Southern Arkansas University – Magnolia
University of Arkansas – Fort Smith
University of Arkansas at Little Rock
University of Arkansas at Monticello
University of Arkansas at Pine Bluff
University of Central Arkansas

I. GENERAL EDUCATION CORE (35 hours)

A. English Composition/Communication (9 credit hours)

1. ENG 1013 English Composition I
2. ENG 1023 English Composition II
3. SPE 1003 Introduction to Oral Communication

B. Mathematics (6 credit hours)

1. MTH 1113 College Algebra
2. MTH 2114 Survey of Calculus

C. Lab Science (8 credit hours)

1. PHS 1214 Physical Science
2. BIO 1014 General Biology

D. Fine Arts/Humanities (6 credit hours)

1. Select 1 course:
ENG 2073 World Literature I
ENG 2083 World Literature II
2. Select 1 course:
ART 1003 Art Appreciation
MUS 1003 Music Appreciation
DRA 1003 Theatre Appreciation

E. Social Science (9 credit hours)

1. SOC 1003 Introduction to Sociology
2. Select 1 course:
HIS 2033 US History Before 1865
HIS 2043 US History Since 1865
PSC 2003 American Government
3. Select 1 course:
HIS 1013 Western Civilization I
HIS 1023 Western Civilization II

II. BUSINESS CORE (24 hours)

- A. BUS 1603 Computer Fundamentals
- B. ECO 2103 Principles of Macroeconomics
- C. ECO 2203 Principles of Microeconomics
- D. BUS 2113 Principles of Accounting I
- E. BUS 2123 Principles of Accounting II
- F. BUS 2073 Business Statistics
- G. BUS 2033 Legal Environment of Business
- H. Directed Elective - Select 1 course:
BUS 1003 Introduction to Business
BUS 2553 Business Communication

Before selecting a directed elective, students should consult with an academic advisor and with representatives of the baccalaureate degree program at the four-year institution to which they plan to transfer.

All of the courses in this degree plan are part of the Arkansas Course Transfer System (ACTS). Students are guaranteed the transfer of applicable credits for these courses. A list of ACTS equivalency numbers for EACC courses is located under the heading Course Transferability in this section of the catalog and under each course description in the departmental sections of the catalog. For more information, go to the ADHE website and select Course Transfer (www.adhe.edu).

ASSOCIATE OF SCIENCE IN CRIMINAL JUSTICE

The Associate of Science in Criminal Justice is designed for students interested in pursuing a bachelor's degree in criminal justice. The program may also meet the needs of individuals currently employed in the field or desiring training before entering the field. Courses in the program prepare students to understand the components of a successful criminal justice career.

The degree program also includes courses from the state minimum general education core curriculum approved by the Arkansas Department of Higher Education. The majority of courses in the degree are considered transferable toward a baccalaureate degree at a four-year college or university. At least a 2.0 grade point average is required.

The degree plans for the Associate of Applied Science in Criminal Justice, the Technical Certificate in Criminal Justice, and the Certificate of Proficiency in Criminal Justice are located in the Department of Social Science section of the catalog.

I. GENERAL EDUCATION CORE (46 hours)

A. English Composition/Communication (9 credit hours)

1. ENG 1013 English Composition I *
2. ENG 1023 English Composition II *
3. SPE 1003 Introduction to Oral Communication *

B. MTH 1113 College Algebra* (3 credit hours)

C. BUS 1603 Computer Fundamentals* (3 credit hours)

D. Lab Science (8 credit hours)

1. BIO 1014 General Biology*
2. Select 1 course:
PHS 1214 Physical Science*
CHE 1024 General Education Chemistry*

E. Fine Arts/Humanities (6 credit hours)

1. Select 1 course:
ENG 2073 World Literature I *
ENG 2083 World Literature II *
2. Select 1 course:
ART 1003 Art Appreciation*
MUS 1003 Music Appreciation*
DRA 1003 Theatre Appreciation*

F. Physical Activity (2 credit hours)

Select up to 2 credit hours of any HPR Physical Activity courses.

G. Social Science (15 credit hours)

1. SOC 1003 Introduction to Sociology*
2. SOC 2003 Social Problems*
3. PSY 1003 Psychology*
4. Select 1 course:
HIS 2033 US History Before 1865*
HIS 2043 US History Since 1865*
PSC 2003 American Government*
5. Select 1 course:
HIS 1013 Western Civilization I*
HIS 1023 Western Civilization II*

II. CRIMINAL JUSTICE CORE (18 hours)

A. CJS 1003 Introduction to Criminal Justice*

B. CJS 1023 Criminal Investigation

C. CJS 1043 Police Community Relations

D. CJS 1013 Criminal Evidence/Court Procedures

E. SOC 2063 Criminology

F. CJS 2043 Criminal Justice Internship

***The courses designated with an asterisk in this degree plan are part of the Arkansas Course Transfer System (ACTS).** Students are guaranteed the transfer of applicable credits for these courses. A list of ACTS equivalency numbers for EACC courses is located under the heading Course Transferability in this section of the catalog and under each course description in the departmental sections of the catalog. For more information, go to the ADHE website and select Course Transfer (www.adhe.edu).

In addition, some courses that are not part of ACTS will transfer to specific four-year institutions. Students should consult with an academic advisor and with representatives of the four-year institution to which they plan to transfer.

Transferability of Courses

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 by going to the ADHE website and selecting Course Transfer (www.adhe.edu). ACTS course equivalency numbers for EACC courses are listed below and under each course description in the departmental sections of the catalog.

ART 1003 Art Appreciation (ACTS ARTA 1003)
ART 2023 Art History I (ACTS ARTA 2003)
ART 2103 Art History II (ACTS ARTA 2103)
BIO 1014/1010 General Biology/Lab (ACTS BIOL 1014)
BIO 1614/1610 General Zoology/Lab (ACTS BIOL 1054)
BIO 2114/2110 Anat/Phys I/Lab (ACTS BIOL 2404)
BIO 2134/2110 Anat/Phys II/Lab (ACTS BIOL 2414)
BIO 2504/2500 Microbiology/Lab (ACTS BIOL 2004)
BUS 1003 Intro to Business (ACTS BUSI 1013)
BUS 1343 Computer Keyboarding I (ACTS BUSI 1103)
BUS 1603 Computer Fundamentals (ACTS CPSI 1003)
BUS 2013 Technical Communication (ACTS ENGL 2023)
BUS 2033 Legal Env of Business (ACTS BLAW 2003)
BUS 2073 Business Statistics (ACTS BUSI 2103)
BUS 2113 Principles of Accounting I (ACTS ACCT 2003)
BUS 2123 Principles of Accounting II (ACTS ACCT 2013)
BUS 2513 Fundamentals of Marketing (ACTS MKTG 2003)
BUS 2553 Business Communication (ACTS BUSI 2013)
CHE 1024 Gen Education Chemistry (ACTS CHEM 1004)
CHE 1214/1210 Coll Chemistry I/Lab (ACTS CHEM 1414)
CHE 1234/1230 Coll Chemistry II/Lab (ACTS CHEM 1424)
CJS 1003 Intro to Criminal Justice (ACTS CRJU 1023)
DRA 1003 Theatre Appreciation (ACTS DRAM 1003)
ECO 2213 Prin of Macroeconomics (ACTS ECON 2103)
ECO 2223 Prin of Microeconomics (ACTS ECON 2203)
ENG 1013 English Composition I (ACTS ENGL 1013)
ENG 1023 English Composition II (ACTS ENGL 1023)
ENG 2073 World Literature I (ACTS ENGL 2113)
ENG 2083 World Literature II (ACTS ENGL 2123)
ENG 2183 Western Literature I (ACTS ENGL 2213)
ENG 2193 British Literature I (ACTS ENGL 2673)
ENG 2243 Amer Lit before 1865 (ACTS ENGL 2653)
ENG 2253 Amer Lit Since 1865 (ACTS ENGL 2663)
ENG 2283 Western Literature II (ACTS ENGL 2223)
ENG 2293 British Literature II (ACTS ENGL 2683)
FRE 1014 Elementary French I (ACTS FREN 1013)
FRE 1024 Elementary French II (ACTS FREN 1023)
FRE 2014 Intermediate French I (ACTS FREN 2013)
FRE 2024 Intermediate French II (ACTS FREN 2023)
GRY 1003 World Geography (ACTS GEOG 2103)
GRY 2223 Physical Geography (ACTS GEOG 2223)
HIS 1013 Western Civilization I (ACTS HIST 1213)

HIS 1023 Western Civilization II (ACTS HIST 1223)
HIS 2033 US History Before 1865 (ACTS HIST 2113)
HIS 2043 US History Since 1865 (ACTS HIST 2123)
HPR 2113 Health and Safety (ACTS HEAL 1003)
MTH 1013 College Mathematics (ACTS MATH 1003)
MTH 1113 College Algebra (ACTS MATH 1103)
MTH 1123 College Trigonometry (ACTS MATH 1203)
MTH 1224 Precalculus Mathematics (ACTS MATH 1305)
MTH 2114 Survey of Calculus (ACTS MATH 2203)
MTH 2214 Calculus I (ACTS MATH 2405)
MTH 2224 Calculus II (ACTS MATH 2505)
MTH 2234 Calculus III (ACTS MATH 2603)
MUS 1003 Music Appreciation (ACTS MUSC 1003)
PHL 1003 Intro to Philosophy (ACTS PHIL 1103)
PHS 1014/1010 Prin of Geology/Lab (ACTS GEOL 1114)
PHS 1214/1210 Physical Science/Lab (ACTS PHSC 1004)
PHY 2114/2110 Gen Physics I/Lab (ACTS PHYS 2014)
PHY 2134/2130 Gen Physics II/Lab (ACTS PHYS 2024)
PSC 2003 American Government (ACTS PLSC 2003)
PSC 2013 State and Local Govt (ACTS PLSC 2103)
PSY 1003 General Psychology (ACTS PSYC 1103)
PSY 2003 Developmental Psychology (ACTS PSYC 2103)
SOC 1013 Intro to Sociology (ACTS SOCI 1013)
SOC 2003 Social Problems (ACTS SOCI 2013)
SOC 2043 Intro to Anthropology (ACTS ANTH 1013)
SPA 1114 Elementary Spanish I (ACTS SPAN 1013)
SPA 1124 Elementary Spanish II (ACTS SPAN 1023)
SPA 2114 Intermediate Spanish I (ACTS SPAN 2013)
SPA 2124 Intermediate Spanish II (ACTS SPAN 2023)
SPE 1003 Intro to Communication (ACTS SPCH 1003)

Graduation - General Degree Requirements

In order to earn an associate degree from East Arkansas Community College, students must complete the following minimum degree requirements.

1. Complete at least 12 semester hours at East Arkansas Community College.
2. Be enrolled at East Arkansas Community College during the semester in which degree requirements are completed or be a part of the *Arkansas Credit When It's Due* associate degree initiative.
3. Earn a cumulative grade point average of 2.0 for all courses submitted for graduation.
4. Submit a signed degree audit to the registrar by the due date listed on the Academic Calendar.
5. Submit a formal application for graduation by the due date listed on the Academic Calendar.
6. Participate in graduation exercises unless formally excused.
8. Satisfactorily settle all financial obligations.
9. Complete all requirements specified on the degree plan for the degree they wish to be awarded.
10. 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.

- a. The “entry catalog” for students in a selective admissions program shall be the catalog in use when he or she first enters the program.
- b. If the time span between the “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.

General Education Core Curricula Requirements

The Arkansas Higher Education Coordinating Board has established a minimum of 35 semester credit hours of general education courses that must be successfully completed in order to receive an Associate of Arts, Associate of Science, or Baccalaureate degree. Arkansas Act 98 of 1989 provides that the general core of courses “shall be fully transferable between state institutions.” General education core courses fall within these areas:

English Composition (6 semester credit hours).

Speech Communication (0-3 semester credit hours).

Math (3 semester credit hours).

College Algebra or course as sophisticated as College Algebra. Institutions may require students majoring in math, engineering, science, and business to take higher-level math courses.

Science (8 semester credit hours).

Science courses must include laboratories. Institutions may require students majoring in math, engineering, science, education, and health related professions to take higher level or specific science courses.

Fine Arts/Humanities (6-9 semester credit hours).

Social Sciences (9-12 semester credit hours).

U.S. History or Government (3 semester credit hours) and six to nine semester hours of other social sciences.

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. 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. An ASU representative is located on the EACC campus. The phone number is 633-3754.

Terms and Definitions

Advisor: Faculty or staff member who advises students of appropriate courses to be taken to complete educational objectives.

Credit Hour: Official number of hours of credit given for a course. The terms semester hours and credit hours are used interchangeably. The fourth digit of the course number reflects the credit hours for that course. For example, MTH 1113 is a 3-credit-hour course.

Degree Audit: This is a computer-generated analysis that enables a student and an advisor to assess the student’s academic progress and unfulfilled degree requirements. The degree audit matches the courses that the student has taken with the requirements of the chosen degree program.

Prerequisite Course: A course that is required to be completed before registering for another course. Prerequisite courses are listed with the appropriate course description in the catalog.



DEPARTMENT OF BUSINESS/TECHNOLOGY

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

ASSOCIATE OF APPLIED SCIENCE

ADMINISTRATIVE OFFICE TECHNOLOGY

The Associate of Applied Science in Administrative Office Technology 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, spreadsheets, publication, and database programs. 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
SPE 1003	Introduction to Oral Communication.....3
BUS 1343	Computer Keyboarding I.....3
BUS 1003	Introduction to Business.....3
BUS 1603	Computer Fundamentals.....3
	Total Semester Hours.....15

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

Term III	Semester Hours
BUS 1133	Introduction to Accounting -or-
BUS 2113	Principles of Accounting I.....3
BUS 1023	College Business Math.....3
BUS 2033	Legal Environment of Business.....3
BUS 2183	Electronic Spreadsheet Applications.....3
BUS 2473	Desktop Publishing.....3
	Total Semester Hours.....15

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

ASSOCIATE OF APPLIED SCIENCE

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 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 1093	Mathematical Applications -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
	Total Semester Hours.....15

Term II	Semester Hours
BUS 1603	Computer Fundamentals.....3
ENG 1023	English Composition II -or-
BUS 2013	Technical Communications.....3
ELE 1114	Electrical-Electronic Technology.....4
ELE 2144	Programmable Logic Controllers.....4
MFG 2023	The Manufacturing Enterprise.....3
	Total Semester Hours.....17

Term III	Semester Hours
MFG 2013	Manufacturing Materials.....3
MCH2043	Mechanical Devices.....3
Option electives (listed pg 43).....7	
	Total Semester Hours.....13

Term IV	Semester Hours
PSY 1003	General Psychology -or-
SOC 1013	Introduction to Sociology.....3
MCH2083	Hydraulics/Pneumatics.....3
MFG 2033	Manufacturing Equipment Maintenance & Operation.....3
MFG 2923	Manufacturing Capstone Course.....3
Option elective (listed pg 43).....3	
	Total Semester Hours.....15
	Total Degree Hours.....62

Plastic Injection Molding Electives:

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

Industrial Technology Specialty Electives:

MNT 1003	Maintenance Management
MCH2213	Maintenance Welding
MCH2204	Basic Machine Shop

Lean Technology Specialty Electives:

BUS 2863	Continuous Quality Improvement
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

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

ASSOCIATE OF APPLIED SCIENCE

GENERAL TECHNOLOGY

The Associate of Applied Science in General Technology is designed for students who wish to prepare for jobs in the technical areas. The program consists of general education core courses, major technical discipline courses, and courses in support areas. A minimum of 60 hours is required for the degree. Students choose an option in which to specialize.

Students have six options from which to choose:

- I. Applied Engineering
- II. Computer Information Systems
- III. Diesel Technology
- IV. Drafting and Design
- V. Electronics
- VI. Environmental/Health and Safety Technology

I. Applied Engineering Option

Term I	Semester Hours
ENG 1013	English Composition I.....3
BUS 1603	Computer Fundamentals..... 3
MTH 1093	Mathematical Applications II.....3
DFT 2013	Intro to Computer Aided Drafting.....3
EGR 1004	Fundamentals of Engineering I.....4
	Total Semester Hours.....16

Term II	Semester Hours
BUS 2013	Technical Communications -or-
ENG 1023	English Composition II.....3
BUS 2863	Continuous Quality Improvement.....3
DFT 2313	Electrical/Electronic Drafting w/CADD.....3
EGR 1024	Fundamentals of Engineering II.....4
	Total Semester Hours.....16

Term III	Semester Hours
PHS 1214	Physical Science -or-
PHY 2114	General Physics.....4
EGR 1013	Blueprint Reading.....3
EGR 2053	Precision Measurements.....3
EGR electives (listed below)4
	Total Semester Hours.....14

Term IV	Semester Hours
EGR 2923	Engineering Technology Internship.....3
SFT 2073	Industrial Safety and OSHA.....3
EGR electives (listed below)8
	Total Semester Hours.....14
	Total Degree Hours.....60

Applied Engineering Electives:

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 2033	Engineering and Design Project

II. Computer Information Systems Option

Term I		Semester Hours
ENG 1013	English Composition I.....	3
BUS 1603	Computer Fundamentals.....	3
BUS 2113	Principles of Accounting I.....	3
MTH 1093	Mathematical Applications II.....	3
	Social Science elective.....	3
	Total Semester Hours.....	15

Term II		Semester Hours
BUS 2013	Technical Communications -or-	
ENG 1023	English Composition II.....	3
BUS 2813	Basic Management.....	3
CIS 1003	Microcomputer Operating Systems.....	3
CIS 1203	Programming Logic and Design.....	3
	CIS elective (listed below).....	3
	Total Semester Hours.....	15

Term III		Semester Hours
CIS 1013	Microcomputer Hardware Concepts.....	3
	CIS electives (listed below).....	12
	Total Semester Hours.....	15

Term IV		Semester Hours
CIS 2203	Database Management Concepts and Apps.....	3
CIS 2613	Systems Analysis and Design.....	3
CIS 2993	Internship in CIS.....	3
	CIS electives (listed below).....	6
	Total Semester Hours.....	15
	Total Degree Hours.....	60

General CIS Electives:

CIS 1103	Information Technology Project Tools
CIS 2103	Java Programming
CIS 2023	Advanced PC Diagnosis and Configuration
CIS 2013	A+ Certification Review
CIS 2113	COBOL Programming
CIS 2133	C++ Programming
CIS 2174	Advanced Programming
CIS 2213	Data Communications and 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 and Methodology

Business Systems Networking Electives:

NET 1016	Cisco Internetworking I
NET 1026	Cisco Internetworking II

Internet Technology/Web Page Design Electives:

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 and Methodology

Microcomputer Systems Administration Electives:

CIS 2213	Data Communications and 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 and Configuration

Microcomputer Maintenance/Repair Electives:

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

III. Diesel Technology Option

Term I		Semester Hours
ENG 1013	English Composition I.....	3
BUS 1603	Computer Fundamentals.....	3
MTH 1093	Mathematical Applications II.....	3
DST 1004	Introduction to Diesel Engines.....	4
RET 1024	Biofuels.....	4
	Total Semester Hours.....	17

Term II		Semester Hours
BUS 2013	Technical Communications -or-	
ENG 1023	English Composition II.....	3
DST 2004	Diesel Engine Diagnostics and Repair...4	
DST 1014	Introduction to Fuel Systems.....	4
RET 1103	Fuels and Lubricants.....	3
	Social Science elective.....	3
	Total Semester Hours.....	17

Term III		Semester Hours
ELE 1004	Electrical Technology I.....	4
MCH2083	Hydraulics and Pneumatics.....	3
	Diesel Technical electives (listed below).....	6
	Total Semester Hours.....	17

Term IV		Semester Hours
DST 2124	Adv Diesel Engine Diag and Repair.....	4
MCH2213	Maintenance Welding.....	3
	Diesel Technical electives (listed below).....	6
	Total Semester Hours.....	13
	Total Degree Hours.....	60

Diesel Technical Option Electives:

ELE 2144	Programming Logic Controllers
MCH2043	Mechanical Devices
MCH2204	Basic Machine Shop
SFT 1063	Industrial Loss Prevention
SFT 2073	Industrial Safety and OSHA

IV. Drafting and Design Option

Term I	Semester Hours
ENG 1013	English Composition I.....3
BUS 1603	Computer Fundamentals.....3
MTH 1093	Mathematical Applications II.....3
DFT 1013	Fundamentals of Drafting.....3
Social Science elective.....3	
	Total Semester Hours.....15

Term II	Semester Hours
BUS 2013	Technical Communications -or-
ENG 1023	English Composition II.....3
PHS 1214	Physical Science -or-
PHY 2114	General Physics.....4
DFT 1023	Intro to Computer Aided Drafting.....3
DFT 1113	Construction Material.....3
CET 1013	Elementary Surveying.....3
	Total Semester Hours.....16

Term III	Semester Hours
CET 2203	Mapping and Topography -or-
DFT 2313	Electrical/Electronic Drafting w/CADD.....3
DFT 1123	Intermediate CADD.....3
DFT 2203	Architectural Drafting I w/CADD.....3
DFT 2303	Mechanical Drafting w/CADD.....3
Drafting and Design Technical electives (listed below).....3	
	Total Semester Hours.....15

Term IV	Semester Hours
DFT 2023	Advanced CADD.....3
DFT 2233	Structural Drafting.....3
DFT 2323	Mechanical Drafting II w/CADD.....3
DFT 2923	Drafting and Design Internship.....3
General elective.....2	
	Total Semester Hours.....14
	Total Degree Hours.....60

Drafting and Design Technical Option Electives:

CET 2203	Mapping and Topography
DFT 2113	Tool and Die Drafting
DFT 2313	Electrical/Electronic Drafting w/CADD

V. Electronics Option

Term I	Semester Hours
ENG 1013	English Composition I.....3
BUS 1603	Computer Fundamentals.....3
MTH 1093	Mathematical Applications II.....3
MNT 1003	Maintenance Management.....3
Social Science elective.....3	
	Total Semester Hours.....15

Term II	Semester Hours
BUS 2013	Technical Communications -or-
ENG 1023	English Composition II.....3
BUS 2863	Continuous Quality Improvement.....3
ELE 1004	Electrical Technology I.....4
SFT 2073	Industrial Safety and OSHA.....3
Electronics Technical electives (listed below).....3	
	Total Semester Hours.....16

Term III	Semester Hours
PHS 1214	Physical Science.....4
ELE 1024	Electrical Technology II.....4
ELE 1054	Electronics I.....4
Electronics Technical electives (listed below).....3	
	Total Semester Hours.....15

Term IV	Semester Hours
ELE 2004	Electronics II.....4
ELE 2154	Digital Electronics.....4
Electronics Technical electives (listed below).....6	
	Total Semester Hours.....14
	Total Degree Hours.....60

Electronics Technical Option Electives:

ELE 1114	Electrical – Electrical Technology
ELE 1124	Solid State and Digital Electronics
ELE 2144	Programming Logic Controllers
MCH 2043	Mechanical Devices
MCH 2083	Hydraulics and Pneumatics

VI. Environmental/Health and Safety Option

Term I	Semester Hours
ENG 1013	English Composition I.....3
BUS 1603	Computer Fundamentals.....3
CHE 1024	Gen Ed Chemistry.....4
MTH 1093	Mathematical Applications II.....3
EHS 1113	Environmental Regulations.....3
	Total Semester Hours.....16

Term II	Semester Hours
BIO 101	General Biology.....4
BUS 2013	Technical Communications -or-
ENG 1023	English Composition II.....3
EHS 1003	Introduction to Environmental Technology.....3
GIS 1003	Introduction to GIS.....3
Social Science elective.....3	
	Total Semester Hours.....16

Term III	Semester Hours
EHS 1134	Environmental Sampling and Analysis I.....4
EHS 2223	Hazardous Waste Operations.....3
EHS 2233	Chemistry of Hazardous Materials.....3
SPE 1003	Introduction to Oral Communication.....3
SFT 1071	CPR and First Aid.....1
	Total Semester Hours.....14

Term IV	Semester Hours
EHS 2134	Environmental Sampling and Analysis II.....4
EHS 2331	Current Issues in Environmental Tech...1
EHS 2493	EHS Internship.....3
SFT 1063	Industrial Loss Prevention.....3
SFT 2073	Industrial Safety and OSHA.....3
	Total Semester Hours.....14
	Total Degree Hours.....60

ASSOCIATE OF APPLIED SCIENCE

MANAGEMENT

This Associate of Applied Science in Management is designed to meet the needs of students who wish to enter one of three fields of management: business, entrepreneurship, hospitality/lodging.

Term I	Semester Hours
ENG 1013 English Composition I.....	3
BUS 1603 Computer Fundamentals.....	3
PSY 1003 General Psychology.....	3
SPE 1003 Introduction Oral Communication.....	3
Option elective (listed below).....	3
Total Semester Hours.....	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
Option elective (listed below)	3
Total Semester Hours.....	15

Term III	Semester Hours
BUS 2113 Principles of Accounting I.....	3
BUS 2863 Continuous Quality Improvement.....	3
BUS 2183 Electronic Spreadsheet Applications.....	3
Option electives (listed below).....	6
Total Semester Hours.....	15

Term IV	Semester Hours
BUS 2123 Principles of Accounting II.....	3
BUS 2513 Fundamentals of Marketing.....	3
BUS 2013 Technical Communications.....	3
Option electives (listed below).....	6
Total Semester Hours.....	15
Total Degree Hours.....	60

Business Option Electives:

BUS 1003 Introduction to Business
BUS 1203 Consumer Finance
BUS 2213 Principles of Macroeconomics
BUS 2903 Internship in Business Management
BUS 1803 Contemporary Issues in Supervision
BUS 2043 Business Law II
BUS 2073 Business Statistics
ECO 2203 Principles of Microeconomics
BUS 2843 Group Dynamics and Teambuilding
BUS 2933 Leadership Skills and Ethics

Entrepreneurship Option Electives:

ETR 1003 Introduction to Entrepreneurship
ETR 2013 Opportunity/Feasibility/Analysis
ETR 2003 Professional Selling/Advertising
ETR 2023 Funding Acquisitions for Entrepreneurs
Up to 6 hours from the list of Business Option electives

Hospitality/Lodging Option Electives:

HOS 1003 Introduction to Hospitality
HOS 1013 Introduction to Travel and Tourism
HOS 1113 Introduction to Lodging Industry
HOS 1123 Lodging Fundamentals
HOS 2023 International Travel
HOS 2033 Travel Operations
HOS 2133 Lodging Concepts
HOS 2143 Advanced Lodging Concepts
HOS 2993 Internship in Hospitality/Lodging

ASSOCIATE OF APPLIED SCIENCE (A.A.S)

RENEWABLE ENERGY TECHNOLOGY

This program is designed to prepare students to become knowledgeable and highly-skilled technicians in the renewable energy field.

Term I	Semester Hours
ENG 1013 English Composition I.....	3
CHE 1024 Introduction to Chemistry-or-	
CHE 1214 College Chemistry.....	4
MTH 1093 Mathematical Applications II -or-	
MTH 1113 College Algebra.....	3
RET 1003 Introduction to Renewable Energy	
Technology.....	3
SPE 1003 Intro to Oral Communication -or-	
Social Science elective.....	3
Total Semester Hours.....	16

Term II	Semester Hours
ENG 1023 English Composition II.....	3
ELE 1004 Introduction to Environmental	
Technology.....	4
RET 1014 Biomass and Feedstocks.....	4
SFT 1063 Industrial Loss Prevention.....	3
Total Semester Hours.....	14

Term III	Semester Hours
BUS 1603 Computer Fundamentals.....	3
RET 1024 Biofuels.....	4
RET 2034 Bioprocess Practices & Lab.....	4
EHS 1003 Introduction to Environmental	
Technology -or-	
Approved elective.....	3-4
Total Semester Hours.....	14-15

Term IV	Semester Hours
MCH2043 Mechanical Devices.....	3
RET 2024 Process Instrumentation.....	4
RET 2923 Internship.....	3
Technical elective.....	5-6
Total Semester Hours.....	15-16
Total Degree Hours.....	60

Technical Certificates

The Technical Certificate is awarded for completion of a program designed for at least one, but less than two full academic years. It recognizes completion of competency in an occupational field.

TECHNICAL CERTIFICATE IN ADMINISTRATIVE OFFICE TECHNOLOGY

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

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

TECHNICAL CERTIFICATE IN MANUFACTURING TECHNOLOGY

Term I	Semester Hours
ENG 1013	English Composition I.....3
MTH 1093	Mathematical Applications II -or-
MTH 1113	College Algebra.....3
BUS 1603	Computer Fundamentals.....3
MFG 1033	Manufacturing Production Processes....3
MFG 1043	Manufacturing Power and Equip Syst...3
	Total Semester Hours.....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	Manufacturing Enterprise.....3
MFG 2033	Manufacturing Equipment Maintenance
	and Operation.....3
	Total Semester Hours.....15
	Total Certificate Hours.....30

TECHNICAL CERTIFICATE IN BUSINESSS SYSTEMS NETWORKING: CISCO

Term I	Semester Hours
ENG 1013	English Composition I.....3
CIS 1003	Microcomputer Operating Systems.....3
CIS 1013	Microcomputer Hardware Concepts
	and Applications.....3
NET 1016	Cisco Internetworking I.....6
	Total Semester Hours.....15

Term II	Semester Hours
MTH 1093	Mathematical Applications II -or-
BUS 1023	College Business Mathematics.....3
BUS 2013	Technical Communication.....3
CIS 2023	Adv PC Diagnostics and Configuration.3
NET 1026	Cisco Internetworking II.....6
	Total Semester Hours.....15
	Total Certificate Hours.....30

TECHNICAL CERTIFICATE IN ENTREPRENEURSHIP

Term I	Semester Hours
ENG 1013	English Composition I.....3
BUS 1603	Computer Fundamentals.....3
BUS 2113	Principles of Accounting I.....3
ETR 1003	Introduction to Entrepreneurship.....3
ETR 2003	Professional Selling/Advertising.....3
	Total Semester Hours.....15

Term II	Semester Hours
BUS 2553	Business Communications.....3
BUS 2033	Legal Environment of Business.....3
ETR 2023	Funding Acquisitions for
	Entrepreneurs.....3
ETR 2013	Opportunity/Feasibility/Analysis.....3
BUS 2903	Internship in Business Management....3
	Total Semester Hours.....15
	Total Certificate Hours.....30

TECHNICAL CERTIFICATE IN GENERAL TECHNOLOGY

Students have six options from which to choose:

- I. Applied Engineering
- II. Computer Information Systems
- III. Diesel Technology
- IV. Drafting and Design
- V. Electronics
- VI. Environmental/Health and Safety Technology

I. Applied Engineering Option

Term I	Semester Hours
ENG 1013	English Composition I.....3
DFT 1013	Fundamentals of Drafting.....3
DFT 1023	Intro to Computer Aided Drafting.....3
EGR 1004	Fundamentals of Engineering I.....4
	Total Semester Hours.....13

Term II	Semester Hours
BUS 2013	Technical Communications.....3
EGR 1024	Fundamentals of Engineering II.....4
ELE 1114	Electrical/Electronic Technology.....4
MTH 1093	Mathematical Applications II -or-
MTH 1113	College Algebra.....3
	Total Semester Hours.....14

Term III	Semester Hours
EGR 2004	Engineering Design I.....4
ELE 1124	Solid State Digital Electronics.....4
	Total Semester Hours.....8

Term IV	Semester Hours
ELE 2004	Electronics II.....4
EGR 2033	Engineering and Design Project.....3
	Total Semester Hours.....7
	Total Certificate Hours.....42

II. Computer Information Systems Option

Term I	Semester Hours
ENG 1013	English Composition I.....3
BUS 2343	Computer Keyboarding I -or- Keyboarding Proficiency.....3
BUS 1603	Computer Fundamentals.....3
BUS 2113	Principles of Accounting I.....3
BUS 2183	Electronic Spreadsheet Applications.....3
WEB 1003	Internet Business Foundation.....3
	Total Semester Hours.....15-18

Term II	Semester Hours
BUS 2453	Word Processing Concepts and Apps.....3
BUS 2553	Business Communications.....3
CIS 1003	Microcomputer Operating Systems.....3
CIS 2123	Visual BASIC Programming.....3
CIS 2203	Database Mgmt Concepts and Apps.....3
	Total Semester Hours.....15
	Total Certificate Hours...33-34

III. Diesel Technology Option

Term I	Semester Hours
ENG 1013	English Composition I.....3
BUS 1603	Computer Fundamentals.....3
DST 1004	Introduction to Diesel Engines.....4
DST 1014	Introduction to Fuel Systems.....4
DST 2004	Diesel Engine Diag and Repair.....4
	Total Semester Hours.....18

Term II	Semester Hours
DST 2124	Adv Diesel Engine Diag and Repair.....4
ELE 1054	Electronics I.....4
ELE 2154	Digital Electronics.....4
RET 1103	Fuels and Lubricants.....3
	Total Semester Hours.....15
	Total Certificate Hours.....33

IV. Drafting and Design Option

Term I	Semester Hours
ENG 1013	English Composition I.....3
BUS 1603	Computer Fundamentals.....3
MTH 1093	Math Applications II.....3
DFT 1013	Fundamentals of Drafting.....3
DFT 1023	Intro to Computer Aided Drafting.....3
SFT 1081	Introduction to Industrial Safety.....1
	Total Semester Hours.....16

Term II	Semester Hours
BUS 2013	Technical Communications -or-
ENG 1023	English Composition II.....3
DFT 2203	Architectural Drafting I w/CADD.....3
DFT 2303	Mechanical Drafting w/CADD.....3
DFT 2313	Electrical/Electronics Drafting w/CADD.....3
	Total Semester Hours.....12

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

V. Electronics Option

Term I	Semester Hours
ENG 1013	English Composition I.....3
MTH 1093	Mathematical Applications II.....3
BUS 1603	Computer Fundamentals.....3
ELE 1004	Electrical Technology I.....4
	Total Semester Hours.....13

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

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

VI. Environmental/Health and Safety Option

Term I		Semester Hours
BUS 1603	Computer Fundamentals.....	3
CHE 1024	Gen Ed Chemistry.....	4
MTH 1093	Math Applications II.....	3
EHS 1003	Introduction to Environmental Technology.....	3
EHS 1113	Environmental Regulations.....	3
	Total Semester Hours.....	16

Term II		Semester Hours
ENG 1013	English Composition I.....	3
EHS 2223	Hazardous Waste Oper (HAZWOPER).3	
EHS 2233	Chemistry of Hazardous Materials.....	3
SFT 2073	Industrial Safety and OSHA.....	3
	Total Semester Hours.....	12

Term III		Semester Hours
EHS 1134	Environ Sampling and Analysis I.....	4
	Total Semester Hours.....	4
	Total Certificate Hours.....	32

TECHNICAL CERTIFICATE IN INDUSTRIAL SUPERVISION AND SAFETY

Term I		Semester Hours
ENG 1013	English Composition I.....	3
BUS 1603	Computer Fundamentals.....	3
BUS 1803	Contemporary Issues/Supervision.....	3
SFT 1063	Industrial Loss Prevention.....	3
SFT 1071	CPR/First Aid.....	1
SPE 1003	Introduction to Oral Communication.....	3
	Total Semester Hours.....	16

Term II		Semester Hours
BUS 2013	Technical Communications.....	3
BUS 2813	Basic Management.....	3
MTH 1093	Mathematical Applications II.....	3
SFT 2073	Industrial Safety and OSHA.....	3
General elective.....		3
	Total Semester Hours.....	15

TECHNICAL CERTIFICATE IN INTERNET TECHNOLOGY/WEBPAGE DESIGN

Term I		Semester Hours
ENG 1013	English Composition I.....	3
MTH 1093	Mathematical Applications II -or-	
BUS 1023	College Business Math.....	3
WEB 1003	Internet Business Foundations.....	3
WEB 1013	Introduction to Web Page Design.....	3
WEB 1023	Network Technology Foundations.....	3
	Total Semester Hours.....	15

Term II		Semester Hours
BUS 2013	Technical Communications.....	3
CGR 1003	Introduction to Multimedia.....	3
CIS 1003	Microcomputer Operating Systems.....	3
WEB 2266	Adv Web Page Design and Methodology.....	6
	Total Semester Hours.....	15
	Total Certificate Hours.....	30

TECHNICAL CERTIFICATE IN MICROCOMPUTER SYSTEMS ADMINISTRATION

Term I		Semester Hours
ENG 1013	English Composition I.....	3
CIS 1003	Microcomputer Operating Systems.....	3
CIS 1013	Microcomputer Hardware Concepts and Applications.....	3
CIS 2213	Data Communications and Networks...3	
MSA 1113	Microsoft Server Operating Systems I...3	
	Total Semester Hours.....	15

Term II		Semester Hours
MTH 1093	Mathematical Applications II -or-	
BUS 1023	College Business Math.....	3
BUS 2013	Technical Communications.....	3
CIS 2023	Adv PC Diagnostics and Configuration.3	
MSA 2123	Microsoft Server Operating Systems II.3	
MSA 2243	Microsoft Workstation Operating Systems.....	3
	Total Semester Hours.....	15
	Total Certificate Hours.....	30

TECHNICAL CERTIFICATE IN MICROCOMPUTER MAINTENANCE/REPAIR

Term I		Semester Hours
ENG 1013	English Composition I.....	3
CIS 1003	Microcomputer Operating Systems.....	3
CIS 1013	Microcomputer Hardware Concepts and Applications.....	3
CIS 2213	Data Communications and Networks...3	
	Total Semester Hours.....	12

Term II	Semester Hours
MTH 1093	Mathematical Applications II -or-
BUS 1023	College Business Math.....3
BUS 2013	Technical Communications.....3
CIS 2013	A+ Certification Review.....3
CIS 2023	Adv PC Diagnostics and Configuration.3
	Total Semester Hours.....12
	Total Certificate Hours.....24

TECHNICAL CERTIFICATE IN RENEWABLE ENERGY TECHNOLOGY

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

Term II	Semester Hours
MTH 1093	Mathematical Applications II -or-
MTH 1113	College Algebra.....3
MCH 2043	Mechanical Devices.....3
RET 2024	Process Instrumentation.....4
SFT 1063	Industrial Loss Prevention.....3
EHS 1003	Introduction to Environmental Technology-or-
	Approved Specialty elective.....3-4
	Total Semester Hours.....16-17
	Total Certificate Hours...33-34

TECHNICAL CERTIFICATE IN WORD PROCESSING/DESKTOP PUBLISHING

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

Term II	Semester Hours
BUS 1373	Computer Keyboarding II.....3
BUS 2463	Adv Word Processing Applications.....3
BUS 2473	Desktop Publishing.....3
BUS 2493	Administrative Office Tech Internship...3
BUS 2553	Business Communication.....3
	Total Semester Hours.....15
	Total Certificate Hours.....30

Certificates of Proficiency

A Certificate of Proficiency is awarded for completion of a program designed for less than one year (15 semester credit hours or less). It is awarded to students demonstrating mastery of skills and knowledge against specified performance standards in a specific area or discipline and not normally part of other programs leading to a technical certificate or associate degree.

CERTIFICATE OF PROFICIENCY IN ADVANCED MANUFACTURING

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

Term II	Semester Hours
MFG 1043	Manufacturing Power and Equipment Systems.....3
MFG 2013	Manufacturing Materials.....3
	Total Semester Hours.....6
	Total Certificate Hours.....12

CERTIFICATE OF PROFICIENCY IN BUSINESS SYSTEMS NETWORKING CISCO

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

Term II	Semester Hours
NET 1026	Cisco Internetworking II.....6
	Total Certificate Hours.....12

CERTIFICATE OF PROFICIENCY IN ENTREPRENEURSHIP

Term I	Semester Hours
ETR 1003	Introduction to Entrepreneurship.....3
ETR 2003	Professional Selling/Advertising.....3
	Total Semester Hours.....6

Term II	Semester Hours
ETR 2013	Opportunity/Feasibility/Analysis.....3
ETR 2023	Funding Acquisitions for Entrepreneurs.....3
	Total Semester Hours.....6
	Total Certificate Hours.....12

CERTIFICATE OF PROFICIENCY IN GENERAL TECHNOLOGY

Students have 3 options from which to choose:

- I. Diesel Technology
- II. Environmental/Health and Safety Technology
- III. Electrical Maintenance Technology

I. Diesel Technology

Term I	Semester Hours
DST 1004	Introduction to Diesel Engines.....4
DST 2004	Diesel Engine Diagnosis and Repair.....4
	Total Semester Hours.....8

Term II	Semester Hours
DST 1014	Introduction to Fuel Systems.....4
DST 2124	Adv Diesel Engine Diag and Repair.....4
	Total Semester Hours.....8
	Total Certificate Hours.....16

II.Environmental/Health and Safety Technology

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

Term II	Semester Hours
EHS 2223	Hazardous Waste Oper(HAZWOPER)...3
EHS 2331	Current Issues in Environmental Tech...1
SFT 2073	Industrial Safety and OSHA.....3
	Total Semester Hours.....7
	Total Certificate Hours.....15

III. Electrical Maintenance Technology

Students have the option to take traditional 3-credit hour and 4-credit hour courses or to take a series of modular 1-credit hour courses. Each course is taught in a lab setting with theory and hands-on experience.

Term I	Semester Hours
ELE 1004	Electrical Technology I.....4
ELE 1023	Motor Controls.....3
	Total Certificate Hours.....7

Modular Course Options

ELE 1001	Understanding Basic Electricity & Electronics
ELE 1021	Electrical Measuring Instruments
ELE 1031	Electrical Safety & Protection
ELE 1071	Developing Electrical Troubleshooting Skills
ELE 1011	Using & Maintaining Transformers & AC Circuits
ELE 1041	Operating/Maintaining DC Equipment & Controls
ELE 1051	Operating/Maintaining Three Phase Motors

CERTIFICATE OF PROFICIENCY IN HOSPITALITY

Term I	Semester Hours
HOS 1003	Introduction to Hospitality.....3
HOS 1013	Introduction to Travel and Tourism.....3
	Total Semester Hours.....6

Term II	Semester Hours
HOS 2023	International Travel.....3
HOS 2033	Travel Operations.....3
	Total Semester Hours.....6
	Total Certificate Hours.....12

CERTIFICATE OF PROFICIENCY IN INDUSTRIAL MAINTENANCE TECHNOLOGY

Students have the option to take traditional 3-credit hour courses or to take a series of modular 1-credit hour courses. Each course is taught in a lab setting with theory and hands-on experience.

Term I	Semester Hours
MCH 2043	Mechanical Devices.....3
MCH 2083	Hydraulics and Pneumatics.....3
MCH 2213	Maintenance Welding.....3
	Total Certificate Hours.....9

Modular Courses Option

MCH 1001	Reading Blueprints
MCH 1011	Reading Schematics and Symbols
MCH 1051	Selecting and Maintenance Bearings
MCH 1061	Welding Principles
MCH 1071	Welding Operations
MCH 1081	Purging, Piping and Safety
MFG 1001	Developing Troubleshooting Skills
MFG 1011	Understanding Basic Hydraulics
MFG 1021	Hydraulic Troubleshooting
MFG 1031	Mechanical and Fluid Drive Systems
MFG 1041	Understanding Basic Pneumatics
MFG 1051	Pneumatic Troubleshooting Skills

CERTIFICATE OF PROFICIENCY IN INTERNET TECHNOLOGY/WEBPAGE DESIGN

Term I	Semester Hours
WEB 1003	Internet Business Foundations.....3
WEB 1013	Introduction to Web Page Design.....4
WEB 1023	Network Technology Foundations.....3
	Total Semester Hours.....9

Term II	Semester Hours
WEB 2266	Adv Web Page Design and Method.....6
	Total Certificate Hours.....15

**CERTIFICATE OF PROFICIENCY IN
LEAN TECHNOLOGY**

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

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

Industrial Option:

LNT 1023	Quick Changeovers
LNT 1033	Lean Maintenance

Service Option:

LNT 1043	Value Stream Development
LNT 1053	Total Productive Maintenance

**CERTIFICATE OF PROFICIENCY IN
LODGING**

Term I	Semester Hours
HOS 1113	Introduction to Lodging Industry.....3
HOS 1123	Lodging Fundamentals.....3
	Total Semester Hours.....6

Term II	Semester Hours
HOS 2133	Lodging Concepts.....3
HOS 2143	Adv Lodging Concepts.....3
	Total Semester Hours.....6
	Total Certificate Hours.....12

**CERTIFICATE OF PROFICIENCY IN
MICROCOMPUTER MAINTENANCE/REPAIR**

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

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

**CERTIFICATE OF PROFICIENCY IN
MICROCOMPUTER SYSTEMS ADMINISTRATION**

Term I	Semester Hours
CIS 1013	Microcomputer Hardware Concepts and Applications.....3
CIS 2213	Data Communications and Networks...3
MSA 1113	Microsoft Server Oper Systems I.....3
	Total Semester Hours.....9

Term II	Semester Hours
MSA 2123	Microsoft Server Oper Systems II.....3
MSA 2243	Microsoft Workstation Oper Systems...3
	Total Semester Hours.....10
	Total Certificate Hours.....15

**CERTIFICATE OF PROFICIENCY IN
RENEWABLE ENERGY TECHNOLOGY**

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

DEPARTMENT OF BUSINESS/TECHNOLOGY Course Descriptions

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

ACTS Equivalent Course Number = BUSI 1013

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 1111 Keyboarding (1-0-1)

This course teaches basic keyboarding skills. Emphasis is placed on techniques necessary to keyboard by touch.

BUS 1113 Legal Terminology (3-0-3)

This course provides students with a basic knowledge of legal language to allow them 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 1121 Introduction to Computers (1-0-1)

This course introduces students to the personal computer. Students gain an understanding of computer terminology, operating systems, applications, and basic personal-use software.

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

Designed for students who expect to work in a secretarial or clerical position, this course emphasizes bookkeeping 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 1171 Microsoft® Publisher (1-0-1)

This course introduces students to Microsoft Publisher. Students learn to create calendars, cards, postcards, and business cards using creativity to design and decorate their publications.

BUS 1191 Digital Photography (1-0-1)

This course introduces students to digital photography. Students learn how to take quality digital photographs and to share and store images.

BUS 1203 Consumer Finance (3-0-3)

This course offers insight into the effective handling of financial matters. Topics include budgeting, insurance, home ownership, renting, borrowing, saving, investing, taxes, and financial planning. Students are introduced to a popular financial software package.

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

ACTS Equivalent Course Number = BUSI 1103

This course is designed to teach basic keyboarding with an emphasis on techniques necessary to keyboard by touch. In addition to keyboard mastery, learning experiences include basic word processing tasks such as letters, reports, memos, and tables.

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

This course introduces alphabetic, numeric, subject, and geographic filing systems and provides practice in the operation of these systems. Projects include hands-on practice in manual filing and electronic database management. Some data entry is required.

Prerequisite: BUS 1603 (Grade \geq C)

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 placed on the production of business letters, statistical tables, manuscripts, business forms, and related projects.

Prerequisite: BUS 1343 (Grade \geq C)

BUS 1603 Computer Fundamentals (3-0-3)

ACTS Equivalent Course Number = CPSI 1003

This course provides an introduction to computer systems. Computer system hardware, software, data storage and terminology are stressed. Additionally, the course provides students with beginning skills required to use a microcomputer system, operating system software, and an integrated software package. On the first day of class, students will be expected to key a minimum of 25 correct words per minute.

BUS 1621 Microsoft® Excel (1-0-1)

This course introduces students to the basic features of Microsoft Excel. Students learn about basic spreadsheet operations such as entering data, creating formulas, formatting, and creating financial reports.

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 course focuses on the knowledge and skills required to produce professional-looking presentations and serves as preparation for the Core certification in Microsoft Office XP. **Prerequisite: BUS 1603 or equivalent**

BUS 1651 Microsoft® Windows (1-0-1)

This course introduces students to the Windows operating system. Students learn basic Windows terminology and gain hands-on experience.

BUS 1661 Microsoft® Word (1-0-1)

This course introduces students to Microsoft Word. Students learn basic skills such as creating tables, formatting text and paragraphs, and creating, saving, and editing documents.

BUS 1671 Internet Basics (1-0-1)

This course introduces students to basic Internet features. Students use search engines, download files, send attachments, and complete other basic tasks.

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

This course helps students acquire workplace supervisory skills. While learning supervisory management concepts, students learn how to be supervisors. 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 Arkansas Real Estate Commission requirement of sixty classroom 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)

ACTS Equivalent Course Number = ENGL 2023

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 provides a foundation for leaders who desire to improve their community. Topics include community history, quality of life indicators, developing a vision for the future, trusteeship and responsibility of board members, and economic development.

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

ACTS Equivalent Course Number = BLAW 2003

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 are covered.

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

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

BUS 2073 Business Statistics (3-0-3)

ACTS Equivalent Course Number = BUSI 2103

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

BUS 2081 Special Topics In Business (1-0-1)**BUS 2082 (2-0-2)****BUS 2083 (3-0-3)****BUS 2113 Principles of Accounting I (3-0-3)**

ACTS Equivalent Course Number = ACCT 2003

This introductory study of the financial accounting cycle emphasizes service and merchandising businesses and the proprietorship form of business organization. Fundamental accounting principles are covered.

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

ACTS Equivalent Course Number = ACCT 2013

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 are included. **Prerequisite: BUS 2113 (Grade ≥ C)**

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

This introduction to the use of electronic spreadsheets in everyday applications exposes students to the fundamental concepts of spreadsheet technology through a modern software package used extensively in the business world. Worksheets, formulas, graphics, and other key facets of the spreadsheet package are used heavily. Macros and other advanced features are introduced. **Prerequisite: BUS 1603 within the past 5 years with grade ≥ C**

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

This course provides a series of integrated projects for simulating real-world business activities. Students 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 ≥ C)**

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

This course provides a series of integrated projects for simulating real-world business activities. Students 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 ≥ 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**

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 introduces word processing concepts and provides hands-on experience in training students to input, edit, save, retrieve, and print documents. 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 word processing equipment outside of scheduled class time. **Prerequisite: BUS 1343 (Grade \geq C) or keyboarding skills. Prerequisite or Corequisite: BUS 1603 within the past 5 years with Grade \geq C**

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.**

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 students 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 136 contact hours is required.

Prerequisite: 45 credit hours toward the A.A.S. in AOT, registration for the internship during the preregistration, and completion of an Internship Agreement.

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

ACTS Equivalent Course Number = MKTG 2003

This course focuses on the various aspects of marketing, especially of consumer goods. Topics include consumer behavior, market segmentation, research, new product development, pricing, marketing channels, retailing, advertising, sales promotion, and 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 2553 Business Communication (3-0-3)

ACTS Equivalent Course Number = BUSI 2013

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.

Prerequisites: PSY 1003 and BUS 2813

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 and BUS 2813

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 136 contact hours required. **Prerequisite: 45 credit hours toward the A.A.S. in Management, registration for the internship during preregistration, 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.

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 and 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

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.**

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.**

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

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 within the past 5 years with Grade \geq C.**

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

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

This course 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)

This course provides 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, and A+ Certification exam fee.

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 and 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 within the past 5 years with Grade \geq C.

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

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

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 students to database programming and applications. Relational databases and database management systems and their properties are studied. 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 covered. Macros, menus, and toolbars are introduced as part of the development of an effective database management system (DBMS). **Prerequisite:** BUS 1603 within the past 5 years with Grade \geq C.

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 Co-requisite: CIS 1003 with Grade \geq C.

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 and 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 hours in the CIS and one of the following: CIS 1203, CIS 2113, CIS 2123, CIS 2133

CIS 2991 Internship in Computer Information Systems (0-4-1)

A minimum of 50 contact hours is required.
\$70 MOS testing fee

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

A minimum of 100 contact hours is required.
\$70 MOS testing fee

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

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. A minimum of 136 contact hours required. **Prerequisite: 45 credit hours in CIS and completion of an Internship Agreement.**
\$70 MOS testing fee

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 Co-requisite: 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 and 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 construction 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. This course also stresses 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.

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 136 contact hours required for DFT 2923, a minimum of 272 contact hours required for DFT 2926. **Prerequisites: 45 credit hours in Drafting and Design, registration for the internship during the preregistration, and completion of an Internship Agreement.**

DST 1004 Introduction to Diesel Engines (2-6-4)

This course is the first course in diesel technology. Students will gain skills in shop safety and other basic skills that will prepare them for specific diesel courses. The following topics will be covered: the basic theory of the internal combustion engine, the inventor of the diesel engine and its development, major components of a diesel engine, the proper use of precision measuring instruments, identifying different grades of fasteners and proper use of hand tools. Particular attention is given to the ability to follow detailed instructions from service manuals.

DST 1014 Introduction to Fuel Systems (2-6-4)

This course covers the different types of diesel injection systems and their operation. The students will learn to identify the different components that make up complete fuel delivery systems and that components specific function. All four major types of fuel systems will be broken down and described in detail. The student will learn what parts and seals in older fuel systems are prone to failure due to the use of biodiesel. This course will prepare the student for the diesel engine diagnosis and repair courses by familiarizing them with the most complex part of a diesel engine, the fuel system.

DST 2004 Diesel Engine Diagnosis and Repair (3-2-4)

This course is designed to instruct the student on correct diesel engine failure diagnosis and repair procedures. This will be done through failure analysis of each diesel engine component. Emphasis is placed on component identification and how it relates to the particular failure. All types of parts failure will be covered from minor to catastrophic and the proper repair procedures for each. Fuel system failure diagnosis will be studied as it relates to high concentrations of biodiesel and the moisture it sometimes introduces to the fuel system and its high solvent properties.

DST 2124 Advanced Diesel Engine Diagnosis and Repair (2-6-4)

This course is a continuation of diesel engine diagnosis and repair. Students will perform timing and tune-up procedures on different makes and models of diesel engines. They will learn to use each individual type of diagnostic and testing equipment that is in use in repair shops at the present time. The course will cover mechanical and electronic failure. They will learn to identify different types of failures by studying wear patterns on moving parts as well as detailed electronic system diagnosis and repair.

ECO 2103 Principles of Macroeconomics (3-0-3)

ACTS Equivalent Course Number = ECON 2103

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.

ECO 2203 Principles of Microeconomics (3-0-3)

ACTS Equivalent Course Number = ECON 2203

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.

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 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 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 136 contact hours are required. **Prerequisite: 45 credit hours in EGR, registration for internship during the pre-registration, and completion of an Internship Agreement.**

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 (Grade \geq C) and EHS 1003 (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 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 136 contact hours is required. **Prerequisite: 45 credit hours in EHS, registration for internship course during pre-registration, and completion of an Internship Agreement.**

ELE 1001 Understanding Basic Electricity and Electronics (1-0-1)

This course is an introduction to basic electrical terminology, units, symbols, concepts, and notation. An emphasis will be put on the application in a manufacturing setting.

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**

ELE 1011 Using and Maintaining Transformers (1-0-1) and AC Circuits

This course is an introduction to the use of transformers and other power transfer devices as applied to motors and motor controls.

ELE 1021 Electrical Measuring Instruments (1-0-1)

This course is an introduction to basic electrical measurement techniques and equipment. An emphasis will be put on the proper use and maintenance of measuring equipment in an industrial setting.

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 magnetics, inductance, capacitance, AC, inductive and capacitive reactance, impedance, passive filters, and circuit analysis/troubleshooting techniques. **Prerequisite: ELE 1004**

ELE 1031 Electrical Safety and Protection (1-0-1)

This course is an introduction to proper safety and protection techniques associated with electrical maintenance technology in an industrial setting. Students will be required to demonstrate safe practices in a manufacturing setting.

ELE 1041 Operating/Maintaining DC Equipment and Controls (1-0-1)

An introduction to the electronic devices, circuits, and systems used to control machinery, processes, and facilities in a manufacturing setting.

ELE 1051 Operating/Maintaining Single Phase Motors (1-0-1)

This course is an introduction to the power control and operating characteristics of single-phase rectifier, servomechanism, and transducer circuit applications.

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 1061 Operating/Maintaining Three Phase Motors (1-0-1)

This course is an introduction to the operation and maintenance of three-phase rectifier, servomechanism, and transducer circuit applications. The operation characteristics and applications of three-phase motors will be stressed.

ELE 1071 Developing Electrical Troubleshooting (0-2-1)

This is a lab course designed to provide hands-on experience with various electrical troubleshooting techniques and theories associated with equipment in an industrial setting.

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**

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**

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, how 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.

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.

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.

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.**

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**

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), GIS 1003, and GIS 1303.**

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. **Pre- or Co-requisite: GIS 2203**

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 of 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**

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

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

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 Co-requisite: 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 136 contact hours is required. **Prerequisite: 45 credit hours toward an A.A.S. in Management and registration for the internship during preregistration.**

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

LNT 1023 Quick Changeovers (3-0-3)

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 Co-requisite: 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 Co-requisite: 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 Co-requisite: 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 Co-requisite: LNT 1014**

MCH 1001 Reading Blueprints (1-0-1)

This course is an introduction to the use of blueprints pertaining to maintenance and repair. Special emphasis will be given to applications in soldering, brazing, welding, and cutting operations.

MCH 1011 Reading Schematics and Symbols (1-0-1)

This course is an introduction to reading and interpreting schematics and the symbols used on schematics pertaining to maintenance and repair. Special emphasis will be given to applications associated with mechanical devices in an industrial manufacturing setting.

MCH 1051 Selecting and Maintaining Bearings (1-0-1)

This course is an overview of the principles, concepts, and applications of bearings in mechanical devices found in an industrial plant. Topics covered include the use and maintenance of bearings in various drive systems and sheaves and lubrication. Lab will be used to emphasize practical maintenance, installation, and procedures for repair and replacement.

MCH 1061 Welding Principles (1-0-1)

This course is designed to provide the basic knowledge of oxy-acetylene welding, cutting and brazing, and basic arc welding necessary in the maintenance and repair of production equipment. It provides a basic introduction to TIG and MIG welding procedures and practices.

MCH 1071 Welding Operations (1-0-1)

This course is designed to provide hands-on skills in oxy-acetylene welding, cutting and brazing, basic welding, and safety necessary in the maintenance and repair of production equipment.

MCH 1081 Purging, Piping, and Safety (1-0-1)

This course is an introduction to the proper techniques and safety procedures associated with soldering or welding pipes and pipe fittings in an industrial setting.

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.

MFG 1001 Developing Troubleshooting Skills (1-0-1)

This course is a lab designed to provide hands-on experience with various mechanical troubleshooting techniques and theories associated with equipment in an industrial setting.

MFG1011 Understanding Basic Hydraulics (1-0-1)

This course covers the principles of hydraulic equipment and its use and application in industry. Topics include hydraulic pumps, control valves, cylinders, seals, filters, pressure regulators, pressure control valves, and flow controls.

MFG1021 Hydraulic Troubleshooting Skills (1-0-1)

This course is a lab designed to provide hands-on experience with various troubleshooting techniques and theories associated with hydraulic equipment in an industrial setting.

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 1031 Mechanical and Fluid Drive Systems (1-0-1)

This course is an overview of the principles, concepts, and applications of mechanical and fluid drive systems found in an industrial plant. Topics covered include belt drive systems, chain drives, conveyor belts, and sprockets associated with the manufacturing industry. Lab will be used to emphasize practical maintenance, installation and procedures for repair and replacement.

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.

MFG1041 Understanding Basic Pneumatics (1-0-1)

This course covers the principles of pneumatic equipment and its use and application in industry. Topics include vacuum pumps, control valves, cylinders, seals, air compressors, filters, pressure regulators, pressure control valves, and flow controls.

**MFG 1043 Manufacturing Power & Equipment (2-2-3)
Systems**

This course is designed to expand upon previous courses and allow students the opportunity to demonstrate knowledge of power systems and use the advanced tools of manufacturing production. Students plan, design, implement, use, and troubleshoot manufacturing power systems, equipment systems, and control systems.

MFG1051 Pneumatic Troubleshooting Skills (1-0-1)

This course is a lab designed to provide hands-on experience with various troubleshooting techniques and theories associated with pneumatic equipment in an industrial setting.

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 (2-2-3)
Maintenance & Operation**

This course is designed to provide the student with a comprehensive knowledge of manufacturing equipment, safety, maintenance, and operation procedures, control systems as well as leadership abilities in the field.

Prerequisite: MFG 1043

MFG 2923 Manufacturing Capstone: (2-3-3)**Engineering Design & Problem Solving**

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 through understanding of manufacturing materials, processes, and techniques.

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.

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 Co-requisites: CIS 1013 and CIS 2213.**

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 within the past 5 years with Grade \geq C. Co-requisite: CIS 1013 and CIS 2213.**

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. **Co-requisites: leadership lab and 1-hour physical fitness session.**

Prerequisite: MSC 1011.

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. **Co-requisites: 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

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**

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 1014 Biomass and Feedstocks (3-2-4)

This course provides a detailed study of the forms, structures, functions, and reproduction of plants and the production, handling, and maintenance of biomass in the alternative fuels industry.

RET 1024 Biofuels (2-3-4)

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 will investigate the structure, function, and production of 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 1103 Fuels and Lubricants (3-0-3)

This course will cover the different grades and viscosities of lubricants and their function in an engine. The student will learn the process by which fuels and lubricants are produced. Topics covered will be: how lubricants are graded, how fuel oil is produced and graded, and the use of biodiesel and how it affects engine parts and its direct effect on the lubricating system.

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 and RET 1013

RET 2034 Bioprocess Practices and Lab (3-2-4)

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 136 contact hours is required. **Prerequisite: 45 credit hours in RET, registration for internship course during the pre-registration, and completion of an Internship Agreement Form.**

RET 2933 Renewable Energy Capstone (2-3-3)

This course introduces some new concepts related to renewable energy technology design and problem solving. Students solve a given challenge that requires the use of advanced renewable energy technology systems, design skills, communication skills, and a thorough understanding of renewable energy technology materials, processes, and techniques.

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.

WEB 1003 Internet Business Foundations (3-0-3)

This course teaches students about key Internet technologies, such as Web browsers, e-mail, newsgroups, File Transfer Protocol, Telnet, and search engines. This course also covers topics in e-commerce, project management, and security in information technology. **Prerequisite: BUS 1603 within the past 5 years with Grade \geq C and \$25 CIW testing fee.**

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 within the past 5 years with Grade \geq C and \$30 CIW testing fee.**

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 within the past 5 years with Grade \geq C and \$25 CIW testing fee.**

WEB 1033 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 and \$80 CIW testing fee.**



DEPARTMENT OF HUMANITIES

The mission of the Department of Humanities shall be to offer a quality educational experience for individual development and to improve the general community. The department encompasses the disciplines of art, drama, music, English language and literature, health and physical recreation, and foreign languages

DEPARTMENT OF HUMANITIES Course Descriptions

ART 1001 Special Topics Applied Art (1-0-1)
ART 1002 (2-0-2)

Special topics applied art courses. May be repeated for credit. **Course fees: ART 1001 \$30; ART 1002 \$60.**

ART 1003 Art Appreciation (3-0-3)
ACTS Equivalent Course Number = ARTA 1003

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 (3-0-3)

Studio-lecture course. Introduction to the visual elements and two-dimensional design principles. Experience with a broad variety of media and techniques.

ART 1023 Drawing I (3-0-3)

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 1313 Basic Design II (3-0-3)

Studio-lecture course. Study of the visual elements. Investigation of color. Introduction to the elements and principles of three-dimensional design.

ART 1323 Drawing II (3-0-3)

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 2001 Special Topics in Art (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 or interest is apparent. May be repeated for credit.

ART 2013 Painting I (3-0-3)

The painting medium 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 2023 Art History I (3-0-3)

ACTS Equivalent Course Number = ARTA 2003

Examination of painting, sculpture, architecture, and media from the prehistoric period to the Renaissance.

ART 2113 Pottery I (3-0-3)

An introduction to the techniques of clay forming, including wheel throwing, slab, and coil building. Glaze information is also included. May be repeated for credit. **\$60 course fee**

ART 2123 Pottery II (3-0-3)

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. May be repeated for credit. **\$60 course fee**

ART 2313 Painting II (3-0-3)

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 2323 Art History II (3-0-3)

ACTS Equivalent Course Number = ARTA 2103

Examination of painting, sculpture, architecture, and media from the Renaissance to the contemporary period.

DRA 1003 Theater Appreciation (3-0-3)

ACTS Equivalent Course Number = DRAM 1003

This course is an introduction to theater arts including history, dramatic works, stage techniques, production procedures, as it relates to the fine arts, society, and the individual.

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.

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.

DRA 2001 Special Topics in Drama (1-0-1)

DRA 2002 (2-0-2)

DRA 2003 (3-0-3)

Special topics drama courses may be repeated for credit.

ENG 0943 Conversational English as a Second Language (3-0-3)

Conversational English as a Second Language 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.

ENG 1013 English Composition I (3-0-3)

ACTS Equivalent Course Number = ENGL 1013

English Composition I is 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: Appropriate placement scores as indicated on the College's placement test score table. Test scores used for placement must be no older than five years.

Co-requisite: LAN 0973 Language Enhancement II.

Students are placed into LAN 0973 based on test scores and/or previous grades as indicated in the LAN 0973 course description. Since LAN 0973 and ENG 1013 are co-requisites, they must be taken together. LAN 0973 cannot be taken by itself. A student must earn a satisfactory grade in both courses during the same semester, or must repeat both courses. A student who wishes to withdraw from one course must withdraw from both.

ENG 1023 English Composition II (3-0-3)

ACTS Equivalent Course Number = ENGL 1023

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).

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.

ENG 2001 Special Topics in English (1-0-1)

ENG 2002 (2-0-2)

ENG 2003 (3-0-3)

Special topics courses covering various topics within the English discipline. May be repeated for credit.

ENG 2073 World Literature I (3-0-3)

ACTS Equivalent Course Number = ENGL 2113

Survey of masterpieces of the ancient world, the middle ages and Renaissance. Includes study of movements, schools, and periods.

Prerequisite: ENG 1023 (Grade \geq C).

ENG 2083 World Literature II (3-0-3)

ACTS Equivalent Course Number = ENGL 2123

Selected significant works of world literature from the Renaissance to the present. Includes study of movements, schools, and periods.

Prerequisite: ENG 1023 (Grade \geq C).

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 \geq C).

ENG 2183 Western Literature I (3-0-3)

ACTS Equivalent Course Number = ENGL 2213

Selected significant works of western literature from ancient, medieval, and Renaissance periods. Includes study of movements, schools and periods.

Prerequisite: ENG 1023 (Grade $>$ C).

ENG 2193 British Literature I (3-0-3)

ACTS Equivalent Course Number = ENGL 2673

Selected works of British literature from its beginning through the Renaissance.

Prerequisite: ENG 1023 (Grade \geq C).

ENG 2243 American Literature before 1865 (3-0-3)

ACTS Equivalent Course Number = ENGL 2653

Selected works of American literature from its beginning to 1865. **Prerequisite: ENG 1023 (Grade \geq C).**

ENG 2253 American Literature Since 1865 (3-0-3)

ACTS Equivalent Course Number = ENGL 2663

Selected works of American literature from 1865 to the present. **Prerequisites: ENG 1023 (Grade \geq C).**

ENG 2283 Western Literature II (3-0-3)

ACTS Equivalent Course Number = ENGL 2223

Selected significant works of western literature from Renaissance to the present period. Includes study of movements, schools, and periods.

Prerequisite: ENG 1023 (Grade \geq C).

ENG 2293 British Literature II (3-0-3)

ACTS Equivalent Course Number = ENGL 2683

Selected works of British literature from the Renaissance to present. **Prerequisite: ENG 1023 (Grade \geq C).**

FRE 1014 Elementary French I (3-1-4)

ACTS Equivalent Course Number = FREN 1013

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)

ACTS Equivalent Course Number = FREN 1023

A continuation of French 1014.

Prerequisite: FRE 1014 or equivalent

FRE 2014 Intermediate French I (3-1-4)

ACTS Equivalent Course Number = FREN 2013

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)

ACTS Equivalent Course Number = FREN 2023

A continuation of French 2014.

Prerequisite: FRE 2014 or equivalent

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)

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

Each physical education activities course involves skills, techniques, and rules for the specified activity. Physical education activities course may be repeated for credit. A \$5 fee applies to all HPR activity classes.

HPR 1121 Fitness for Women (0-2-1)

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 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)

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 Personal Health and Safety (3-0-3)

ACTS Equivalent Course Number = HEAL 1003

This course is designed to assist students in understanding and developing attitudes and behaviors necessary to establish healthful living practices.

IDS 1211, 1221, 2211, 2221 (1-0-1)

Honors Interdisciplinary Seminar

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 (2-0-2)

Honors Interdisciplinary Seminars

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.

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**

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.

LAN 0966 Language Enhancement I (6-0-6)

This course integrates language instruction in reading and writing to help students whose test scores indicate a need to enhance their reading and writing competency before beginning English Composition I. This intensive language course focuses on reading comprehension and writing. Students are placed into this class based the College's placement test score table. Test scores used for placement into this course must be no older than five years. Any student with test scores older than five years.

LAN 0973 Language Enhancement II (3-0-3)

This course integrates language instruction in reading and writing to help students enhance their reading and writing competency *while simultaneously enrolled* in English Composition I. This language course focuses on reading comprehension and writing. Students must **co-enroll** in this course and English Composition I. This course is a **co-requisite** for English Composition I.

Prerequisite: LAN 0966 (Grade \geq C) OR appropriate placement test scores in English and Reading as indicated by the College's placement test score table. Test scores used for placement must be no older than five years.

Co-requisite: ENG 1013 English Composition I.

Since LAN 0973 and ENG 1013 are co-requisites, they must be taken together. LAN 0973 cannot be taken by itself. A student must earn a satisfactory grade in both courses during the same semester, or must repeat both courses. A student who wishes to withdraw from one course must withdraw from both.

Applied Music Instruction

Private instruction courses typically meet 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.

MUS 1021 Applied Voice (0-5-1)

MUS 1022 Applied Voice (0-1-2)

MUS 1031 Applied Piano (0-5-1)

MUS 1032 Applied Piano (0-1-2)

MUS 1121 Applied Instrumental (0-5-1)

MUS 1122 Applied Instrumental (0-1-2)

MUS 1901 Applied Guitar (0-5-1)

MUS 1902 Applied Guitar (0-1-2)

MUS 2011 Special Topics in Applied Music (0-5-1)

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 1003 Music Appreciation (3-0-3)

ACTS Equivalent Course Number = MUSC 1003

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 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.

Co-requisite: MUS 1611

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 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.**

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 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.

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. **Co-requisite:** MUS 1711

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 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 1711 Aural Theory II (2-0-1)
A continuation of Aural Theory I, which is a prerequisite. **Prerequisite:** MUS 1611. **Co-requisite:** MUS 1513

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 1811 Aural Theory III (2-0-1)
Aural training including more advanced melodic, rhythmic and harmonic materials. **Prerequisite:** MUS 1711. **Co-requisite:** 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 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.

MUS 2012 Special Topics in Applied Music (0-1-2)

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. **Co-requisite:** MUS 1811

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. **Co-requisite:** 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. **Co-requisite:** Any Applied Voice Course

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 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. **Co-requisite:** MUS 1911

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

NOTE: SPA 1114, SPA 1124, SPA 2114 and SPA 2124 must be taken in sequence. Students who wish to skip a prerequisite course should contact the testing coordinator in the Betty Jo Hodges Building about CLEP testing. Otherwise, regardless of experience with the language, students must begin with SPA 1114 and progress sequentially.

SPA 1114 Elementary Spanish I (3-1-4)

ACTS Equivalent Course Number = SPAN 1013

SPA 1114 is the first course in a four-course sequence. It is designed to help students develop listening, speaking, reading, and writing skills. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. Students who believe their Spanish skills are beyond this level should contact the testing coordinator in the Betty Jo Hodges Building about CLEP testing. Otherwise, regardless of experience with the language, students must begin with this course and progress sequentially through SPA 1124, SPA 2114, and SPA 2124.

SPA 1124 Elementary Spanish II (3-1-4)

ACTS Equivalent Course Number = SPAN 1023

SPA 1124 is a continuation of SPA 1114. It seeks to further develop listening, speaking, reading, and writing skills. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. Regardless of experience with the language, students must meet the prerequisite before enrolling in SPA 1114. See NOTE above. **Prerequisite: SPA 1114**

SPA 2114 Intermediate Spanish I (3-1-4)

ACTS Equivalent Course Number = SPAN 2013

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. Regardless of experience with the language, students must meet the prerequisite before enrolling in SPA 2114. See NOTE above. **Prerequisite: SPA 1124**

SPA 2124 Intermediate Spanish II (3-1-4)

ACTS Equivalent Course Number = SPAN 2023

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. Regardless of experience with the language, students must meet the prerequisite before enrolling in SPA 2124. See NOTE above. **Prerequisite: SPA 2114**

SPE 1003 Introduction to Oral Communication (3-0-3)

ACTS Equivalent Course Number = SPCH 1003

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 Interpersonal Communication I (1-0-1)

SPE 2021 Interpersonal Communication II (1-0-1)

SPE 2031 Interpersonal Communication 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

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.

Criminal background checks and drug screens are required annually in August. These must be completed between August 1st and August 31st of each year. If these are not completed and submitted to the Allied Health Science Department by the deadline, the student will be dismissed from the program. (Criminal Background checks and drug screens are a requirement for clinical.)

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.

CERTIFICATE OF PROFICIENCY

MEDICATION ASSISTANT PROGRAM

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.

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 83 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 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.

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

The Technical 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

Core Courses		Semester Hours
BIO 2114	Anatomy and Physiology I.....	4
BIO 2134	Anatomy and Physiology II.....	4
BUS 1603	Computer Fundamentals.....	3
ENG 1013	English Composition I.....	3
ENG 1023	English Composition II.....	3
Total Core Course Hours.....		17

Nursing Interest:

Option 1 +Core Courses		Semester Hours
BIO 2504	Microbiology.....	4
HSC 1023	Pharmacology.....	3
HSC 1113	Nutrition.....	3
MTH 1113	College Algebra.....	3
PSY 1003	General Psychology.....	3
PSY 2003	Developmental Psychology.....	3
SOC 1013	Introduction to Sociology –or–	
SOC 2043	Cultural Anthropology.....	3
Option 1.....		22
Core Courses.....		17
Total.....		39

Radiologic Technology Interest:

Option 2 + Core Courses		
HSC 1003	Medical Terminology.....	3
MTH 1113	College Algebra.....	3
PHY 2013	Survey of Physics for Radiologic Technology.....	3
SOC 2043	Introduction to Anthropology.....	3
Option 2.....		12
Core Courses.....		17
Total.....		29

Occupational Therapy Assistant Interest:

Option 3 + Core Courses		
HSC 1002	Introduction to Occupational Therapy.....	2
MTH 1113	College Algebra.....	3
PSY 1003	General Psychology.....	3
PSY 2003	Developmental Psychology.....	3
PSY 2063	Abnormal Psychology.....	3
SOC 1013	Introduction to Sociology.....	3
Option 3.....		17
Core Courses.....		17
Total.....		34

**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 Hours.....18

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 \$30.00) 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. Complete Criminal Background Check and Drug Screen process.

- 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.
- 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:

- Adhere to EACC and EMT Paramedic Program policies and procedures.
- Achieve a “C” or better in all required general education courses in order to successfully complete the program.
- 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.
- 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).
- Complete and return all required forms and data records for each clinical application and field internship course.
- Successfully complete the Skill Competency Manual for each clinical application course during the respective term.
- Successfully complete the ACLS component in Traumatology II to progress to Traumatology III.
- Successfully complete the Skill Competency Manual for Field Internship during Term IV in order to graduate.
- Comply with all clinical facility rules and regulations.
- 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.
- Repeat all EMT courses in Term IV, if unsuccessful in one course within Term IV.
- 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.

- Apply for readmission as first time entering student if unsuccessful in two (2) EMT-Paramedic courses.

Readmission Process

- Students seeking readmission to the EMT-Paramedic Program should make an appointment with the Director of EMT-Paramedic Program.
- Readmission is based on space availability.
- 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.
- Students who are unsuccessful in two (2) EMT-Paramedic courses must apply for readmission as first time entering students and meet current admission requirements.
- 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 \$150 annually in August.**

Costs Other Than Tuition for Paramedic Program

Expense	Term I	Term II	Term III	Term IV
Textbooks	~\$450	~\$350	~\$100	~\$200
ACLS Card	X	\$2.50	X	X
Malpractice Insurance	\$80	X	\$80	\$50
FISDAP	\$80	X	X	\$25
Criminal Background & Drug Screen for Clinical	~\$150	X	X	X
Uniforms, shoes, stethoscope, penlight, etc.	~\$300	X	X	X
Health Insurance	varies	varies	varies	varies
Travel/Parking Fees for Clinical	~\$350	~\$350	~\$350	~\$350
CPR Certification	\$45	X	X	X
Immunization Requirements	~\$350	X	X	X
Criminal Background for licensure	X	X	X	~\$50
State Certification Fee	X	X	X	\$10
NREMT Licensure Fee	X	X	X	\$70
College Matriculation Fee	\$50	X	X	X

Costs are approximate and may change.

X = No cost during that term

~ = Approximate

**ASSOCIATE OF APPLIED SCIENCE DEGREE
EMERGENCY MEDICAL TECHNOLOGY-
PARAMEDIC**

Curriculum Plan

Term I (Fall)		Semester Hours
BIO 2114	Anatomy and Physiology for EMT-P.....	4
MTH 1093	Math Applications II.....	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 Semester Hours.....		18

Term II (Spring)		Semester Hours
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 Semester Hours.....		15

Term III (Summer)		Semester Hours
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

Summer II (5 weeks)		
ENG 1023	English Composition II – or –	
BUS 2013	Technical Communication.....	3
Total Semester Hours.....		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 Semester Hours.....		18
Total Credit Hours–EMT.....		39
Total Credit Hours – General Education.....		25
Total Hours.....		64

**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 Semester Hours.....		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 Semester Hours.....		12

Term III (Summer 10 weeks)		Semester Hours
EMT 2037	Traumatology III.....	7
EMT 2030	Clinical Applications of Traumatology III.....	0
Total Semester Hours.....		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 Semester Hours.....		12
Total Credit Hours–EMT.....		39
Total Credit Hours – General Education.....		7
Total Hours.....		46

CERTIFICATE OF PROFICIENCY

EMERGENCY MEDICAL TECHNOLOGY-BASIC

The Emergency Medical Technology – Basic Program is a one semester course. Upon completion, the student will earn a Certificate of Proficiency and be eligible to apply to take the National Registry of EMT’s. The Arkansas Department of Health - Division of EMS requires a criminal background check and may require a drug screen before applicants are eligible to take the licensure exam (NREMT). If any student that has been convicted of a crime, the Arkansas Department of Health Division of EMS will make the final determination to allow a student to take the National Registry Exam. The student must maintain a minimal grade of 78% to pass the EMT course. Certain clinical facilities may require other background checks and drug screening.

Term I		Semester Hours
EMT 1009	Emergency Medical Technician Basic (EMT-B).....	9
Total Hours.....		9

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. Nursing practice is based on standards and *legal and ethical considerations* formulated by the profession and implemented through 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.

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 \$60.00).
 - 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. Complete Criminal Background Check and Drug Screen process

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.

The Criminal Background and Drug Screen for clinicals will be approximately \$150 annually in August.

Costs Other Than Tuition for the Nursing Program

Expense	Term I	Term II	Term III	Term IV	Term V
Textbooks	~\$350	~\$350	~\$150	~\$300	~\$300
Assessment Fee	\$125	\$125	\$125	\$125	\$125
Malpractice Insurance	\$50	X	\$50	X	X
Uniforms/Stethoscope/Shoes/Watch	~\$300	X	X	X	\$75
Nursing Bag (Laboratory Supplies)	~\$200	X	X	X	~\$75
Health Insurance	varies	varies	varies	varies	varies
Travel/Parking Fees for Clinical	~\$350	~\$350	~\$350	~\$350	~\$350
CPR Certification	~\$45	X	X	X	X
Immunization Requirements	~\$350	X	X	X	X
EACC Nursing Pin	X	X	X	X	~\$25-125
Nightingale Lamp	X	X	X	X	~\$30
NCLEX-RN	X	X	X	X	\$200
Licensure Fee for Arkansas	X	X	X	X	\$75
Temporary Permit (optional)	X	X	X	X	\$25
College Matriculation Fee	\$50	X	X	X	X
Criminal Background & Drug Screen for Clinical	~\$150	X	X	X	X

Costs are approximate and may change.

X = No cost during that term

~ = Approximate

Retention/Progression Policy

To be allowed to remain or progress in the Associate of Applied Science Nursing (AASN) Program, the student must:

- Adhere to EACC and AASN policies.
- 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.
- Earn a grade of "C" or better in all nursing theory courses to progress to the next term.
- Complete the following steps if a grade of "D" or "F", or "W" is earned in one nursing course:
 - 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 \$30.00 each (subject to change).
 - 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.
 - 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.
 - Students failing or withdrawing from a nursing course can only reenroll in that course once.

- 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.
- Adhere to the attendance and punctuality policies of East Arkansas Community College and the nursing program (classroom, clinical, and lab).
- 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 read mission. Failure to do so may result in placing a hold on grades and registration and/or dismissal from the nursing program.
- 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.
- 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.

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:

- 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.
- Meet all current nursing program requirements.
- 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 TRADITIONAL 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
MTH 1113	College Algebra.....	3
Total Semester Hours.....		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 Semester Hours.....		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 Semester Hours.....		14

Term III (Summer II)		Semester Hours
NUR 2044	Mental Health Nursing.....	4
NUR 2040	Clinical Applications of Mental Health Nursing.....	0
Total Semester Hours.....		4

Term IV (Fall)		Semester Hours
SOC 1013	Introduction to Sociology -or-	
SOC 2043	Cultural 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 Semester Hours.....		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.

ASSOCIATE OF APPLIED SCIENCE NURSING (AASN) LPN/LPTN 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 \$60.00) and submit scores to Department of Allied Health Science. (Fees are non-refundable.)
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 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 following chart:

Time

Validation of Recent Work Experience

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. 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 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. Complete Criminal Background Check and Drug Screen process.

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
LPN/LPTN ACCELERATED TRACK**

Curriculum Plan

Nursing Prerequisites

Hours		Semester
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.....	3
PSY 1003	General Psychology.....	3
PSY 2003	Developmental Psychology.....	3
HSC 1113	Nutrition.....	3
	Total Hours.....	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 Semester Hours.....	7

Term III (Summer II)

Semester Hours

NUR 2044	Mental Health Nursing.....	4
NUR 2040	Clinical Applications of Mental Health Nursing.....	0
	Total Semester Hours.....	4

Term IV (Fall)

Semester Hours

SOC 1013	Introduction to Sociology -or-	
SOC 2043	Cultural 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 Semester Hours.....	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 Semester Hours.....	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	~\$350	~\$150	~\$300	~\$300
Assessment Fee	\$125	\$125	\$125	\$125
Malpractice Insurance	\$50	X	X	X
Uniforms/Stethoscope/Shoes/Watch	~\$250	X	X	\$50
Nursing Bag (Laboratory Supplies)	~\$200	X	X	~\$75
Health Insurance	varies	varies	varies	varies
Travel/Parking Fees for Clinical	~\$350	~\$350	~\$350	~\$350
CPR Certification	~\$45	X	X	X
Immunization Requirements	~\$350	X	X	X
EACC Nursing Pin	X	X	X	~\$25-125
Nightingale Lamp	X	X	X	~\$30
NCLEX-RN	X	X	X	\$200
Licensure Fee for Arkansas	X	X	X	\$75
Temporary Permit (optional)	X	X	X	\$25
College Matriculation Fee	\$50	X	X	X
Criminal Background & Drug Screen for Clinical	~\$150	X	X	X

Costs are approximate and may change.

X = No cost during that term

~ = Approximate

**The Criminal Background and Drug Screen for
clinicals will be approximately \$150 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.

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.arrt.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.

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 Pre-Entrance Exam: Critical Thinking Entrance Exam (Cost \$30.00).

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 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. Complete Criminal Background Check and Drug Screen process.

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	~\$450	~\$350	~\$100	~\$200	~\$200
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	\$45	X	X	X	X
Immunization Requirements	~\$350	X	X	X	X
Graduation Pictures	X	X	X	X	~\$20
ARRT Certification Exam	X	X	X	X	\$150
College Matriculation Fee	\$50	X	X	X	X

Costs are approximate and may change.

X = No cost during that term

~ = Approximate

The Criminal Background and Drug Screen for clinicals will be approximately \$150 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 Community College's Associate of Applied Science Radiologic Technology Program.

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.....3
SOC 2043	Cultural Anthropology.....3
	Total Hours.....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 Hours.....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 Hours.....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 Pathology.....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

ASSOCIATE OF APPLIED SCIENCE
MEDICAL ASSISTING TECHNOLOGY PROGRAM
Program Description

The Medical Assisting Technology Program will focus on educating individuals to become medical coders. Coders will be responsible for entering the correct code for various medical services and processes so that health care providers can receive payment for services rendered. This program will provide courses on various systems and codes used in coding, process for storage and retrieval of data using alphanumeric codes, and how coding systems integrate across the health care fields. In addition, students will complete classes in anatomy and physiology, basic pathophysiology, pharmacotherapeutics, as well as general education courses providing the background knowledge to promote critical thinking and decision making when reviewing and analyzing health records for coding.

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.

Curriculum Plan-Coding Focus

Term I	Semester Hours
BIO 2114	Anatomy and Physiology I.....4
HSC 1043	Coding & Insurance Processing.....3
HSC 1003	Medical Terminology.....3
ENG 1013	English Composition I.....3
MTH 1113	College Algebra.....3
	Total Hours.....16

Term II	Semester Hours
BIO 2134	Anatomy and Physiology II.....4
ENG 1023	English Composition II.....3
BUS 1603	Computer Fundamentals.....3
HSC 2123	Healthcare Law and Ethics.....3
HSC 1053	Intermediate Diagnosis Coding.....3
	Total Hours.....16

Term III	Semester Hours
BUS 2453	Word Processing Concepts and Applications.....3
BUS 1353	Basic Filing/Records Management.....3
HSC 2023	Intermediate Procedure Coding.....3
HSS 2012	Introduction to Pathophysiology.....2
HSC 2022	Introduction to Pharmacotherapy.....2
PSY 1003	General Psychology.....3
	Total Hours.....16

Term IV	Semester Hours
BUS 2483	Medical Office Management.....3
HSC 2043	Reimbursement Methodologies.....3
HSC 2053	Professional Practicum/Internship.....3
HSC 2062	Advanced Coding.....2
SOC 1013	Introduction to Sociology -or-
SOC 2043	Cultural Anthropology.....3
BUS 2553	Business Communications -or-
SPE 1003	Introduction to Oral Communication....3
	Total Hours.....17
	Total Credit Hours-Technical Area.....36
	Total Credit Hours- General Education.....26
	Total Program Hours.....62

Occupational Therapy Assistant Program

Accreditation Status and National Certification Examination

The occupational therapy assistant program has applied for accreditation and has been granted Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is (310) 652-AOTA. Once accreditation of the program has been obtained, its graduates 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 of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduates' ability to sit for the NBCOT certification examination or attain state licensure.

Occupational Therapy Assistant Program Mission Statement

The purpose of the occupational therapy assistant program is to inherently provide and enhance educational excellence through a solid academic and clinical curriculum. Upon completion of the curriculum the individual will easily transition into the health care environment with competent clinical skills. The OTA program also supports cultural enrichment by providing an environment that fosters the belief that every individual is worthy of dignity and respect. The overall goal of the OTA program at EACC is to yield competent, ethical, and compassionate occupational therapy assistants for benefit of society and the profession of occupational therapy.

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 believes 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.

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.

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 healthcare 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.

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.

The Criminal Background and Drug Screen for clinical will be approximately \$150 annually in August.

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 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 deadline.
5. Take the Pre-Entrance Examinations (Total cost \$60.00). Fee is non-refundable. The Pre-Entrance Examinations are provided by Assessment Technologies, Inc. and may be taken only once per academic year. These are timed computerized tests.
 - a. Critical Thinking Pre-Entrance Examination
The Critical Thinking Entrance Examination is a non-occupational therapy assistant 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.
 - b. HOBET- The Health Occupations Basic Entrance Test (HOBET®) measures basic essential skills in the academic content area domains of reading, mathematics, science and English and language usage. The test is intended for use with adult allied health program applicant populations. (www.atalliedhealth.com)

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.

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.

Registrar's Office
East Arkansas Community College
1700 Newcastle Road
Forrest City, AR, 72335

Department of Allied Health Science
East Arkansas Community College
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 and the HOBET Pre-Entrance Examinations to the Department of Allied Health Science.
4. Complete 10 observational hours.

Application Review/Notification

Applicants whose files are completed by the deadline will be considered by the Restricted Enrollment Committee for admission to the occupational therapy assistant program. Notification of the committee's action will be made one month after the deadline date. Meeting all criteria and submitting an application does not guarantee admission into the 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 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 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. Complete Criminal Background Check and Drug Screening process.

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.
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. If the clinical facility refuses a student based on criminal background checks and/or drug screen, 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 programs.
6. Adhere to the attendance and punctuality policies of East Arkansas Community College and the Occupational Therapy Assistant 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 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.
8. Complete the Occupational Therapy Assistant program within a period of 4 years from time of entry into the first Occupational Therapy Assistant course.

Transfer Student Policy

Students withdrawing receiving ("W") or failing ("D" or "F") the same Occupational Therapy Assistant course twice or two separate Occupational Therapy Assistant courses may seek admission to the Associate of Applied Science Occupational Therapy Assistant Program after a period of four years from the first admission to a previous Occupational Therapy Assistant Program. Students must meet all current admission requirements and begin in Term I. Transfers are on space availability after meeting all other transfer requirements.

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 is October 1st or May 31st, depending on semester in which transfer is requested.

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 transfer 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.

ASSOCIATE OF APPLIED SCIENCE OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Curriculum Plan

Pre-requisites		Semester Hours
BIO 2114	Anatomy and Physiology I.....	4
BIO 2134	Anatomy and Physiology II.....	4
BIO 2304	Kinesiology.....	4
BUS 1603	Computer Fundamentals.....	3
ENG 1013	English Composition I.....	3
ENG 1023	English Composition II.....	3
HSC 1002	Introduction to Occupational Therapy....	2
MTH 1113	College Algebra.....	3
PSY 1003	General Psychology.....	3
PSY 2003	Developmental Psychology.....	3
PSY 2063	Abnormal Psychology.....	3
SOC 1013	Introduction to Sociology.....	3
	Total Hours.....	38

Occupational Therapy Assistant Curriculum First Year

Term I (Fall)		Semester Hours
OTA 1013	Occupational Therapy Skills I.....	3
OTA 1012	Therapeutic Activities I.....	2
OTA 1022	Functional Anatomy.....	2
	Total Hours.....	7

Term II (Spring)

OTA 1123	Occupational Therapy Skills II.....	3
OTA 1032	Therapeutic Activities II.....	2
OTA 1124	Psychosocial Issues and OT Interventions.....	4
OTA 1120	Practicum I Fieldwork-Level I.....	0
	Total Hours.....	9

Occupational Therapy Assistant Curriculum Second Year

Term III (Summer I)		Semester Hours
OTA 2014	Physical Disabilities and OT Interventions.....	4
OTA 2010	Practicum II Fieldwork-Level I.....	0
	Total Hours.....	4

Term III (Summer II)

OTA 2013	Occupational Therapy Skills III.....	3
	Total Hours.....	3

Term IV (Fall)

OTA 2124	Pediatric Issues and OT Interventions.....	4
OTA 2120	Practicum III Fieldwork-Level I.....	0
OTA 2202	Seminar in Occupational Therapy Assistant.....	2
	Total Hours.....	6

Term V (Spring)

OTA 2246	Practicum IV Fieldwork-Level II A.....	6
OTA 2256	Practicum V Fieldwork-Level II B.....	6
	Total Hours.....	12

Total Credit Hours - Pre-requisites.....	38
Total Credit Hours – Occupational Therapy Assistant.....	41
Total Program Hours.....	79

Students must complete Level II fieldwork within 18 months following completion of the didactic portion of the 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 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	X	\$50	X
Uniforms/etc	~\$150	X	X	X	X
Health Insurance	varies	varies	varies	varies	varies
Criminal Background & Drug Screen for Clinical	~\$150	X	X	X	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

DEPARTMENT OF ALLIED HEALTH SCIENCE 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 1009 Emergency Medical Technician Basic (EMT-B) (8-4-9)

The EMT program provides the student with an outline of the EMS systems, introduction to assessment skills, as well as provides basic pathophysiology of common neurological, respiratory, cardiac, and trauma related emergencies. The program will also include lifespan development, legal and ethical issues, the EMS profession, communication techniques, and life threatening emergencies. The EMT program requires the student to complete 24 hours of clinical emergency department time and 24 hours of ambulance 3rd ride- along with auto extrication hours. **Malpractice Insurance \$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 \$80., Malpractice Fee \$80.**

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 Malpractice Fee \$80**

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. **FISDAP Fee: \$25.**

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**

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 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.

HSC 1053 Intermediate Diagnosis Coding (3-0-3)

The student will learn the fundamentals of coding from ICD-9-CM Volumes I & II for physician and outpatient facilities. The student will learn how to abstract the diagnosis from documentation and apply it to a claim for billing. In addition, the student will learn how to code to the highest level of specificity for the purpose of accurate billing.

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 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 1303 Intro 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 Intro 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 have the opportunity to take any additional Medical Professions Education program courses.

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 2012 Introduction to Pathophysiology (2-0-2)

This health science course presents an introduction to the basic principles of human physiological processes that lead to diseases and disorders. Risk factors, signs and symptoms, diagnostic tests, and treatments for common diseases are presented.

HSC 2022 Introduction to Pharmacotherapy (2-0-2)

This course emphasizes the principles of pharmacology, drug therapy, and therapeutic classes of drugs, clinically important prototype drug and drug information sources. Pharmacologic treatment of major health problems will be explored. Principles of pharmacokinetics and pharmacodynamics will be examined. Basic and clinical concepts of pharmacology as it relates to allied health and medical practice will be explored.

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 includes descriptions of causes, signs and symptoms, diagnostic tests, and treatments dealing with patient care.

Prerequisite: BIO 2114.

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.

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 \$125, Malpractice Fee \$50

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 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 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 \$125

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 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 \$125**

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. Malpractice Fee \$50**

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 \$125**

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 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 \$125**

NUR 2160 Clinical Applications of Maternal Child Nursing (0-6-0)

This course accompanies NUR 2164 and focuses on giving nursing care to client sin 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 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 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 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 complex disorders. **Prerequisites: All required courses from Terms I, II, III and IV. Corequisites: NUR 2254.**

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 talks 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 \$125**

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.**

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.**

OTA 1012 Therapeutic Activities I (2-1-2)

This manipulation course provides knowledge and use of tools, equipment, and basic techniques of therapeutic media used in occupational therapy activities to remediate, compensate or rehabilitate patients/clients. Skill building in activity and task analysis will be developed as a basis for future treatment planning. Skills may include craft techniques, body mechanics, and hand function assessments that occupational therapists use in a variety of settings.

OTA 1013 Occupational Therapy Skills I (3-2-3)

This manipulation course will provide fundamental knowledge of practice skills used with patients/clients across the life span and with various diagnoses. The following will also be discussed: basic communication, OTA terminology, safety regulations, use of adaptive equipment, evaluations and testing tools, research affecting OTA practice, and the importance the occupational therapy profession. Observations and documentation techniques will be introduced.

OTA 1022 Functional Anatomy (2-0-2)

This course will focus upon the structures of the human body and their respective functions. Emphasis will be placed upon the muscular, skeletal, and nervous systems and how each of these systems is important by working simultaneously so that the human body is able to complete typical activities of daily living skills.

OTA 1032 Therapeutic Activities II (2-1-2)

Students will learn to plan and implement socio-cultural appropriate therapeutic leisure and social activities for clients in a variety of community settings and client diagnoses. This course will also address skill building in an activity to help develop clinical critical thinking skills and treatment planning, including grading and adapting activities and choosing appropriate interventions.

OTA 1120 Practicum I Fieldwork-Level I (0-2-0)

This practicum is designed to introduce students to the fieldwork experience, to begin the application of knowledge to practice and to develop a basic understanding of the needs of clients. Supervised clinical time will offer students structured opportunities to observe clients, medical professionals, and occupational therapists in the psychosocial setting. Students will also begin to develop professional work habits in the health care environment. Students will continue to function as participant observers in the clinical setting.

OTA 1123 Occupational Therapy Skills II (3-2-3)

This manipulation course will provide fundamental knowledge of practice skills used with patients/clients across the life span and with various diagnoses. The following will be discussed throughout this course: safety guidelines, OTA practice framework and uniform terminology, compensatory strategies, and training in self-care, self-management, home management, and community/work integration. Additional information will be presented on fabrication, application, fitting, and training in orthotic devices, feeding and eating performance skills, training and use of adaptive equipment during such activities and use of and contraindications of thermal and mechanical modalities.

OTA 1124 Psychosocial Issues and OT Interventions (3-5-4)

This course provides the knowledge of psychiatric disorders that can occur from 18 years old to death and that are commonly encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various psychiatric conditions. This course will address the theory and frames of reference that are used to guide and develop techniques and interventions used in treatment of diagnoses associated with psychosocial issues. The role and function of the OTA in the treatment process is also emphasized by the use of clinical critical thinking in the application of relevant OT interventions.

OTA 2010 Practicum II Fieldwork-Level I (0-2-0)

This practicum is designed to introduce students to the fieldwork experience, to begin the application of knowledge to practice and to develop a basic understanding of the needs of clients. Supervised clinical time will offer students structured opportunities to observe clients, medical professionals, and occupational therapists in the physical disabilities setting. Students will also begin to develop professional work habits in the health care environment. Students will continue to function as participant observers in the clinical setting.

OTA 2013 Occupational Therapy Skills III (3-2-3)

This manipulation course will provide fundamental knowledge of practice skills used with patients/clients across the life span and with various diagnoses. The following will be discussed: advanced safety guidelines, joint protection/ mobilization/ immobilization, energy conservation, and work simplification, edema reduction, driving with a disability, dynamic splinting, and concepts of OT in an industrial setting. In addition, alternative and emerging treatment modalities, evaluative techniques for ADL's and IADL's, and remediation, modification, and compensatory strategies will be presented.

OTA 2014 Physical Disabilities and OT Interventions (3-5-4)

This course provides the knowledge of physical disability disorders that can occur from 18 years old to death and that are commonly encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various physical disability conditions. This course will address the theory and frames of reference that are used to guide and develop techniques and interventions used in treatment of diagnoses associated with physical disabilities. The role and function of the OTA in the treatment process is also emphasized by the use of clinical critical thinking in the application of relevant OT interventions.

OTA 2120 Practicum III Level I (0-2-0)

This practicum is designed to introduce students to the fieldwork experience, to begin the application of knowledge to practice and to develop a basic understanding of the needs of clients. Supervised clinical time will offer students structured opportunities to observe clients, medical professionals, and occupational therapists in the pediatric setting. Students will also begin to develop professional work habits in the health care environment. Students will continue to function as participant observers in the clinical setting.

OTA 2124 Pediatric Issues and OT Interventions (3-5-4)

This course provides the knowledge of pediatric disorders that can occur from infancy, early and older childhood, and adolescents through 18 years old that are commonly encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pediatric conditions. This course will address the

theory and frames of reference that are used to guide and develop techniques and interventions used in treatment of diagnoses associated with pediatric disabilities. The role and function of the OTA in the treatment process is also emphasized by the use of clinical critical thinking in the application of relevant OT interventions.

OTA 2202 Seminar in Occupational Therapy Assistant (2-0-2)

This course provides information and guidance to the student for their transitional process of becoming an Occupational Therapy Practitioner. This course will encompass a variety of professional skills and concepts. In addition vital life skills will be discussed. A review of the OTA program content will be discussed in preparation for the national certification exam. Additional topics may include self-assessment in preparation for a full-time job, job search skills, service operations, and supervision and management issues.

OTA 2246 Practicum IV Level II A (0-20-6)

This application course synthesizes previous didactic instruction and clinical experiences obtained in Level I Fieldwork experiences. This fieldwork experience includes practice in one of the following practice areas or a variety of areas: physical disabilities, psychosocial dysfunction, geriatrics, developmental disabilities, pediatrics, work hardening/pain management, or hand therapy under the supervision of a licensed occupational therapy practitioner. The student will assume increasing responsibilities under supervision as appropriate for the setting.

OTA 2256 Practicum V Level II B (0-20-6)

This application course synthesizes previous didactic instruction and clinical experiences obtained in Level I Fieldwork experiences. This fieldwork experience includes practice in one of the following practice areas or a variety of areas that the student did not experience on Practicum IV Level II A: physical disabilities, psychosocial dysfunction, geriatrics, developmental disabilities, pediatrics, work hardening/pain management, or hand therapy under the supervision of a licensed occupational therapy practitioner. The student will assume increasing responsibilities under supervision as appropriate for the setting.

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, Malpractice 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 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 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 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 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 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. Students will explore the newly developed concept of digital radiography. Students will explore the newly developed concept of digital radiography. **Prerequisites:** All required courses from Terms I and II. **Corequisite:** RAD 1310.

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. **P**

rerequisites: 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, Malpractice Fee \$50

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, chest, 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 (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



DEPARTMENT OF MATHEMATICS/SCIENCE

The mission of the Department of Mathematics/Science is to provide a quality educational experience for individual development.

DEPARTMENT OF MATHEMATICS/SCIENCE Course Descriptions

AGM 1613 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**

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

BIO 1014 General Biology (3-2-4)

ACTS Equivalent Course Number = BIOL 1014

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 lab is a required part of this class and will meet at a time different than the lecture.**

BIO 1614 General Zoology (3-2-4)

ACTS Equivalent Course Number = BIOL 1054

A study of processes, organ systems, development, ecology, and phyla of animals. **A lab is a required part of this class and will meet at a time different than the lecture.**

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 lab is a required part of this class and will meet at a time different than the lecture.**

BIO 2114 Anatomy and Physiology I (3-2-4)

ACTS Equivalent Course Number = BIOL 2404

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 lab is a required part of this class and will meet at a time different than the lecture.**

BIO 2134 Anatomy and Physiology II (3-2-4)

ACTS Equivalent Course Number = BIOL 2414

This is a continuation of Anatomy and Physiology I in which additional major anatomical systems and their basic functions will be covered. **A lab is a required part of this class and will meet at a time different than the lecture.**
Prerequisite: BIO 2114.

BIO 2304 Kinesiology (3-2-4)

Kinesiology is the study of musculoskeletal anatomy, posture, and movement of the human body. An understanding of the muscular system with regard to origin, insertion, and action of muscles, serves as the basis by which to study planes, axes of movements, the range and quality of functional movements, the actions of levers with the human body, and how muscular contraction affects movements. Also, a brief anatomical and functional description of various body systems that have an effect upon the activity of musculoskeletal functions will be covered. **Prerequisite: BIO 2114**

BIO 2504 Microbiology (3-2-4)

ACTS Equivalent Course Number = BIOL 2004

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 lab is a required part of this class and will meet at a time different than the lecture.**

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.

Prerequisite: MTH 01073 (Grade \geq C) or equivalent

CHE 1024 General Education Chemistry (3-2-4)

ACTS Equivalent Course Number = CHEM 1004

This course is 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 lab is a required part of this class and will meet at a time different than the lecture.**
Prerequisite: MTH 1073

CHE 1214 College Chemistry I (3-3-4)

ACTS Equivalent Course Number = CHEM 1414

This is the first of a series of courses intended for science majors and includes a detailed study of fundamental principles of chemistry. **A lab is a required part of this class and will meet at a time different than the lecture.**
Prerequisite: CHE 1013, HS Chemistry. Corequisite: MTH 1113

CHE 1234 College Chemistry II (3-3-4)

ACTS Equivalent Course Number = CHEM 1424

This course is a continuation of the study of the principles of chemistry with emphasis on inorganic chemistry and ionic equilibrium. **A lab is a required part of this class and will meet at a time different than the lecture.**
Prerequisite: CHE 1013, HS Chemistry. Corequisite: MTH 1113

MTH 1073 Mathematical Applications I (3-0-3)

This course covers the first six modules out of the 12-module mathematical application sequence. Course format is computer-based with one-on-one help available from the instructor. Course content includes beginning math covering arithmetic through beginning algebra with signed numbers, equations and inequalities, and factoring.

MTH 1093 Mathematical Applications II (3-0-3)

This course covers the last six modules out of the 12-module mathematical application sequence and is a continuation of MTH 1073 Mathematical Applications I. Course content includes Technical Mathematics required for certain A.A.S. degrees, as well as prerequisite modules for College Algebra such as exponents, radicals, rational expressions, and graphing. Students will complete modules appropriate for their chosen program/major.

Prerequisites: MTH 1073 (Grade \geq C) or appropriate placement test score.

MTH 1113 College Algebra (3-0-3)

ACTS Equivalent Course Number = MATH 1103

This course includes a study of functions including, but not limited to, absolute value, quadratic, polynomial, rational, logarithmic, and exponential functions as well as systems of equations and matrices.

Prerequisite: MTH 1093 (Grade \geq C) or appropriate placement test score.

MTH 1123 College Trigonometry (3-0-3)

ACTS Equivalent Course Number = MATH 1203

In preparation for calculus and general physics, this course includes topics in advanced algebra and trigonometry.
Prerequisite: MTH 1113 (Grade \geq C) or appropriate placement test score.

MTH 2053 Finite Math (3-0-3)

Finite Mathematics consists of selected topics in probability, matrices, and linear programming. This course is considered a terminal math course for students in business, agriculture, and social sciences at many colleges.
Prerequisite: MTH 1113 (Grade \geq C)

MTH 2103 Introduction to Statistics (3-0-3)

This algebra-based course involves the presentation and interpretation of data, probability, sampling, basic, inference, correlation, and regression, and analysis of variance. Course includes the use of statistical software.
Prerequisite: MTH 1113 (Grade \geq C)

MTH 2114 Survey of Calculus (4-0-4)

ACTS Equivalent Course Number = MATH 2203

This is a 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 appropriate placement test score.**

MTH 2214 Calculus I (4-0-4)

ACTS Equivalent Course Number = MATH 2405

This is the first course in calculus, including topics of functions, limits, continuity, differentiation, antiderivatives, inverse functions, and introduction to integration.
Prerequisite: MTH 1123 (Grade \geq C) or appropriate placement test score.

MTH 2224 Calculus II (4-0-4)

ACTS Equivalent Course Number = MATH 2505

This is a continuation of MTH 2214 and 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)

ACTS Equivalent Course Number = MATH 2603

This is a continuation of MTH 2224 and includes the study of multi-dimensional integration, partial differentiation, vector functions, and other topics.

Prerequisite: MTH 2224 (Grade \geq C)

MTH 2303 Survey of Geometry (3-0-3)

This is 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

MTH 2403 Math I (3-0-3)

Sets, logic, and development of the real number system are covered with an introduction to mathematical principles and concepts taught in schools.

Prerequisite: MTH 1113 (Grade \geq C)

MTH 2423 Math II (3-0-3)

Topics of this course include probability, statistics, concepts of measurement, introductory and coordinate geometry, constructions, congruence and similarity.

Prerequisite: MTH 2403 (Grade \geq C)

PHS 1014 Principles of Geology (3-2-4)

ACTS Equivalent Course Number = GEOL 1114

This is a physical science course covering the origin of rocks, weathering, mass wasting, water, glaciation, volcanos, earthquakes, minerals, and classification of rocks. **A lab is a required part of this class and will meet at a time different than the lecture.**

Prerequisite: MTH 1093

PHS 1214 Physical Science (3-2-4)

ACTS Equivalent Course Number = PHSC 1004

A survey of selected physical science topics will be presented including 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 lab is a required part of this class and will meet at a time different than the lecture. Prerequisite: MTH 1053 or appropriate placement test score.**

PHY 1004 Technical Physics (3-2-4)

Selected topics in mechanics, heat, sound, electricity, and light with the practical implications of physical phenomena emphasized. Laboratory activities related to the principles discussed will be included. **A lab is a required part of this class and will meet at a time different than the lecture.**

Prerequisite: MTH 1093

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

PHY 2114 General Physics I (3-2-4)

ACTS Equivalent Course Number = PHYS 2014

Topics in mechanics, heat, and sound are covered in this course designed for the non-engineering major. **A lab is a required part of this class and will meet at a time different than the lecture.**

Prerequisite: MTH 1113 or equivalent.

PHY 2134 General Physics II (3-2-4)

ACTS Equivalent Course Number = PHYS 2024

A continuation of PHY 2114, this course covers topics in electricity, magnetism, light, and modern physics. **A lab is a required part of this class and will meet at a time different than the lecture. Prerequisite: PHY 2114**

SCI 2403 Science for Teachers (3-0-3)

This is 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)

Special Topics courses present topics at the discretion of the Department and will be offered when the need and/or interest is apparent. Courses may be presented in lecture format or lecture/lab format.



DEPARTMENT OF SOCIAL SCIENCE

The mission of the Department of Social Science 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 of Social Science 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.

The Department of Social Science encompasses the disciplines of criminal justice, education, geography, history, philosophy, psychology, religion, and sociology. Degrees and certificates under the auspices of the Department of Social Science include the Associate of Arts in Teaching, the Associate of Science in Criminal Justice, the Associate of Applied Science in Criminal Justice, the Technical Certificate in Criminal Justice, and the Certificate of Proficiency in Criminal Justice. The department also offers an Associate of Applied Science in Childcare through a cooperative program between EACC and Crowley's Ridge Technical Institute. Degree plans for the Associate of Arts in Teaching and the Associate of Science in Criminal Justice are located in the section of the catalog detailing transfer degrees and policies.

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.....	3
Total Hours.....		15

Term II		Semester Hours
ENG 1023	English Composition II.....	3
MTH 1093	Mathematical Applications II -or-	
MTH 1113	College Algebra.....	3
SPE 1003	Introduction to Oral Communication.....	3
CJS 1073	Investigative Report Writing.....	3
CJS	Elective 1000 level.....	3
Total Hours.....		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).....		3
Total Hours.....		15

Term IV		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.....	6
Total Hours.....		18
Total Degree Hours.....		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.....	3
	Total Hours.....	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 1093	Mathematical Applications II.....	3
	Total Hours.....	18
	Total Degree Hours.....	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 2063	Crime Scene Photography

NOTE: Options should be selected in consultation with a faculty advisor. Electives must be approved by the appropriate Associate Vice President.

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/Court Procedures.....	3
CJS 1023	Criminal Investigation.....	3
CJS 1043	Police Community Relations -or-	
CJS 2023	Principles of Police Patrol.....	3
CJS 1073	Investigative Report Writing -or-	
CJS 1083	Traffic Accident Investigation.....	3
	Total Certificate Hours.....	15

ASSOCIATE OF APPLIED SCIENCE

CHILDCARE COOPERATIVE PROGRAM

Between EACC and Crowley's Ridge Technical Institute

CRTI Courses

CCS 1103	Practicum I.....	3
CCS 1303	Environments for Young Children.....	3
CCS 1503	Child Growth & Development.....	3
CCS 1603	Health & Safety.....	3
CCS 2003	Infants and Toddlers.....	3
CCS 2103	Practicum II.....	3
CCS 2203	Business Management of Child Care Programs.....	3
CCS 2303	Day Care Curriculum.....	3
CCS 2603	Child Care Nutrition.....	3
CCS 2803	Exceptional Children.....	3
CCS 2912	Child Care Practicum.....	12
	Total CRTI Hours.....	42

EACC Courses

SPE 1003	Introduction to Communication.....	3
ENG 1013	English Composition I.....	3
ENG 1023	English Composition II.....	3
SOC 1013	Introduction to Sociology.....	3
PSY 1003	General Psychology.....	3
BUS 1603	Computer Fundamentals.....	3
MTH 1093	Math Applications II (or higher).....	3
	Total EACC Hours.....	21
	Total Program Hours.....	63

Contact the appropriate Associate Vice President for more information.

DEPARTMENT OF SOCIAL SCIENCE

Course Descriptions

CJS 1003 Introduction to Criminal Justice (3-0-3)

ACTS Equivalent Course Number = CRJU 1023

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 place 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

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

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

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

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.

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 2093 Praxis Preparation (3-0-3)

This course is designed for students pursuing a teaching degree to promote their understanding of the principles of successfully passing PRAXIS I. There is a particular emphasis on practicing the skills necessary for understanding how to take the test and on the three content areas of the PRAXIS I (Reading, Writing, Math). The course highlights the application of skill-based decision making in test preparation. Implications of individual differences are also discussed (test anxiety, depression, etc.). The course concludes with students taking several practice exams similar to the PRAXIS I.

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.**

GRY 1003 World Geography (3-0-3)

ACTS Equivalent Course Number = GEOG 2103

A survey of the geographic regions of the world, including the physical, economic, political, historic, and social influences of a region's geography.

GRY 2223 Physical Geography (3-0-3)

Examines the nature and character of various components of the physical environment including weather elements, climate, landforms, soil, and natural vegetation.

HIS 1013 Western Civilization I (3-0-3)

ACTS Equivalent Course Number = HIST 1213

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)

ACTS Equivalent Course Number = HIST 1223

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 2001 Special Topics in History (1-0-1)

HIS 2002 (2-0-2)

HIS 2013 (3-0-3)

Special topics courses will be offered at the discretion of the department when the need or interest is apparent. May be repeated for credit.

HIS 2003 African-American History (3-0-3)

A study of the heritage, origins, and major historical events and figures in African-American history, including an examination of relevant social, political, economic, and cultural factors.

HIS 2033 U.S. History Before 1865 (3-0-3)

ACTS Equivalent Course Number = HIST 2113

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)

ACTS Equivalent Course Number = HIST 2123

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.

PHL 1003 Introduction to Philosophy (3-0-3)

ACTS Equivalent Course Number = PHIL 1103

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.

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)

ACTS Equivalent Course Number = PLSC 2003

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.

PSC 2013 State and Local Government (3-0-3)

An introduction to the organization, structure, functions, and administration of state and local governments.

PSY 1003 General Psychology (3-0-3)

ACTS Equivalent Course Number = PSYC 1103

This course focuses on the scientific study of human behavior and mental processes. This course presents various principles, concepts, and theories critical to the understanding of behaviors and mental processes.

PSY 2003 Developmental Psychology (3-0-3)

ACTS Equivalent Course Number = PSYC 2103

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**

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**

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**

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.

SOC 1013 Introduction to Sociology (3-0-3)

ACTS Equivalent Course Number = SOCI 1013

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)

ACTS Equivalent Course Number = SOCI 2013

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)

ACTS Equivalent Course Number = ANTH 2013

A course in the study of man as a physical, cultural, and social being and of the key concepts, methods, and theories of cultural diversity, social institutions, and an examination of people and cultures around the world.

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.**

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)

This course provides a broad study of various fields which involve human behavior and interactions. Rather than focus on any one topic in depth, the course provides an overview of society past and present. Examples of subjects typically covered include: history, economics, geography, government, and culture.

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 or interest. May be repeated for credit.

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.



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

Janie G. Bailey.....Vice President for Academic Affairs
B.S.N. University of Memphis
M.S. University of Memphis
M.S.N. Clarkson College

Catherine Coleman.....Vice President/Student Affairs
B.S., University of Arkansas at Pine Bluff
M.S.E., Arkansas State University

Vernie Meador.....Vice President/Business Affairs
B.S.B.A., Henderson State University

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B.S.E., Arkansas State University

Falisha Bailey.....Administrative Specialist I/
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M.A., Arkansas State University

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M.A., Liberty University

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C.E., University of Memphis

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B.S., Northern Arizona University

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- Heather McBride**.....Director of Workforce Development/
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- Beatrice McEwen**.....Learning Transfer Specialist/
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M.S., Howard University
- Lindsay Midkiff**...Director of Public Relations/Marketing
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M.B.A., Arkansas State University
- Dee Millard**.....Faculty/Math/Science
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- Edith Mitchell**.....Coordinator Student Support Services
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M.A.T., Harding University
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- Jim Parker**.....Faculty/Biofuel Renewable Energy
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- Peggy Winfrey-Hull**.....Faculty/Business/Technology
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M.A., M.B.A., University of Kentucky
- Sarah Woodard**.....Fiscal Support Specialist
B.S.B.A., Arkansas Tech University



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	2010-11	2011-12	2012-13
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglar	0	0	0
Motor Vehicle Theft	0	0	0
Hate Crimes	0	0	0
Manslaughter	0	0	0
Arson	0	0	0

Arrests Reported	2010-11	2011-12	2012-13
Liquor Law Violation	0	0	0
Drug Abuse Violation	3	0	0
Weapon Possession	0	0	1

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 2009 and completed degrees or certificates by August 31, 2012.

Fall 2009 Cohort.....	293
Completers.....	18%
Still Enrolled.....	12%
4-Year Avg. Transferred Out.....	13%
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 2009 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 2009. 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, 2012.

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 Associate Vice President, 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, research, 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 or employee 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 alleged 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 offense is 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 Associate Vice President 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 appropriate Associate Vice President 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 the appropriate Associate Vice President, 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 appropriate Associate Vice President 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).

VI. 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 ADA contact 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 ADA contact 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 ADA contact 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 ADA contact 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 ADA contact. Expedited consideration will be given of urgent cases in which it is alleged that a regulation threatens immediate and irreparable infringement of rights.

VII. 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 judgment 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.

VIII. TOBACCO-FREE POLICY

The American College Health Association (ACHA) acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and/or passive, is a significant health hazard.

In its efforts to provide a healthy working and learning environment for students, faculty, and staff, and in accordance with the Arkansas Clean Air on Campus Act of 2009 (Act 734), East Arkansas Community College became a **Tobacco-Free** campus effective July 1, 2010.

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 and click on the **eaccALERT** button to get started.

For more information about emergency procedures and policies at EACC, please visit the EACC website at www.eacc.edu and click on the Emergency Procedures booklet.

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.

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	Black, Non Hispanic
	White	Non Resident Alien
	Asian/Pacific Islander	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)

Technical Certificate

Tech Prep Program

Degree from EACC

Courses Only (Special)

Early Entry (High School Student)

Transfer to 4-year institution

Transient (one semester only)

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) _____

Certificate of Proficiency (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

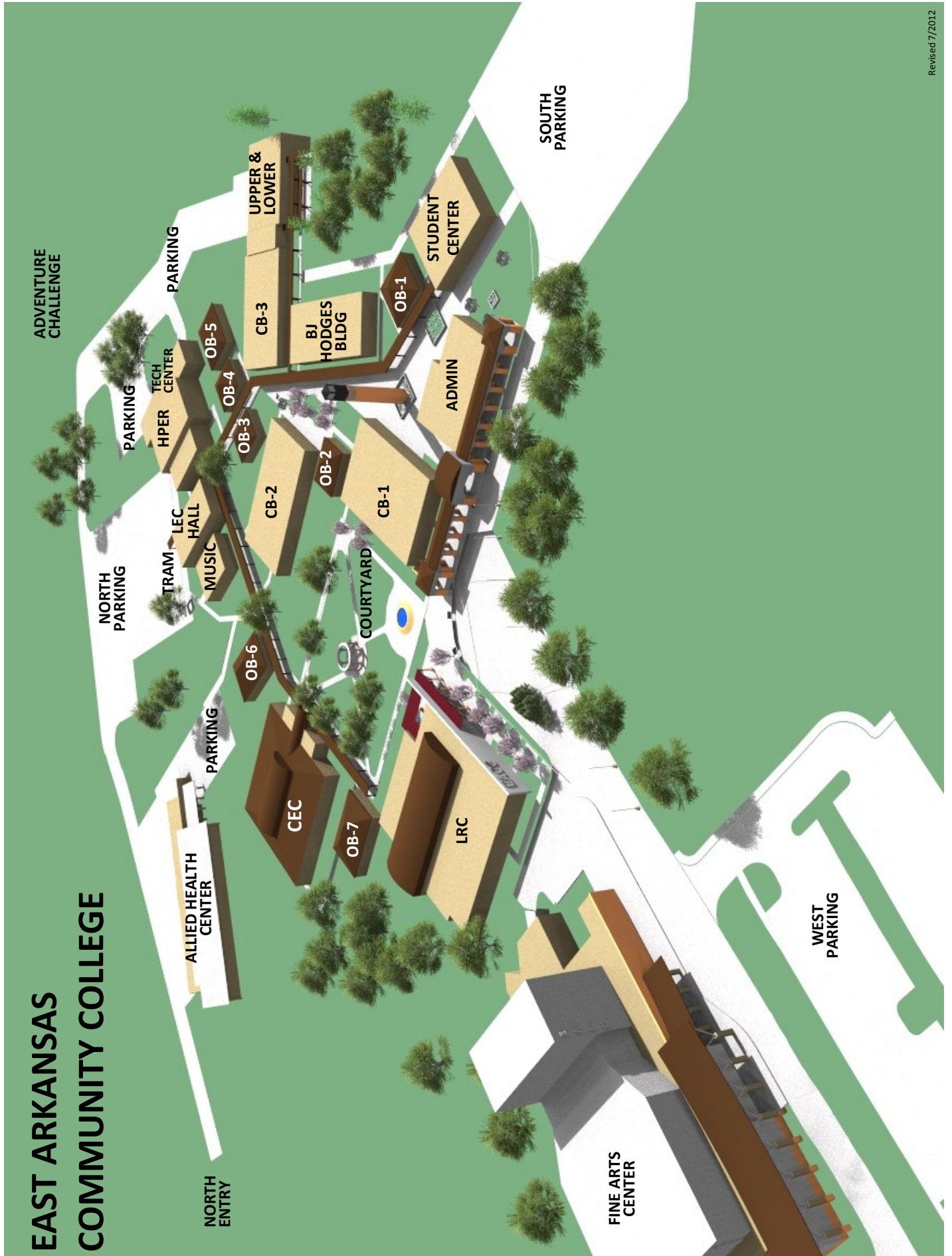
Are you on Academic or Disciplinary Suspension from any of the above? _____

Certification

I certify that to the best of my knowledge the answers I have given are truthful, complete, and current.

(Signature) _____ (Date) _____

EAST ARKANSAS COMMUNITY COLLEGE





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