

# EAST ARKANSAS COMMUNITY COLLEGE

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Forrest City, AR 72335-2204  
870-633-4480 or toll-free 877-797-EACC  
FAX- 870-633-7222  
**www.eacc.edu**



## General Catalog and Student Handbook 2017-2018 Volume XXXVII

### Accreditation and Affiliations

East Arkansas Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago IL 60604-1441, 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 Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). East Arkansas Community College's Paramedic Program received accreditation in May of 2010. The address of the CAAHEP is 1361 Park Street, Clearwater, Florida 33756. The telephone number is (727) 210-2354. The web address is <http://www.caahep.org>.

East Arkansas Community College's Paramedic Program is also accredited by the Commission on Accreditation for Emergency Medical Services Programs (CoAEMSP). The address of CoAEMSP is 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088. The telephone number is 214-703-8445. The web address is <http://www.coaemsp.org>.

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

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

### Policy Statement

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

### Equal Opportunity, Affirmative Action, Non-discrimination

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

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Al Miller





# ACADEMIC CALENDAR 2017-2018

## **FALL 2017**

New Student Orientation.....	August 8 (T)
Faculty Report to Campus.....	August 14 (M)
Advising/Registration.....	August 14-18 (M – F)
Classes Begin .....	August 21 (M)
Late Registration for on Campus Classes .....	August 21 – 25 (M – F)
Late Registration for Online Classes .....	August 21 – September 1 (M – F)
Labor Day Holiday .....	September 4 (M)
Census Day (11 <sup>th</sup> Class Day) .....	September 5 (T)
Deadline for Fall 2017 Graduation.....	October 5 (Th)
ACC Break (No Classes) .....	October 16 - 17 (M – T)
Mid-Term Grades Submission Deadline.....	October 16 (M)
Last Day to Drop with a “W” .....	October 26 (Th)
Spring 2018 Registration Begins .....	November 6 (M)
Last Day to Drop.....	November 14 (T)
Thanksgiving Break for Classes .....	November 22 -24 (W – F)
Thanksgiving Holiday (College Closed).....	November 23 - 24 (Th – F)
Last Day of Regular Classes (Day & Evening) .....	December 4 (M)
Final Exams.....	December 5 - 7 & 11 (T – Th, M)
Some classes may have final exams on Friday.....	December 8 (F)
Grades Due by 12:00 p.m.....	December 12 (T)
College Closed.....	December 25 – January 1 (M – M)

## **SPRING 2018**

Staff Report to Campus.....	January 2 (T)
Faculty Report to Campus.....	January 2 (T)
Advising/Registration.....	January 2 – 5 (T – F)
Classes Begin .....	January 8 (M)
Late Registration for on Campus Classes .....	January 8 – 12 (M – F)
Late Registration for Online Classes .....	January 8 – 19 (M – F)
Dr. Martin Luther King, Jr. Holiday (College Closed).....	January 15 (M)
Census Day (11 <sup>th</sup> Class Day) .....	January 23 (T)
Mid-Term Grades Submission Deadline.....	March 5 (M)
Deadline for Spring 2018 Graduation .....	March 1 (Th)
Last Day to Drop with a “W” .....	March 15 (Th)
Spring Break (No Classes).....	March 19 - 23 (M – F)
Summer & Fall 2018 Registration Begins.....	April 2 (M)
Last Day to Drop a Class.....	April 5 (Th)
Last Day of Regular Classes (Day & Evening) .....	April 23 (M)
Final Exams.....	April 24– 26 (T – Th) & April 30 (M)
Some classes may have final exams on Friday.....	April 27 (F)
Grades Due by 12:00 p.m.....	May 1 (T)
Commencement .....	May 4 (F)

Academic Calendar may be subject to change.



**SUMMER I 2018 (5 WEEKS)**

Advising & Registration.....	May 21 – 25 (M – F)
Memorial Day Holiday (College Closed).....	May 28 (M)
Classes Begin.....	May 29 (T)
Late Registration .....	May 29 – 30 (T-W)
<b>Classes meet on Friday.....</b>	<b>June 1 (F)</b>
Census Day (11 <sup>th</sup> Day Equivalent) .....	June 1 (F)
Last Day to Drop with a “W” .....	June 14 (Th)
Last Day to Drop a Class.....	June 21 (Th)
Last Day of Regular Classes (Day & Evening) .....	June 27 (W)
Final Exams (Day & Evening).....	June 28 (Th)
Grades Due by 12:00 p.m.....	June 29 (F)

**CLASSES WILL MEET ON FRIDAY, JUNE 1<sup>ST</sup>**

**SUMMER I 2018 (10 WEEKS)**

Advising & Registration.....	May 21 – 25 (M – F)
Memorial Day Holiday (College Closed).....	May 28 (M)
Classes Begin.....	May 29 (T)
Late Registration .....	May 29 – 30 (T-W)
<b>Classes meet on Friday.....</b>	<b>June 1 (F)</b>
Census Day (11 <sup>th</sup> Day Equivalent) .....	June 1 (F)
No classes scheduled .....	July 2 - 3 (M - T)
Independence Day Holiday (College Closed) .....	July 4 (W)
<b>Classes meet on Friday.....</b>	<b>July 6 &amp; 13 (F)</b>
Last Day to Drop with a “W” .....	June 14 (Th)
Last Day to Drop a Class.....	June 21 (Th)
<b>Classes meet on Friday.....</b>	<b>July 20 (F)</b>
Last Regular Classes (Day & Evening) .....	August 1 (W)
Final Exams (Day and Evening) .....	August 2 (Th)
Grades Due by 12:00 p.m.....	August 3 (F)

**CLASSES WILL MEET ON FRIDAY, JUNE 1<sup>ST</sup>, JULY 6<sup>TH</sup>, 13<sup>TH</sup>, and 20<sup>TH</sup>**

**SUMMER SESSION II 2018 (5 WEEKS)**

Advising & Registration.....	June 25 – July 3 (M – T)
Independence Day Holiday (College Closed) .....	July 4 (W)
Classes Begin.....	July 5 (Th)
Late Registration .....	July 5 – July 6 (Th – W)
Census Day (11 <sup>th</sup> Day Equivalent) .....	July 10 (T)
<b>Classes meet on Friday.....</b>	<b>July 6, 13, &amp; 20 (F)</b>
Last Day to Drop with a “W” .....	July 19 (Th)
Last Day to Drop a Class.....	July 26 (Th)
Last Regular Classes (Day & Evening) .....	August 1 (W)
Final Exams (Day and Evening) .....	August 2 (Th)
Grades Due by 12:00 p.m.....	August 3 (F)

**CLASSES WILL MEET ON FRIDAY, JULY 6<sup>TH</sup>, 13<sup>TH</sup>, and 20<sup>TH</sup>**

Academic Calendar may be subject to change.

# Where To Go For Assistance

## ACADEMIC AFFAIRS

### Administration Building

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

## ACADEMIC ADVISORS' OFFICES

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

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

## ADMISSIONS, REGISTRATION, AND RECORDS

### Hodges Student Services Complex

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

## BOOKSTORE

### Student Center

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

## BUSINESS OFFICE

### Office Building 1

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

## CAREER PATHWAYS PROGRAM

### Office Building 3

## CASHIER

### Student Center

- To pay tuition and fees
- To pay 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 ACTIVITIES

### 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 SAC
- To become an EACC Ambassador
- To become a member of the M-MAP Program
- To become a member of Diverse Women

## COUNSELING CENTER

### Hodges Student Services Complex

- To inquire about ACT, CLEP, PRAXIS and AAGE/CAAP tests
- To take the ACT or ACCUPLACER 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

## 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

- Learning Resource Center- Room L101



## GENERAL INFORMATION

### 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

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 Center 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 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.



## **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. For more information, please call 870-633-4480 ext. 347 or 289.

## **Continuing Education and Workforce Development**

The Department of Continuing Education and Workforce Development at EACC offers non-credit, lifelong learning programs. 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.

## **Distance Learning 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 online learning or NET 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.

For additional information regarding EACC Distance Learning, call 870-633-4480 or e-mail [distancelearning@eacc.edu](mailto:distancelearning@eacc.edu)

## **Eastark Secondary Career Center**

Eastark Secondary Career Center 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.

## **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](http://www.eacc.edu) and click on Services, then 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](http://www.eacc.edu) and click on About EACC, then Emergency Procedures booklet.**

## **Eastern Arkansas Literacy Project**

The Eastern Arkansas Literacy Project, headquartered in the Learning Resource Center, 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.

## **Fine Arts Center**

The EACC Fine Arts Center is an important component of the cultural landscape of Eastern Arkansas. Since the Center's opening in April of 2010, patrons and visitors have discovered a unique facility designed to meet the diverse needs of both the performing arts and the community. The 33,000 square foot Center is designated as a 'Class A' performance hall and is currently one of only three located in the state of Arkansas. Features include a 1,100 seat Auditorium, a 2,900 square foot state-of-the-art Stage, a large Banquet Hall and Catering Kitchen suitable for hosting meetings, banquets, receptions, seminars and more, a Black Box Theater, and an Art Gallery for art exhibitions. The building design provides flexible seating options to accommodate many different seating and table configurations as well as hosting multiple events at the same time. For additional information regarding the facility or performances and events, call 870-633-4480, ext. 352.

### **Off-Campus Program**

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.

### **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](http://www.eacc.edu) or call 870-633-4480 ext. 333.



**ADMISSIONS/  
STUDENT SERVICES  
INFORMATION**



# ADMISSIONS, 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 or AS 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 completed concurrent enrollment form which includes their principal/designee's signature, a parent or guardian's signature and the student's signature. The concurrent enrollment form must be submitted at the time of application. For subsequent semesters, the concurrent enrollment form must be presented at the time of registration.

High school students must be tested (ACT or ACCUPLACER) prior to enrollment in college English, mathematics, and/or general education 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.

## 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 mandate for that program was renewed under the provisions of ACT 1011 of 1991. 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) and the ACCUPLACER placement test.

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 the ACCUPLACER

test prior to registration. There is no fee charged for the test. Prospective students must call the Student Services Complex in the Betty Jo Hodges Building 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 \$12,590 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 1-20A, "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. Submit proof of immunization.
4. Comply with Assessment Testing and Placement requirements.
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-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](http://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](http://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, ext. 300**



# STUDENT SERVICES

Student 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 counseling services helpful as they make decisions and formulate plans in various phases of their academic career. 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 and career planning. Counselors can assist with the transition to independence and challenges in balancing academic and personal commitments. Assistance is provided by the counseling staff in the following areas:

1. Academic advising to develop and clarify educational plans and make appropriate course choices.
2. Confidential counseling sessions to assist students in managing the academic environment and dealing with issues which can hinder student success.
3. Career counseling to explore possible career directions, occupational information, and self-appraisal of interest, personality and abilities. The Career Resource Center houses reference materials such as books, videos, 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 O\*NET are available to students to assist with career exploration. These services are located in the Student Services Complex.

EACC strives to meet various needs of students through counseling and referrals when appropriate. Legal concerns, medical issues, mental health issues, and suicide prevention services are offered to students if needed.

## Testing

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

**PRAXIS Series:** EACC offers PRAXIS for the specialty area and PPST by Non-Standard testing only. Contact ETS at 800-772-9476.

**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. A maximum of 12 semester hours of college credit can be awarded through examination, experience or a combination of the two.

**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 and renewed ACT 1011, EACC will utilize the ACT or ACCUPLACER 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 the Coordinator of Testing for current placement test scores at 870-633-4480, ext. 301 or 302.

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 or ACCUPLACER.
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.

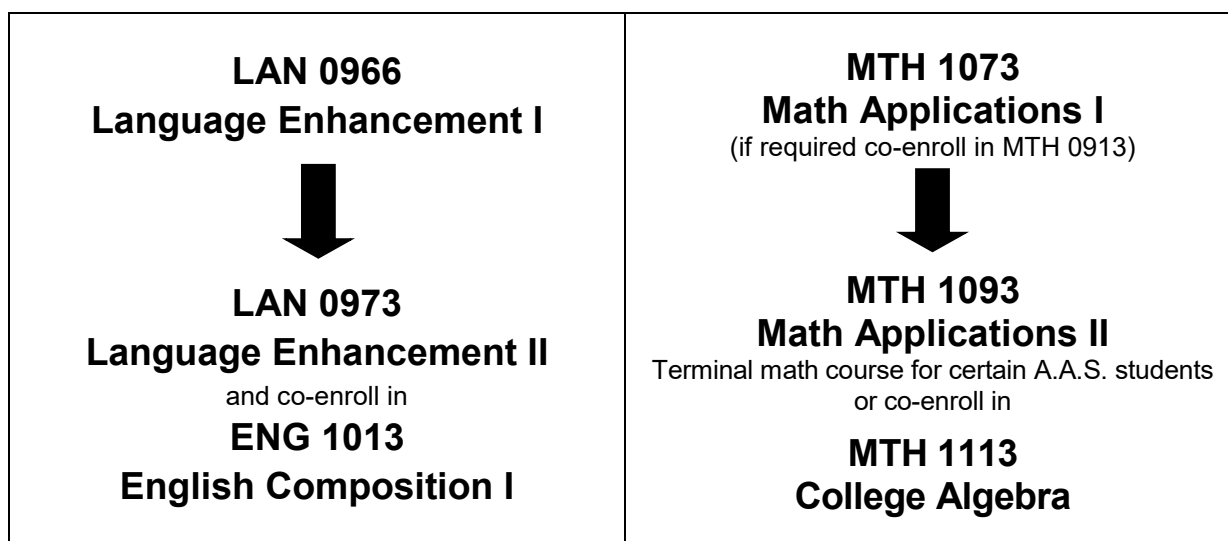
Placement into higher level mathematics courses is contingent upon appropriate placement test scores that may not be included on the placement test score table.

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.

MTH 0913 will be taken simultaneously with MTH 1073. Students cannot withdraw from MTH 0913 without withdrawing from MTH 1073. MTH 1093 will be taken simultaneously with MTH 1113 unless the degree of study requires MTH 1093 only. Students cannot withdraw from MTH 1093 without withdrawing from MTH 1113.

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

<b>ENGLISH AND READING SCORES</b>		
Test scores must be met in <u>both</u> English and Reading in order to enroll in LAN 0973 or ENG 1013.		
<b>COURSE</b>	<b>ACCUPLACER</b>	<b>ACT</b>
LAN 0966 Language Enhancement I	English: 60 or below Reading: 69 or below	English: 15 or below Reading: 15 or below
LAN 0973 Language Enhancement II (co-enroll in ENG 1013)	English: 61-84 Reading: 70-79	English: 16-18 Reading: 16-18
ENG 1013 English Composition I (no LAN required)	English: 85 or above Reading: 80 or above	English: 19 or above Reading: 19 or above
<b>MATH SCORES</b>		
<b>COURSE</b>	<b>ACCUPLACER</b> Algebra Test	<b>ACT</b> Math Test
MTH 0973 Introductory Math (co-enroll in MTH 1073)	30 or below	14 or below
MTH 1073 Math Applications I	31-65	15-16
BUS 1023 Business Math	66-79	17-18
MTH 1093 Math Applications II (co-enroll in MTH 1113 if required)	66-79	17-18
MTH 1113 College Algebra	80 or above	19 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. 7/13/2016*

## **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.

## **Veterans Educational Benefits**

EACC is approved to provide assistance to veterans and veterans' beneficiaries. Veterans, their dependents, and others entitled to educational assistance payments from the Veteran's Administration. Contact the Veterans Certifying Official in the Student Services Complex at (870) 633-4480, ext. 304 for detailed information and application forms.

Veterans should complete the online benefit application process for a VA determination of eligibility for veterans' education benefits. The online application may be found at <http://vabenefits.vba.va.gov/vonapp/main.asp>.

## **Disability Accommodations**

EACC fully recognizes all provisions of the Americans with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973 and prohibits discrimination based upon disabilities. To ensure timely accommodations, students should complete a Disability Services Request form at least two weeks prior to the start of classes so that appropriate accommodations can be made. Documentation from a qualified professional is required. For assistance, please contact the Coordinator for Disability Services at (870) 633-4480, ext. 304.

## **Student Activities**

The East Arkansas Community College staff believes that activities outside the classroom enrich, supplement and support classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations and insights. The student activities staff works with students, faculty, and staff 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 purpose of the East Arkansas Community College's student organizations 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.

## **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, and printers. The Learning Center is 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 supportive 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 or 371.

## **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), and the Campus SaVE Act 2013, EACC collects and publishes campus crime statistics. This campus security report is available in the office of the Vice President for Student Affairs and the Student Services Complex, the EACC website, and during New Student Orientation.

## **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 or suspicious activities promptly to the Campus Security Officer 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 or with the Campus Security Officer on duty. Assistance will be provided or local law enforcement authorities will be contacted if necessary or requested.

## **Student Health Insurance**

It is the responsibility of the student to obtain health insurance. With the passing of the Affordable Care Act, younger adults may continue on their parent's insurance plan until age 26 or can acquire insurance through the Health Insurance Marketplace at <https://www.healthcare.gov>.

An international applicant must purchase health insurance and present evidence of this before enrollment. Such proof must be presented each semester.

## **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 \$5.00. 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 Finance & Administration. Repeated violations of the parking policy may result in the illegally parked car being towed away at the owner's expense.





# STUDENT CLUBS AND ORGANIZATIONS

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 Activities Advisory Committee**

This student organization established to provide an open line of communication between students and the Vice President for Student Affairs. SAAC supervises campus elections and/or social functions. The Coordinator of Student Activities serves as the group's advisor. SAAC is open to all students who are interested in attending and participating.

## **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.

## **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, cultural enrichment, and motivational workshops.

**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.

## **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.

## **Intramurals**

East Arkansas Community College is a member of the (ADIL) Arkansas Delta Intramural League. This program provides students with the opportunities for individual, dual, and team competition. Intramurals are designed to provide enjoyment and physical recreation during the student's college career. Some of the activities provided by the ADIL include: basketball, volleyball, dodgeball, kickball, and flag-football.





# **STUDENT FINANCIAL INFORMATION**



# 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 Nelnet Business Solutions (NBS), a tuition management company, to offer students a convenient method to arrange payment schedules and pay tuition in installments. The cost to use the NBS 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](http://www.eacc.edu) and click on the "Payment Plans" button or complete an agreement at the EACC Business Office. Contact the EACC Business Office with any questions.

*Various payment schedules may be viewed online. Tuition and fees are subject to change.*

## **Tuition and Fees Schedule**

### **Credit Courses (2015-2016):**

Sem Credit Hrs	<u>In-County</u> <sup>1</sup>	<u>In-State</u>	<u>Out-of-State</u>
1 - 14	\$84/hour	\$94/hour	\$111/hour
15 or more	\$1,260	\$1,410	\$1,665

**A \$6 per credit hour building-use fee (maximum \$90) and a \$5 per credit hour technology fee (maximum \$75) 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 Admissions 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 'in-state' 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 of 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.

**Building Use Fee-Wynne Site:** \$5 per credit hour

**Matriculation Fee:** \$50

**Infrastructure Fee:** \$20 per year

**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:** \$23 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 and Registration. 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 any Federal Financial Aid program, a portion of the refund shall be returned to the Financial Aid 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



# 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. 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 EACC Student Financial Aid Office..

**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 as a degree-seeking student in a minimum of 6 credit hours 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 any time after the preceding October 1 by completing the appropriate financial aid application. Application forms are available online, or in the EACC Student Financial Aid Office.

**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
- (2) a citizen, national, or permanent resident of the United States, or a permanent resident of the Trust Territories of the Pacific Islands
- (3) full lifetime eligibility used (LEU) for a Pell Grant has not been used.

A student must apply for a PELL Grant prior to each academic year by completing the online Free Application for Federal Aid (FAFSA). Students will be able to apply for an academic year any time after the preceding October 1. Complete processing and certification of the FAFSA takes approximately 3-4 weeks, so students are encouraged to complete their FAFSA 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 FAFSA to produce an eligibility index number (the Expected Family Contribution, or EFC). 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 complete the FAFSA before being considered for other aid. Contact the EACC Student Financial Aid Office for specific information.



## **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with the exceptional financial need, that is, students with the lowest Expected Family Contributions (EFCs) who are also Federal Pell Grant recipients. An FSEOG award doesn't have to be paid back. FSEOG is awarded to eligible students on a first come, first served basis.

**Federal Work-Study (FWS)** Under the provisions of the Economic Opportunity Act of 1964, East Arkansas Community College provides 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.

**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.

### **Veterans Tuition Policy**

Any individuals meeting the following eligibility guidelines shall be charged the in-state tuition rate regardless of actual state of residency.

- A Veteran using educational assistance under either chapter 30 (Montgomery GI Bill® – Active Duty Program) or chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service.
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service.

- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)*

## **Student Aid Satisfactory Academic Progress Policy**

Federal regulations require that all recipients of student financial assistance make satisfactory academic progress toward a degree or eligible certificate. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, and Direct Parent PLUS Loan programs must meet THREE requirements to maintain their financial aid eligibility at East Arkansas Community College. Rules are applied uniformly to all students whether or not aid has been received previously.

1. Students are required to maintain a minimum cumulative grade point average.
2. Students are required to complete (pass) a certain percentage of hours they attempt.
3. Students must complete their degree within a timely manner.

These three requirements are summarized in the following charts. Failure to meet any of these minimum academic standards will result in the loss of financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress (SAP) Policy, when they may be placed on financial aid Warning, Probation, or Suspension. **Satisfactory academic progress is reviewed at the end of each academic semester once grades have been posted.**

## I. GRADE POINT AVERAGE REQUIREMENT

Each student must meet a minimum cumulative grade point average to remain eligible for federal student aid. A Grade Point Average of a 2.0 is equivalent to a “C” average.

SEMESTER CREDIT HOURS	GRADE POINT AVERAGE	COMPLETION PERCENTAGE OF HOURS ATTEMPTED
1-15	1.50	50%
16-31	1.60	53%
32-47	1.70	60%
48 and above	2.00	67%

## II. SATISFACTORY COMPLETION OF SEMESTER HOURS REQUIREMENT

Students must also successfully complete and pass 67% of all courses after they have attempted 47 hours. Grades of A, B, C, D, F, W, WF, CR, NC, I, AU, and R are all considered attempted hours. All transfer hours are included in this calculation.

At the end of each semester, the Financial Aid Office will print each financial aid student’s transcripts which include: attempted hours, completed hours, and cumulative GPA. This is what is used to determine Satisfactory Academic Progress (SAP). Academic progress will be reviewed at the end of each academic year to determine future eligibility. SAP will also be reviewed at the end of each year to determine if student is sufficiently working towards the completion of a degree in the 150% maximum allowable time frame.

Only classes a student is enrolled in after the 11<sup>th</sup> day of class will be considered. East Arkansas Community College may disburse a Pell grant, Loan, etc. to an eligible student ONLY after determining that the student has met SAP for the payment period. Students not meeting these requirements after one academic year will lose future aid eligibility. If a student fails to meet SAP, they will receive notification via email or regular mail from the Financial Aid Office stating they have lost eligibility. Students are also advised to review their aid eligibility status online by clicking the NETPARTNER link in the Quicklinks section of the *MyEACC* student web portal.

## III. MAXIMUM TIME FRAME FOR DEGREE COMPLETION

Students must complete their degree program within an allotted period to remain eligible for financial aid. The maximum time frame in which a degree must be acquired is 150% of the published total credit hour length for a student’s declared degree program. Be aware that hour limits are cumulative; therefore, all hours from all institutions attended will be included, even if a student did not receive federal student aid. The Financial Aid Office recommends that students who have attempted 30 or more hours have a degree audit completed in the Office of Admissions and Registration to ensure they are taking the courses necessary for their degree. For financial aid purposes grades of A, B, C, D, F, W, WF, CR, NC, I,

AU, and R are all considered attempted hours and will be counted towards maximum time frame. Once students reach their maximum period for their specified degree, they are no longer eligible for federal student aid.

### Incomplete Classes

Incomplete classes will result in a grade of “I”, and will be considered the same as an “F” when evaluating SAP. A student MUST do the work to complete the class in order for the “I” to be changed to an actual letter grade (A, B, C, D, or F) within one semester. Grades of a “WF” will be considered the same as an “F”.

### Repeated Coursework

Title IV funds will not pay for credit hours that have been taken previously and passed twice (Grades of “D” or better are considered passing). After repeating a course once, subsequent repeats for that course will not be calculated in your enrollment status pertaining to Title IV funds.

### Satisfactory Academic Progress Evaluation

Satisfactory Academic Progress is evaluated at the conclusion of each academic semester after grades have been posted. All attempted and transfer hours are counted during this evaluation.

### Financial Aid Warning

Financial Aid Warning occurs the first time when a student fails to meet SAP within a semester.

Students who fail to meet minimum requirements at the end of a semester will be placed on a Financial Aid Warning the first time. Any student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that Warning semester, if the student has met the minimum grade and attendance requirement, the student is considered to be progressing toward SAP. A student who loses their financial aid eligibility at the end of a Financial Aid Warning period (semester) for failure to achieve SAP has the right to file an appeal regarding their SAP Evaluations.

### Financial Aid Suspension

Suspension will occur if a student fails to meet any of the SAP requirements and cannot reestablish SAP within a semester. Suspension also occurs if a student fails to meet the terms of his or her Financial Aid Probation and/or academic plan. Students cannot receive funds from the aid programs listed above while on financial aid suspension. (SEE APPEAL OF FINANCIAL AID SUSPENSION)

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; with the right to appeal. The student will be placed on Financial Aid Suspension, with a loss of Title IV, HEA funding and will be required to meet specific criteria of a degree audit to assist them in regaining SAP and Title IV, HEA eligibility.

During this period of financial aid suspension (semester) the student will not be eligible to receive Title IV, HEA funds but he/she may continue with their coursework provided that arrangements for full payment of all student account charges are completed in the EACC Business Office on or before the first class day of the semester.

### **Appeals of Financial Aid Suspension**

A student who wishes to appeal his or her Financial Aid Suspension and loss of Title IV, HEA eligibility, and has extenuating circumstances, may appeal a financial aid suspension by submitting a typed appeal to the Financial Aid Office. Appeals must explain in detail why the student failed to meet the minimum academic standards, what extenuating circumstances caused the failure, and how the situation has since improved.

Examples of extenuating circumstances include illness, medical issues with immediate family members, or a death in the family. Personal or financial issues with family or friends are not considered extenuating circumstances.

The deadline for submitting appeals is two (2) weeks prior to the start of the semester for which Title IV, HEA aid has been suspended. Any appeal received in the Financial Aid Office after the deadline will not be considered.

#### **A student's typed appeal should include:**

1. The reason(s) why the student failed to meet Satisfactory Academic Progress.
2. Supporting documentation that may be pertinent to the student's appeal.

The Appeals Committee will evaluate all documentation submitted and the student's appeal will be approved or denied. The results of the appeal will be emailed/mailed to the student within ten business days of the committee meeting.

If the appeal is unsuccessful, the student is responsible for paying for their own educational costs until the student improves his/her scholastic record to meet the minimum standards. Students who were denied due to maximum time frame are responsible for paying for their own educational costs for the remainder of their degree program.

If the appeal is successful, the student will enter a period of Financial Aid Probation during which the student may be required to successfully follow an Academic Plan in order to avoid a subsequent final suspension of Title IV, HEA aid.

### **Financial Aid Probation**

1. A student can be placed on Financial Aid Probation for one semester only.

Any student that successfully completes the appeal process shall be placed on Financial Aid Probation and will be eligible to receive Title IV, HEA during the Probationary semester. While on Title IV, HEA Financial Aid Probation, the student must meet the institution's SAP standards by the end of the semester.

2. Students placed on Financial Aid Probation with an academic plan must achieve Satisfactory Academic Progress (SAP), or complete the requirements of the Academic Plan submitted during the Appeal that was developed to assist the students in regaining their Title IV, HEA eligibility. The student's approval email/letter will explain all requirements that must be met during his/her probationary period to continue to receive financial aid.

**A student who fails to complete a single course or has a complete withdrawal from East Arkansas Community College after receiving financial aid may be automatically placed on suspension.**

### **Student Responsibility**

Students are held responsible for reading and understanding the Satisfactory Academic Progress (SAP) eligibility requirements and knowing their status at the end of each semester. If questions arise, contact the Financial Aid Office at (870) 633-4480.

**\*Please note: Financial Aid Probation and Suspension are separate from ACADEMIC probation and suspension.\***

### **Appeals of Financial Aid Probation**

Students who successfully appeal may receive financial aid during a probation period. In order 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.



## Policy on Return of Title IV-Higher Education Act (HEA) Funds

When students apply for financial aid, they sign a statement that they will use the funds for educational purposes only. Therefore, if a student withdraws before completing the academic program, a portion of the financial aid funds received may have to be returned. East Arkansas Community College will calculate the amount of financial aid to be returned to the Title IV, HEA Federal fund programs according to the following policy.

This policy applies to students who **withdraw officially, unofficially, fail to return from a leave of absence, or are dismissed from enrollment** at East Arkansas Community College. It is separate and distinct from the East Arkansas Community College refund policy. (Refer to EACC refund policy)

The calculated amount of the Return of Title IV, HEA "Return to Title IV"(R2T4) funds that are required for the students affected by this policy is determined according to the following definitions and procedures as prescribed by federal regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received. It has no relationship to a student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the Order of Return of unearned funds does not include funds from sources other than the Title IV, HEA programs

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

EACC has 45 days from the date that the College determines that the student withdrew to return all unearned funds for which it is responsible. The College is required to provide written notification to the student by email or regular mail if they owe a repayment.

The College must advise the student or parent that they have 14 calendar days from the date the College sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdrawal disbursements will occur within 30 days of the date that the student withdrew.

## *Official Withdrawal from the College for Financial Aid Purposes Only*

A student is considered to be "Officially" withdrawn on the date the student notifies the Director of Financial Aid or Director of Enrollment Management in writing of their intent to withdraw.

The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. The date the student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from East Arkansas Community College records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, East Arkansas Community College will complete the following process:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance according to the College's attendance records.
2. Perform two calculations:
  - a. The student's statement of account and attendance records are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and the amount of Title IV funds for which the College is responsible (if any). Returns made to the Federal Funds Account are calculated using the federal Return of Title IV (R2T4) Funds Worksheets.
  - b. Calculate the College's refund requirement (if any).
3. Update the student's grade record to reflect the student's final grade(s).
4. Return the amount for any unearned portion of the Title IV funds for which EACC is responsible within 45 days of the date the official notice was provided.
5. Provide the student with a letter explaining the Title IV, HEA requirements, including:
  - a. The amount of Title IV assistance the student has earned, based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. The amount of any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program.
  - c. The amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with their statement of account noting outstanding balance due to the College and the available methods of payment.
7. A copy of the completed worksheet, check, letter and final statement of account will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he or she is continuing their program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### ***Unofficial Withdrawal from School***

In the event that a student withdraws unofficially (withdraws and did not notify the college) and did not provide official notification of his or her intent to withdraw and receives all "F's" at the end of the semester, the last date of attendance is noted on the roster by the instructor.

At the end of the semester after all grades have been submitted to the Registrar's Office, the Financial Aid Office will perform the following procedures:

1. The College will calculate the amount of Federal funds the student has earned and, if any, the amount of Federal funds for which the College is responsible, and the College's refund requirement, if applicable.
2. The EACC Director of Financial Aid will return to the Federal fund programs any unearned portion of Title IV funds for which the College is responsible within 45 days of the date the withdrawal determination was made, and record the return on the student's account.
3. If applicable, EACC will provide the student with a refund letter explaining Title IV requirements as follows:
  - a. Advise the student of the amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program, and the amount of aid the student received.
  - b. Advise the student of the amount of unearned Title IV aid and tuition and fees that must be returned by the student, if applicable.
  - c. Supply the student with a statement of account showing the outstanding balance due the College and the available methods of payment.
4. A copy of the completed worksheet, check, letter, and statement of account will be kept in the student's file.

### **Withdrawal before 60%:**

EACC must perform a calculation utilizing the federal "Return to Title IV" (R2T4) worksheets to determine the amount of earned aid up through the 60% point in each payment period or period of enrollment (semester or term). The College will use the federal prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds scheduled to be received during the period, however, the institution must still perform a R2T4 to verify the amount of aid that the student has earned.

### **Withdrawal after 60%:**

For a student who withdraws after the 60% point in the period (term), there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement.

### **Example of Calculation:**

1. Determine the percentage of Title IV, HEA aid earned by the student by taking the calendar days completed in the payment period, divided by the total calendar days in the payment period (excluding breaks of 5 days or more and days the student was on an approved Leave Of Absence, if any).  
$$18(\text{complete days}) = 15.3\% (\% \text{ of completed calendar days})$$
$$118 (\text{total days})$$
2. Determine the amount of Title IV aid earned by the student by multiplying the percentage of Title IV, HEA aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.  
$$15.3\% \times \$2805.00 = 429.17 (\text{Amount of aid earned by student})$$
3. Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.
4. When Title IV, HEA funds are returned, the student may owe a balance to the institution.

### **Post Withdrawal Disbursement**

EACC will offer any post-withdrawal disbursement of loan funds within 30 days of the date it determines the student withdrew.

EACC must disburse any Title IV, HEA grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the College determined the student withdrew and disburse any loan funds a student accepts within 180 days of the withdrawal date.

Post-withdrawal disbursements will occur within 30 days of the date that the student withdrew.

If a student did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. East Arkansas Community College may use a portion or all of the post-withdrawal disbursement for tuition and fees (as contracted with the College). For all other College charges, EACC requires the students to apply post-withdrawal disbursement funds. If permission is withheld, the student will be offered the funds. However, it may be in the student's best interest to allow the College to keep the funds to reduce the student's debt obligation to the College.

### ***Order of Return***

East Arkansas Community College is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on a student's behalf is available from the Financial Aid Office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Federal Direct Stafford/ Federal Direct PLUS Loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV Assistance
- Other State Tuition Assistance Grants, Private, Institutional Aid Programs
- Aid returned to Student, if any

### **Time frame for returning an unclaimed Title IV Credit Balance:**

If EACC attempts to disburse a credit balance by check and the check is not cashed, the College must return the funds no later than 240 days after the date the College issued the check.

If a check is returned to the College or an Electronic Funds Transfer (EFT) is rejected, the College may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the College does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

**The College must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.**

### ***Institution Responsibilities***

East Arkansas Community College's responsibilities regarding Title IV, HEA funds:

- Providing students information with information contained in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds. There are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### ***Overpayment of Title IV, HEA Funds***

Any amount of unearned grant funds that must be returned is called overpayment. The amount of grant overpayment that must be repaid is half of the grant funds the student received, or was scheduled to receive. The student must make arrangements with East Arkansas Community College to return unearned grant funds.

### ***Student Responsibilities in regards to Return of Title IV, HEA funds***

- Returning to the Title IV, HEA programs any funds that were dispersed to the student
- Providing any notification of withdrawal in writing and addressed to the appropriate College official.
- Providing in writing any notification to rescind a previous intent to withdraw addressed to the appropriate College official.

Either these notifications, to withdraw or rescind to withdraw, must be made to the appropriate EACC records/ registration official.

### ***Refund vs. Return to Title IV, HEA Funds***

The requirements for the Title IV, HEA program funds when a student withdraws are separate from any refund policy that East Arkansas Community College may have regarding cash credit balance returns to students. Therefore, a student may still owe funds to the school to cover unpaid institutional charges. East Arkansas Community College may also charge the student for any Title IV, HEA program funds that they were required to return on behalf of the student.

### **Return to Title IV, HEA questions?**

For questions regarding Title IV, HEA program refunds after visiting with the Financial Aid Office, contact the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

NOTE: This policy is subject to change at any time, and without prior notice.



## FEDERAL RETURN OF TITLE IV FUNDS POLICY

East Arkansas Community College is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional “Return to Title IV” (R2T4) work sheet performed on your behalf is available through the office upon student request.

This policy applies to students’ who withdraw officially, unofficially, fail to return from a leave of absence, or are dismissed from enrollment at East Arkansas Community College. It is separate and distinct from the East Arkansas Community College refund policy. (Refer to EACC refund policy)

The calculated amount of the Return of Title IV, Higher Education Act (HEA) (R2T4) funds that are required for the students affected by this policy is determined according to the following definitions and procedures as prescribed by federal regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received. It has no relationship to a student’s incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the Order of Return of unearned funds does not include funds from sources other than the Title IV, HEA programs.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of Returned Funds is allocated in the following order:

- Federal Direct Stafford/ Federal Direct PLUS Loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other Title IV Assistance
- Other State Tuition Assistance Grants, Private, Institutional Aid Programs
- Funds returned to the Student, if any

### 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:	EARNED AID (Not returned)	UNEARNED AID (Must be returned)
Within week 1	4.7%	95.3%
Within week 2	11.3%	88.7%
Within week 3	17.9%	82.1%
Within week 4	24.5%	75.5%
Within week 5	31.1%	68.9%
Within week 6	37.7%	62.3%
Within week 7	44.3%	55.7%
Within week 8	50.9%	49.1%
Within week 9	57.5%	42.5%
After week 9	60%	0%

**EXAMPLE:** In general, the 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 College and/or the student must return the remaining 60% to the

## 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 regular fall and spring semester until graduation. The Academic Achievement Waiver may apply to summer semesters subsequent to the student's first regular semester enrollment.
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.
4. Students must maintain a minimum 3.00 GPA and complete at least 12 semester credit hours during each fall and spring semester to receive the next semester's award.

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.

*\*Limited to the following Arkansas counties: St. Francis, Cross, Lee, Monroe, Woodruff & Poinsett*

### 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.

NOTE: Mandatory Fees refers to Building Use Fees and Technology Fees only and are only waived for eligible students 60 years of age and older. All other applicable fees must be paid by all students. Please refer to the Schedule of Tuition & Fees in this Catalog for more information regarding applicable fees.

### 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, be degree-seeking, have a 3.0 GPA 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. Application deadline is July 15<sup>th</sup>.

### 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.

### 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.

### 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. Application deadline is April 15<sup>th</sup>.

## **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.

## **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 online at [www.abf.org](http://www.abf.org). The application deadline is February 1<sup>st</sup>.

## **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, students who have had an interruption in their education, or students enrolled in the Certificate of Proficiency in Animal Training program. 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. The application deadline is April 15<sup>th</sup>.

## **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<sup>th</sup> of the current year. The freshman scholarship is \$1,000 (\$500 each semester).

## **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 April 15<sup>th</sup> 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.

## **EACC Foundation Scholarships**

The East Arkansas Community College Foundation offers students four \$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](http://www.eacc.edu) and must be submitted to the Financial Aid Office.

**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 1<sup>st</sup>.

**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 1<sup>st</sup>.

**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 1<sup>st</sup>.

## **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 1<sup>st</sup>.

## **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 1<sup>st</sup>.



**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 1<sup>st</sup>.

**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 1<sup>st</sup>.

### **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 1<sup>st</sup>.

### **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 1<sup>st</sup>.

### **Dr. John W. Alderson III Business Scholarship-**

This scholarship was established in 2013 by Dr. Alderson's family in honor of his retirement from EACC, and is dedicated to assisting students pursuing an Associate of Applied Science degree in a business field, an Associate of Science in Business degree or an Associate of Arts degree with an emphasis in business. Awarded to a full-time sophomore student with a 3.0 GPA on all coursework (minimum of 30 college credit hours), the application deadline is August 1<sup>st</sup>.

## **Local and State Scholarships, Grants & Awards**

For more information visit [www.adhe.edu](http://www.adhe.edu)

### **Arkansas Academic Challenge Scholarship**

Academic Challenge Program provides scholarships to Arkansas residents pursuing a higher education. Funded in large part by the Arkansas Scholarship Lottery, the Academic Challenge Scholarship is available to students regardless of their academic status, whether just graduating from high schools, currently enrolled in college, enrolling in college for the first time, or re-enrolling after a period of time out of college. Information is available online at [www.adhe.edu](http://www.adhe.edu). The application deadline is June 1<sup>st</sup> each year.

### **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 completed 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 1<sup>st</sup> for Fall Semester and October 10<sup>th</sup> for Spring semester.

### **Arkansas Future Grant (ArFuture)**

Arkansas Future (ArFuture) is the newest state grant program. The purpose of this grant is to increase the education and skills of Arkansas's workforce in an affordable manner. The grant applies to students enrolled in Science, Technology, Engineering and Math (STEM) or regional high demand areas of study. The grant will cover tuition and fees for qualifying certificate and Associate degree programs at Arkansas' public institutions for eligible students. The grant is available on a first come, first serve basis. Students must complete the FAFSA and apply through ADHE's online YOUiversal scholarship portal. More detailed information is available at [www.adhe.edu](http://www.adhe.edu).

### **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.

### **Arkansas National Guard and Reserves Tuition Waiver**

Arkansas residents who are active members of the Arkansas National Guard can attend EACC with a full waiver of tuition charges provided that the service member is in good standing with both the Guard and the College. The waiver only applies to undergraduate students who have completed the FAFSA and applied for all available state and federal grants and scholarships for which they are eligible. Tuition is waived for a maximum of 120 hours. For additional information, refer to Act 471 of 2017.

### **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 from your high school counselor. Application deadline is March 16<sup>th</sup>.

### **Arkansas Single Parent Scholarships**

Single Parent Scholarships (SPSF) are given to low-income single parents who are pursuing post-secondary education in preparation for skilled employment. Scholarship Funds are administered by affiliate organizations and volunteers in each county of Arkansas. Eligibility criteria and application requirements vary by county. Information is available online at [www.aspsf.org/students\\_spscholarships.html](http://www.aspsf.org/students_spscholarships.html).

### **Governor's Distinguished Scholarship**

Effective 2015-2016 academic year, high school seniors with a minimum ACT score of 32, a minimum SAT score of 1410 and a grade point average of 3.50 are eligible to apply for this award. All recipients will be expected to complete 27 hours of college credit during the freshman year and 30 hours every year thereafter (12 semester credit hours for the first fall semester and 15 semester credit hours thereafter). Program applications must be submitted to the Arkansas Department of Higher Education no later than February 1<sup>st</sup>. With a maximum award of \$10,000 per year for tuition, mandatory fees, room and board. This scholarship is based on outstanding academic achievement and leadership.

### **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. 1<sup>st</sup> for the Spring semester, May 1<sup>st</sup> for the Summer I term and July 1<sup>st</sup> for the Summer II term. Students must maintain a minimum GPA of 2.0 on a 4.0 scale. For complete information, please review requirements on the ADHE website or call 501-371-2050.

### **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 June 1 for the Fall semester. Recipients must maintain a minimum GPA of 2.0 on a 4.0 scale and complete a minimum of 24 credit hours per academic year.

### **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.

**There are many additional scholarships available. For more information on Arkansas state awards and scholarships, visit: [www.adhe.edu](http://www.adhe.edu).**

**For other scholarships, visit: [www.studentaid.ed.gov](http://www.studentaid.ed.gov)**



## **EACC Scholar Awards and Programs**

### **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 ACC Convention as held in October. Applications are available in the Student Affairs Office and deadline for application is May 15<sup>th</sup>.

### **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 per semester. Students must also take at least one additional three-hour 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 may become provisional members of Phi Theta Kappa honor society.

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

- High school GPA of 3.5 or greater or GED score of 601 or greater
- Score of 23 or higher on the ACT with the following minimum scores:

English	19
Reading	19
Math	19
- 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.







# **ACADEMIC INFORMATION**



# 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 Hodges Student Services Complex 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 and Spring Terms

The normal load for a full-time student during a regular fall or spring 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, 6 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 4-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 is 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 3-hour course is absent from class for more than 6 hours, that student is 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 Office of Admissions and Registration. 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	ECO 2103	3
Economics-Microeconomics	3-5	ECO 2203	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 Prior Learning Assessment

Students who possess knowledge for certain courses offered by the College may petition for credit by examination or 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.

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.

Questions regarding the specifications of the CLEP test should be directed to Educational Guidance Services located in the Hodges Student Services Complex. Students who believe they qualify for credit by examination or previous work experience should contact the appropriate associate vice president.

## 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 4-point, semester credit hour grading system:

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

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

<b>CR</b>	credit
<b>NC</b>	no credit
<b>I</b>	incomplete
<b>AU</b>	audit
<b>R</b>	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.

## 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, and submitted to the Vice President of Academic Affairs for approval.

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.**

## 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

## 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.

**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

SEMESTER CREDIT HOURS	GRADE POINT AVERAGE	COMPLETION PERCENTAGE OF HOURS ATTEMPTED
1-15	1.50	50%
16-31	1.60	53%
32-47	1.70	60%
48 and above	2.00	67%

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 at EACC, the 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.

## 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.





# 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.

## 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.

## Graduation 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 by the Vice President for Academic Affairs.
7. Satisfactorily settle all financial obligations.
8. Complete all requirements specified on the degree plan for the degree they wish to be awarded.
9. 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.

## Transfer Degrees

East Arkansas Community College offers the following degrees to students interested in transferring to a four-year college or university: Certificate in General Studies, Associate of Arts, Associate of Science in Business, Associate of Science in Criminal Justice, and Associate of Science in Education. The description of these degrees are as follows:

**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. The Certificate of General Studies is designed to recognize 31-38 credit hours of specified general education core courses successfully completed by students. 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. The Associate of Arts degree is 60 semester credit hours and includes the state minimum number of credit hours and courses in the specified general education core categories. A minimum cumulative grade point average of 2.0 is required.



**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.

**Associate of Science in Education:** The Associate of Science in Education – K-6 Elementary Education is designed for students wishing to transfer into a bachelor's degree program in K-6 education. The Associate of Science in Education – Middle Level is designed for students wishing to transfer into a bachelor's degree program in middle level education. To earn an Associate of Science in Education, at least a 2.75 grade point average is required. Courses in the degrees are considered transferable toward a baccalaureate degree. Students planning to transfer to a four-year college or university should consult the relevant college or university catalog when making choices in the AS degree plan.

## **Career, Occupational, and Technical Programs and Degrees**

East Arkansas Community College offers career, occupational, and technical programs and degrees to students interested in obtaining a certificate of proficiency, technical certificate, and/or associate of applied science degree. A description of these programs and degrees are as follows:

**Certificate of Proficiency:** The Certificate of Proficiency is awarded to students who have demonstrated mastery of skills and knowledge against specified performance standards in a specified area or discipline. The award is granted for programs requiring completion of 6-21 undergraduate semester credit hours. The program of study may be a stand-alone program or part of a technical certificate or associate degree. A minimum cumulative grade point average of 2.0 is required.

**Technical Certificate:** The Technical Certificate is a planned and coherent program of classroom and laboratory/shop work at the collegiate level that recognizes the completion of a specified level of competency in an occupational field. The program of study may be a stand-alone program or part of an associate degree curriculum. The range of credit hours is 21-45 undergraduate 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."

**Cooperative Associate of Applied Science Degrees:** East Arkansas Community College and Crowley's Ridge Technical Institute have reached agreement on three cooperative A.A.S. degrees:  
Administrative Office Technology  
Drafting and Design  
Child Care

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

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



# TRANSFER DEGREE PLANS FOR ASSOCIATE DEGREES

## 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
- GEO–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. For more information, go to the ADHE website and select Course Transfer ([www.adhe.edu](http://www.adhe.edu)).

## 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 (38 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 2143 Business 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. For more information, go to the ADHE website and select Course Transfer ([www.adhe.edu](http://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 (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. MTH 1113 College Algebra\* (3 credit hours)
  
- C. Lab Science (8 credit hours)
  - 1. BIO 1014 General Biology\*
  - 2. Select 1 course:
    - PHS 1214 Physical Science\*
    - CHE 1024 General Education Chemistry\*
  
- 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 1013 Introduction to Sociology\*
  - 2. PSC 2003 American Government\*
  - 3. PSY 1003 General Psychology\*

### II. CRIMINAL JUSTICE CORE (15 hours)

- A. CJS 1003 Introduction to Criminal Justice\*
- B. CJS 1013 Criminal Evidence/Court Procedures
- C. CJS 1023 Criminal Investigation
- D. CJS 2093 Using Technology in Criminal Justice
- E. SOC 2063 Criminology

### III. CRIMINAL JUSTICE ELECTIVES (10-12 hours)

Select 10 or more credit hours from the following to reach a total of 60-62 hours.

- A. CJS 1053 Juvenile Delinquency
- B. CJS 2003 Substantive Criminal Law
- C. CJS 2023 Principles of Police Patrol
- D. CJS 2033 Introduction to Corrections
- E. CJS 2063 Crime Scene Photography
- F. Foreign Language

**\*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. For more information, go to the ADHE website and select Course Transfer ([www.adhe.edu](http://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.

## ASSOCIATE OF SCIENCE IN EDUCATION— K-6 ELEMENTARY EDUCATION

The Associate of Science in Education – K-6 Elementary Education is designed for students wishing to transfer into a bachelor’s degree program in K-6 education. At least a 2.75 grade point average is required. Courses in this degree are considered transferable toward a baccalaureate degree. Students planning to transfer to a four-year college or university should consult the relevant college or university catalog when making choices in the AS degree plan.

### 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. MTH 1113 College Algebra or higher\* (3 credit hours)

#### C. Lab Science (8 credit hours)

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

#### D. Fine Arts/Humanities (6 credit hours)

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

#### E. Social Sciences (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 REQUIREMENTS (25 hours)

- A. EDN 2053 Introduction to Education
- B. EDN 2083 Child Growth and Development
- C. EDN 2193 K-12 Educational Technology
- D. EDN 2203 Exceptional Child
- E. HIS 2053 Arkansas History
- F. MTH 2403 Math I
- G. MTH 2423 Math II
- H. PHS 1104 Earth Science\*

**\*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. For more information, go to the ADHE website and select Course Transfer ([www.adhe.edu](http://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.

## ASSOCIATE OF SCIENCE IN EDUCATION— MIDDLE LEVEL

The Associate of Science in Education – Middle Level is designed for students wishing to transfer into a bachelor's degree program in middle level education. At least a 2.75 grade point average is required. Courses in this degree are considered transferable toward a baccalaureate degree. Students planning to transfer to a four-year college or university should consult the relevant college or university catalog when making choices in the AS degree plan.

### 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 (3 credit hours)

MTH 1113 College Algebra\*

#### C. Lab Science (8 credit hours)

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

#### D. Fine Arts/Humanities (6 credit hours)

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

#### E. Social Sciences (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 REQUIREMENTS (12 hours)

- A. EDN 2053 Introduction to Education
- B. EDN 2083 Child Growth and Development
- C. EDN 2193 K-12 Educational Technology
- D. HIS 2053 Arkansas History

### III. SPECIALTY REQUIREMENTS (13 or more hours)

Students must pick **two (2)** specialty areas and take enough courses therein to reach a minimum of 60 hours.

#### A. Specialty of English/Language Arts

1. ENG 2243 American Literature I\*
2. ENG 2253 American Literature II\*
3. Directed elective if needed to reach a minimum total of 60 hours: ENG 2073 World Literature I\* **OR** ENG 2083 World Literature II\* (If course was not taken to fulfill previous World Literature requirement.)

#### B. Specialty of Science

1. CHE 1214 College Chemistry I\*
2. PHS 1104 Earth Science\*

#### C. Specialty of Mathematics

1. MTH 2403 Math I
2. MTH 2423 Math II
3. Directed elective if needed to reach a minimum total of 60 hours: MTH 2114 Survey of Calculus **OR** MTH 2214 Calculus I\*

#### D. Specialty of Social Studies

1. HIS 1013 Western Civilization I\* **OR** HIS 1023 Western Civilization II\* (If course was not taken to fulfill previous History requirement.)
2. HIS 2033 US History Before 1865\* **OR** HIST 2043 US History Since 1865\* (If course was not taken to fulfill previous History requirement.)
3. Directed elective if needed to reach a minimum total of 60 hours: GEO 2103 World Geography\*

**\*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. For more information, go to the ADHE website and select Course Transfer ([www.adhe.edu](http://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.



## **ASSOCIATE OF SCIENCE IN EDUCATION— SECONDARY LEVEL SOCIAL STUDIES (HISTORY)**

The Associate of Science in Education (ASE) – Secondary Level Social Studies (History) is designed for students wishing to transfer into a bachelor’s degree program in secondary level education. At least a 2.75 grade point average is required. Courses in this degree are considered transferable toward a baccalaureate degree. Students planning to transfer to a four-year college or university should consult the relevant college or university catalog when making choices in the AS degree plan.

### **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 (3 credit hours)**

MTH 1113 College Algebra\*

#### **C. Lab Science (8 credit hours)**

1. BIO 1014 General Biology & Lab\*
2. PHS 1104 Earth Science\*

#### **D. Fine Arts/Humanities (6 credit hours)**

##### 1. Select 1 course:

- ART 1003 Art Appreciation\*
- DRA 1003 Theatre Appreciation\*
- MUS 1003 Music Appreciation\*

##### 2. Select 1 course:

- ENG 2073 World Literature I \*
- ENG 2083 World Literature II \*

#### **E. Social Sciences (9 credit hours)**

1. PSC 2003 American Government\*
2. PSY 1003 General Psychology\*  
SOC 1013 Introduction to Sociology\*

### **II. SOCIAL STUDIES (HISTORY) EDUCATION CORE (25 hours)**

1. EDN 2053 Introduction to Education
2. EDN 2083 Child Growth and Development
3. EDN 2193 K-12 Educational Technology
4. HIS 1013 Western Civilization I\*
5. HIS 1023 Western Civilization II\*
6. HIS 2033 US History Before 1865\*
7. HIS 2043 US History Since 1865\*
8. HIS 2053 Arkansas History
9. Social Science or History elective to reach a minimum of 60 hours. Chose from the following prefixes: ECO, EDN, GEO, HIS, PSC, PSY, SOC, SSC.

**\*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. For more information, go to the ADHE website and select Course Transfer ([www.adhe.edu](http://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

# TRANSFER PLAN FOR CERTIFICATE IN GENERAL STUDIES

## 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)

- MTH 1113 College Algebra 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

### VI. Fine Arts (3 credit hours)

Select 1 course:

- ART 1003 Art Appreciation
- MUS 1003 Music Appreciation
- DRA 1003 Theatre Appreciation

### VII. Social Science (9 credit hours)

A. Select 1 course:

- HIS 2033 US History Before 1865
- HIS 2043 US History Since 1865
- PSC 2003 American Government

B. Select 1 course:

- PSY 1003 General Psychology
- SOC 1013 Introduction to Sociology

C. 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. For more information, go to the ADHE website and select Course Transfer ([www.adhe.edu](http://www.adhe.edu)).

## 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 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](http://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 2103 Prin of Macroeconomics (ACTS ECON 2103)  
ECO 2203 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)

GEO 2103 World Geography (ACTS GEOG 2103)  
GEO 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 1213 Quantitative Literacy (ACTS MATH 1113)  
MTH 1224 Precalculus Mathematics (ACTS MATH 1305)  
MTH 2103 Introduction to Statistics (ACTS MATH 2103)  
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 1104 Earth Science/Lab (ACTS PHSC 1104)  
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 Cultural Anthropology (ACTS ANTH 2013)  
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)

## EACC University Center

The University Center is an educational and economic development partnership among the colleges that comprise the Arkansas Delta Training and Education Consortium (ADTEC). The colleges are Arkansas Northeastern College, Arkansas State University-Newport, East Arkansas Community College, Mid-South Community College, and Phillips Community College of the University of Arkansas.

The University Center provides a mechanism to bring more baccalaureate degrees to the ADTEC region, particularly degrees that will directly support economic development, resulting in a more educated population and skilled workforce.

EACC offers limited degrees through Arkansas State University, the University of Arkansas at Fort Smith, and the University of Central Arkansas. Please visit our website for a list of current baccalaureate degree programs offered through the University Center.



# ASSOCIATE OF APPLIED SCIENCE DEGREE PLANS

## BUSINESS/TECHNOLOGY

### 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.

**Business Department**  
**Office Building 6**  
**870-633-4480, ext. 285**

<b>Term I</b>	<b>Semester Hours</b>
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

<b>Term II</b>	<b>Semester Hours</b>
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

<b>Term III</b>	<b>Semester Hours</b>
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

<b>Term IV</b>	<b>Semester Hours</b>
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
	<b>Total Degree Hours.....60</b>

**Administrative Office Technology Electives:**

BUS 1113	Legal Terminology
BUS 2043	Business Law II
BUS 2423	Machine Transcription
BUS 2483	Medical Office Management
CGR 1003	Introduction to Multimedia
HSC 1003	Medical Terminology
WEB 1003	Internet Business Foundations

**ASSOCIATE OF APPLIED SCIENCE  
ADVANCED MANUFACTURING TECHNOLOGY**

The Associate of Applied Science in Advanced Manufacturing Technology is 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 an option in which to specialize:

- I. Plastic Injection Molding
- II. Industrial Maintenance Technology
- III. Lean Technology.

<b>Term I</b>	<b>Semester Hours</b>
ENG 1013	English Composition I.....3
MTH 1093	Mathematical Applications II -or- Higher.....3
MFG 1023	Design for Manufacturing.....3
MFG 1033	Manufacturing Production Processes....3
MFG 1043	Manufacturing Power & Equipment Systems.....3
	Total Semester Hours.....15

<b>Term II</b>	<b>Semester Hours</b>
BUS 1603	Computer Fundamentals.....3
ENG 1023	English Composition II -or- Technical Communications.....3
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

<b>Term III</b>	<b>Semester Hours</b>
MFG 2013	Manufacturing Materials.....3
MCH 2043	Mechanical Devices.....3
Option electives.....	7
	Total Semester Hours.....13

<b>Term IV</b>	<b>Semester Hours</b>
PSY 1003	General Psychology -or- Introduction to Sociology.....3
SOC 1013	Introduction to Sociology.....3
MCH 2083	Hydraulics/Pneumatics.....3
MFG 2033	Manufacturing Equipment Maintenance & Operation.....3
MFG 2923	Manufacturing Capstone Course.....3
Option elective.....	3
	Total Semester Hours.....15
	<b>Total Degree Hours.....62</b>

**Plastic Injection Molding Specialty 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 Maintenance Technology Specialty Electives:**

MNT 1003	Maintenance Management
MCH 2204	Basic Machine Shop
MCH 1062	Welding Principles

**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





## 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.

- 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

<b>Term I</b>	<b>Semester Hours</b>
BUS 1603	Computer Fundamentals..... 3
DFT 1013	Fundamentals of Drafting.....3
DFT 1023	Intro to Computer Aided Drafting.....3
EGR 1004	Fundamentals of Engineering I.....4
ENG 1013	English Composition I.....3
	<b>Total Semester Hours.....16</b>

<b>Term II</b>	<b>Semester Hours</b>
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
MTH 1113	College Algebra.....3
	<b>Total Semester Hours.....16</b>

<b>Term III</b>	<b>Semester Hours</b>
EGR 1013	Blueprint Reading.....3
EGR 2053	Precision Measurements.....3
PHS 1214	Physical Science -or-
PHY 2114	General Physics.....4
Applied Engineering Electives.....	4
	<b>Total Semester Hours.....14</b>

<b>Term IV</b>	<b>Semester Hours</b>
EGR 2923	Engineering Technology Internship.....3
SFT 2073	Industrial Safety and OSHA.....3
Applied Engineering Electives.....	4
	<b>Total Semester Hours.....14</b>
	<b>Total Degree Hours.....60</b>

#### 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 2033	Engineering and Design Project

## II. Computer Information Systems Option

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

<b>Term II</b>	<b>Semester Hours</b>
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.....	3
<b>Total Semester Hours.....</b>	<b>15</b>

<b>Term III</b>	<b>Semester Hours</b>
CIS 1013 Microcomputer Hardware Concepts.....	3
CIS Elective.....	12
<b>Total Semester Hours.....</b>	<b>15</b>

<b>Term IV</b>	<b>Semester Hours</b>
CIS 2203 Database Management Concepts and Apps.....	3
CIS 2613 Systems Analysis and Design.....	3
CIS 2993 Internship in CIS.....	3
CIS Elective.....	6
<b>Total Semester Hours.....</b>	<b>15</b>
<b>Total Degree Hours.....</b>	<b>60</b>

### 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
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

### 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

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

<b>Term II</b>	<b>Semester Hours</b>
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
	<b>Total Semester Hours.....17</b>

<b>Term III</b>	<b>Semester Hours</b>
ELE 1004	Electrical Technology I.....4
MCH 2083	Hydraulics and Pneumatics.....3
	Diesel Technical Electives.....6
	<b>Total Semester Hours.....13</b>

<b>Term IV</b>	<b>Semester Hours</b>
DST 2124	Adv Diesel Engine Diag and Repair.....4
MCH 2043	Mechanical Devices.....3
	Diesel Technical Electives.....6
	<b>Total Semester Hours.....13</b>
	<b>Total Degree Hours.....60</b>

#### Diesel Technical Option Electives:

ELE 2144	Programming Logic Controllers
RET 2024	Process Instrumentation
SFT 1063	Industrial Loss Prevention
SFT 2073	Industrial Safety and OSHA

### IV. Drafting and Design Option

<b>Term I</b>	<b>Semester Hours</b>
ENG 1013	English Composition I.....3
BUS 1603	Computer Fundamentals.....3
MTH 1093	Mathematical Applications II -or- Higher.....3
DFT 1013	Fundamentals of Drafting.....3
	Social Science Elective.....3
	<b>Total Semester Hours.....15</b>

<b>Term II</b>	<b>Semester Hours</b>
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
	<b>Total Semester Hours.....16</b>

<b>Term III</b>	<b>Semester Hours</b>
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 Elective.....3
	<b>Total Semester Hours.....15</b>

<b>Term IV</b>	<b>Semester Hours</b>
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
	<b>Total Semester Hours.....14</b>
	<b>Total Degree Hours.....60</b>

#### 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 -or- Higher.....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 Elective.....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 Elective.....3	
	Total Semester Hours.....15

Term IV	Semester Hours
ELE 2004	Electronics II.....4
ELE 2154	Digital Electronics.....4
Electronics Technical Elective.....6	
	Total Semester Hours.....14
	<b>Total Degree Hours.....60</b>

### 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 -or- Higher.....3
EHS 1113	Environmental Regulations.....3
	Total Semester Hours.....16

Term II	Semester Hours
BIO 1014	General Biology.....4
BUS 2013	Technical Communications -or-
ENG 1023	English Composition II.....3
EHS 1003	Introduction to Environmental Technology.....3
MFG 1023	Design for Manufacturing.....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
	<b>Total Degree Hours.....60</b>

## 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.

<b>Term I</b>		<b>Semester Hours</b>
ENG 1013	English Composition I.....	3
BUS 1603	Computer Fundamentals.....	3
PSY 1003	General Psychology.....	3
SPE 1003	Introduction Oral Communication.....	3
Option Elective.....		3
Total Semester Hours.....		15

<b>Term II</b>		<b>Semester Hours</b>
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.....		3
Total Semester Hours.....		15

<b>Term III</b>		<b>Semester Hours</b>
BUS 2113	Principles of Accounting I.....	3
BUS 2863	Continuous Quality Improvement.....	3
BUS 2183	Electronic Spreadsheet Applications.....	3
Option Electives.....		6
Total Semester Hours.....		15

<b>Term IV</b>		<b>Semester Hours</b>
BUS 2123	Principles of Accounting II.....	3
BUS 2513	Fundamentals of Marketing.....	3
BUS 2013	Technical Communications.....	3
Option Electives.....		6
Total Semester Hours.....		15
<b>Total Degree Hours.....</b>		<b>60</b>

### Business Option Electives:

BUS 1003	Introduction to Business
BUS 1203	Consumer Finance
ECO 2103	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.

<b>Term I</b>		<b>Semester Hours</b>
ENG 1013	English Composition I.....	3
CHE 1024	General Education Chemistry-or-	
CHE 1214	College Chemistry.....	4
MTH 1093	Mathematical Applications II -or-	
	Higher.....	3
RET 1003	Introduction to Renewable Energy	
	Technology.....	3
SOC 1013	Intro to Sociology.....	3
Total Semester Hours.....		16

<b>Term II</b>		<b>Semester Hours</b>
ENG 1023	English Composition II.....	3
ELE 1004	Electrical Technology I.....	4
RET 1014	Biomass and Feedstocks.....	4
SFT 1063	Industrial Loss Prevention.....	3
Total Semester Hours.....		14

<b>Term III</b>		<b>Semester Hours</b>
BUS 1603	Computer Fundamentals.....	3
RET 1024	Biofuels.....	4
RET 2034	Bioprocess Practices & Lab.....	4
EHS 1003	Introduction to Environmental	
	Technology.....	3
Total Semester Hours.....		14

<b>Term IV</b>		<b>Semester Hours</b>
MCH2043	Mechanical Devices.....	3
RET 2024	Process Instrumentation.....	4
RET 2923	Internship.....	3
Technical elective.....		6
Total Semester Hours.....		16
<b>Total Degree Hours.....</b>		<b>60</b>

### Renewable Energy Technology Electives:

RET 1103	Fuels and Lubricants
RET 2933	Renewable Energy Capstone
ELE 2144	Programmable Logic Controllers





# ASSOCIATE OF APPLIED SCIENCE DEGREE PLANS

## HEALTH SCIENCES

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 before clinical rotations. 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.)

**Allied Health Department  
Office Building 5  
870-633-4480, ext. 270**

### ASSOCIATE OF APPLIED SCIENCE DEGREE PARAMEDIC

#### Curriculum Plan

##### Term I (Fall) Semester Hours

BIO 2014	Anatomy and Physiology for Paramedic.....	4
EMT 1001	Emergency Medical Systems.....	1
EMT 1017	Fundamentals for Paramedic.....	7
EMT 1010	Clinical Applications for Fundamentals for Paramedic.....	0
HSC 1003	Medical Terminology.....	3
MTH 1093	Math Applications II.....	3
<b>Total Semester Hours.....</b>		<b>18</b>

##### Term II (Spring) Semester Hours

ENG 1013	English Composition I.....	3
EMT 1028	Medical Emergencies.....	8
EMT 1020	Clinical Applications for Medical Emergencies.....	0
EMT 1131	Prehospital Assessment Techniques.....	1
EMT 2303	Pharmacology for Paramedic.....	3
<b>Total Semester Hours.....</b>		<b>15</b>

##### Term III (Summer) Semester Hours

<b>Summer (10 weeks)</b>		
EMT 2037	Traumatology.....	7
EMT 2030	Clinical Applications of Traumatology.....	0

<b>Summer I (5 weeks)</b>		
BUS 1603	Computer Fundamentals.....	3

<b>Summer II (5 weeks)</b>		
ENG 1023	English Composition II – or –	
BUS 2013	Technical Communication.....	3
<b>Total Semester Hours.....</b>		<b>13</b>

##### Term IV (Fall) Semester Hours

EMT 2023	Concepts of Paramedic Care Management.....	3
EMT 2043	Operations for Paramedic.....	3
EMT 2046	Field Internship.....	6
PSY 1003	General Psychology.....	3
SPE 1003	Introduction to Oral Communication.....	3
<b>Total Semester Hours.....</b>		<b>18</b>

	Total Credit Hours – EMT.....	39
	Total Credit Hours – General Education.....	25
	<b>Total Hours.....</b>	<b>64</b>

## 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 Paramedic and a Technical Certificate in 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 Paramedic Program is for currently certified Arkansas EMT's who wish to advance to the Paramedic level. EACC does not offer Advanced Placement for the Paramedic program.

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, 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.
7. Prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains," with or without exit points at the Emergency Medical Technician-Intermediate, and/or Emergency Medical Technician-Basic, and/or First Responder levels.

## 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 Paramedic Entrance Exam (Total \$40.00).
5. Submit a Paramedic (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 Paramedic 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 Paramedic Program once a year for Fall Admission.

#### **Deadline for 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 31<sup>st</sup> deadline will be considered by the Restricted Enrollment Committee for admission to the 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 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 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.
  - e. Flu Vaccine or must sign a waiver.
  - f. Varicella Vaccine or must sign a waiver.
4. Submit proof of health insurance.
  5. Complete Criminal Background Check and Drug Screen process.
  6. Report to the Director of the 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 Paramedic Program. The Arkansas Department of Health, Division of Trauma and Health Systems will make the final determination to allow a student to take the National Registry of Emergency Medical Technology-Paramedic Exam.
  7. Attend a mandatory Paramedic orientation. Failure to attend may result in rescinding of acceptance.

### Retention and Progression

To be allowed to remain or progress in the Paramedic Program, the student must:

1. Adhere to EACC and Paramedic Program policies and procedures.
2. Achieve a "C" or better in all required general education courses in order to successfully complete the program. Must complete all general education courses in designated term before progressing to next term.
3. Earn a grade of "C" or better in all EMT courses to progress to the next term. Students unsuccessful ("D" or "F") in an EMT course will be unable to progress in the program.
4. Take the unsuccessful ("D" or "F") course at the next available course offering. If unable to take the next available course offering, the student will be dismissed from the program. The student will be eligible to apply for readmission to the program (see Readmission Policy).
5. Complete and return all required forms and data records for each clinical application and field internship course.
6. Successfully complete the Skill Competency Manual for each clinical application course during the respective term.
7. Successfully complete the ACLS component in Term II to progress to Term III.
8. Successfully complete the Skill Competency Manual for Field Internship during Term IV in order to graduate.
9. Comply with all clinical facility rules and regulations.
10. Successfully complete the "Paramedic Final" including both written and practical skills during EMT 2023. The student will have three attempts to achieve a minimum norm score on the Paramedic Final prior to the end of EMT 2023. If unsuccessful, after three attempts, the students will fail EMT 2023 and be

ineligible to graduate. In this case, the student should make an appointment with the Director of Paramedic Program for further advisement.

11. Repeat all EMT courses in Term IV, if unsuccessful in one course within Term IV.
12. Submit the College's "Intent to Graduate" form to Registrar's Office, pay the graduation fee, and complete the degree audit by the October deadline before the application to sit for the National Registry Exam will be submitted and be eligible to graduate.
13. Apply for readmission as first time entering student if unsuccessful in two (2) EMT-Paramedic courses.

### Readmission Process

1. Students seeking readmission to the EMT-Paramedic Program should make an appointment with the Director of EMT-Paramedic Program.
2. Readmission is based on space availability.
3. Students may repeat only one unsuccessful EMT course. Students unable to repeat the unsuccessful EMT course at the next available course offering must apply for readmission as first time entering students and meet current admission requirements.
4. Students who are unsuccessful in two (2) EMT-Paramedic courses must apply for readmission as first time entering students and meet current admission requirements.
5. Any student who is denied clinical facility access for justifiable causes by the clinical facility will not be eligible for readmission to EACC's EMT-Paramedic Program.

### Graduation Policy

The EMT-Paramedic Program subscribes to East Arkansas Community College's requirements for graduation (see current College Catalog for graduation information).

### 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	\$10.00	X	X
Malpractice Insurance	\$80	X	X	\$80
FISDAP	\$80	X	X	\$25
Criminal Background & Drug Screen for Clinical	~\$150	X	X	~\$150
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

### Withdrawal Policy

Students who no longer wish to be enrolled in the EMT-Paramedic Program must follow the Withdrawal Policies set forth in the current East Arkansas Community College Catalog.



The Allied Health Center houses classrooms and labs for the health/science programs.



# ASSOCIATE OF APPLIED SCIENCE MEDICAL ASSISTING TECHNOLOGY- EMPHASIS IN CODING

## Curriculum Plan-Coding Focus

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

<b>Term II</b>		<b>Semester Hours</b>
BIO 2134	Anatomy and Physiology II.....	4
BUS 1603	Computer Fundamentals.....	3
ENG 1023	English Composition II.....	3
HSC 2123	Healthcare Law and Ethics.....	3
MAT 1053	Medical Assisting Procedures I - Intermediate Diagnosis Coding.....	3
	Total Hours.....	16

<b>Term III</b>		<b>Semester Hours</b>
BUS 1353	Basic Filing/Records Management.....	3
HSC 2012	Introduction to Pathophysiology.....	2
HSC 2022	Introduction to Pharmacotherapy.....	2
MAT 2023	Medical Assisting Procedures II - Intermediate Procedure Coding.....	3
PSY 1003	General Psychology.....	3
SOC 1013	Introduction to Sociology -or-	
SOC 2043	Cultural Anthropology.....	3
	Total Hours.....	16

<b>Term IV</b>		<b>Semester Hours</b>
BUS 2483	Medical Office Management.....	3
MAT 2043	Reimbursement Methodologies.....	3
MAT 2053	Professional Practicum/Internship.....	3
MAT 2062	Medical Assisting Procedures III - Advanced Coding.....	2
SPE 1003	Introduction to Oral Communications.....	3
	Total Hours.....	14

Total Credit Hours-	
Medical Assisting.....	27
Total Credit Hours-	
General Education.....	35
<b>Total Program Hours.....</b>	<b>62</b>

## 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.





# ASSOCIATE OF APPLIED SCIENCE NURSING PROGRAM- TRADITIONAL TRACK

## Curriculum Plan

<b>Term I (Fall)</b>		<b>Semester Hours</b>
BIO 2114	Anatomy & Physiology I.....	4
ENG 1013	English Composition I.....	3
MTH 1113	College Algebra.....	3
NUR 1014	Fundamentals of Nursing.....	4
NUR 1010	Clinical Applications of Fundamentals of Nursing.....	0
PSY 1003	General Psychology.....	3
Total Semester Hours.....		17

<b>Term II (Spring)</b>		<b>Semester Hours</b>
BIO 2134	Anatomy & Physiology II.....	4
ENG 1023	English Composition II.....	3
NUR 1024	Medical Surgical Nursing I.....	4
NUR 1020	Clinical Applications of Medical Surgical Nursing I.....	0
PSY 2003	Developmental Psychology.....	3
Total Semester Hours.....		14

<b>Term III (Summer)</b>		<b>Semester Hours</b>
BIO 2504	Microbiology.....	4
NUR 2044	Mental Health Nursing.....	4
NUR 2040	Clinical Applications of Mental Health Nursing.....	0
Total Semester Hours.....		8

<b>Term IV (Fall)</b>		<b>Semester Hours</b>
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
SOC 1013	Introduction to Sociology -or-	
SOC 2043	Cultural Anthropology.....	3
Total Semester Hours.....		14

<b>Term V (Spring)</b>		<b>Semester Hours</b>
NUR 2242	Nursing Concepts & Intervention.....	2
NUR 2254	Medical Surgical Nursing III.....	4
NUR 2250	Clinical Applications of Medical Surgical Nursing III.....	0
NUR 2263	Nursing Leadership & Management.....	3
NUR 2260	Clinical Applications of Nursing Leadership & Management.....	0
Total Semester Hours.....		9
Total Credit Hours - Nursing.....		29
Total Credit Hours - General Education.....		33
<b>Total Program Hours.....</b>		<b>62</b>

## 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](http://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 pre-college level courses.
3. Have an overall 2.80 grade point average (GPA) on transcripts from any and all colleges attended in the past ten years. (High school GPA may be considered if student does not have a college GPA.)
4. Credit for college math and science courses must be no older than 5 years.

5. Take the Psychological Service Bureau (PSB) – Nursing School Aptitude Examination (RN) entrance test and score a minimum of 40 on three of the five tests. **This exam may be taken only once during the academic year. (Fee: \$50 and is non-refundable.)**

**The applicant must pay the \$50 fee at the cashier's office and bring the receipt to the Department of Allied Health Science to register for the exam. Again, the fee is non-refundable.**

The PSB - Nursing School Aptitude Examination (RN) is comprised of five tests and three subtests:

Part I – Academic Aptitude (subtests: verbal, nonverbal, and arithmetic), Part II – Spelling, Part III – Reading Comprehension, Part IV – Information in the Natural Sciences, and Part V – Vocational Adjustment Index.

This exam is administered to applicants by computer on the campus of EACC and is proctored. For more information about this exam, please see the PSB website at <http://www.psbtests.com/web/guest/available-tests#regnursing>

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.

### 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. Take the PSB entrance exam before the May 31 deadline.

## 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:

- Accept in writing by the date indicated on the acceptance letter.
- 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.
- Have the following required immunizations with statement of proof:
  - 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.)
  - Tetanus (Must be within the last 10 years)
  - Measles, Mumps, Rubella (MMR)
  - Flu Vaccine or must sign a waiver.
  - Varicella Vaccine or must sign a waiver.
  - 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.
- Submit proof of health insurance.
- 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.

### Costs Other Than Tuition for the Nursing Program

Expense	Term I	Term II	Term III	Term IV	Term V
Textbooks	~\$350	~\$350	~\$150	~\$150	~\$300
Assessment Fee	\$225	\$225	\$225	\$225	\$225
Malpractice Insurance	\$50	X	\$50	X	X
Uniforms/Stethoscope/Shoes/Watch	~\$200	X	X	X	\$75
Nursing Bag (Laboratory Supplies)	~\$300	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	~\$75-125
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	~\$150	X
Background Check for Licensure	X	X	X	X	\$44

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/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 to progress to the next term and must complete all general education courses in designated term before progressing to next term.
- Earn a grade of "C" or better in all nursing theory courses to progress to the next term.
- Score a Proficiency Level II on the proctored ATI Content Mastery Exams at the end of each designated nursing course. Students will have 2 opportunities to achieve the proficiency Level II. Remediation will be mandatory between the 1<sup>st</sup> and 2<sup>nd</sup> testing opportunities. If unsuccessful after the second opportunity, the student will receive no higher 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.
- 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), immunizations, and personal health insurance while in the nursing

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 registration and/or dismissal from the nursing program.

8. Complete the AASN program within a period of 4 years from time of entry into the first NUR course, for traditional students, and within 2 years for LPN Accelerated Track students.
9. If a student has received a grade of “D”, “F”, or “W” in one nursing course, with the exception of Fundamentals of Nursing (see #11 below), the following steps must be completed:
  - a. Take the ATI (Assessment Technology Institute) Content Mastery test and attain an ATI Proficiency Level II or higher. The student will have only one attempt to attain a Level II proficiency (The ATI test will contain content presented in the last nursing course successfully completed.) Cost of the test(s) \$35 each. (Cost subject to change)
  - b. The ATI test must be taken by the end of the fall semester if a student fails or withdraws from a spring nursing course; the ATI test must be taken by the end of the spring semester if a student fails or withdraws from a summer or fall nursing course.
  - c. After earning an ATI Proficiency Level II or higher on the ATI Test, the student can then re-enroll in the failed or dropped nursing course at the next available course offering.
  - d. Students failing or withdrawing from a nursing course can only re-enroll in that course one time.
10. Students who receive a grade of “D”, “F”, or “W” in Fundamentals of Nursing must reapply to the nursing program and repeat the entire application process (see current nursing admission criteria). PSB test scores must be used within one academic year for the admission process to the nursing program.
11. A student will be dismissed from the Nursing Program when a grade of “D”, “F”, or “W” (withdrawn) has been received in the **same nursing course twice or two separate nursing courses** and may seek readmission after a period of four years from the first admission to the traditional track nursing program or two years for accelerated track. However, students seeking readmission must meet all current admission requirements and begin in Term I of the traditional track or Term III of the accelerated track.

### Transfer Student Policy

Students withdrawing from (“W”) or receiving a “D” or “F” in the same nursing course twice or two separate nursing courses may seek admission to the Associate of Applied Science Nursing Program after a period of four years from the first admission to a previous nursing program. Students must meet all current admission requirements and begin in Term I of the traditional track or Term III of the accelerated track. Transfers are on space availability after meeting all other transfer requirements.

### Transfer Requirements

To transfer into the nursing program, the student must:

1. Meet all current admission and transfer requirements for East Arkansas Community College (see current College Catalog for requirements). Students on academic suspension from another institution will be eligible for admission only after having remained out of school for one semester (not including a summer term) or being eligible to return to the previous institution.
2. Meet all current nursing program requirements.
3. Pass a drug calculation competency test with a score of 90% or higher. Sample drug calculation problems will be provided. Student will have one opportunity to successfully complete drug competency test.
4. Successfully complete a skills competency check-off with 90% accuracy. Skills list will be provided. Student will have one opportunity to successfully complete skills competencies.
5. Successfully complete the ATI (Assessment Technology Institute) Content Mastery test(s) and attain an ATI Proficiency Level II or higher. Cost of the test(s) is \$35.00 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 31<sup>st</sup>.

### 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

To transfer students must complete all 2000 level nursing (NUR) courses in East Arkansas Community College’s Nursing Program.

### 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.



- 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.
- 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:

- A student will be dismissed from the Nursing Program when a grade of "D", "F", or "W" (withdrawn) has been received in the **same nursing course twice or two separate nursing courses** and may seek readmission after a period of four years from the first admission to the traditional track nursing program or two years for accelerated track. However, students seeking readmission must meet all current admission requirements and begin in Term I of the traditional track or Term III of the accelerated track.
- 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.
- 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 LPN/LPTN ACCELERATED TRACK

### Curriculum Plan

#### Required General Education Courses

(Required before admission to the LPN/LPTN Accelerated Track)

Hours		Semester
BIO 2114	Anatomy & Physiology I.....	4
BIO 2134	Anatomy & Physiology II.....	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
	Total Semester Hours.....	23

#### Required Courses After Admission

**Term III (Summer) Semester Hours**

BIO 2504	Microbiology.....	4
NUR 1904	Role Transition for LPN/LPTNs.....	4
NUR 1900	Clinical Applications of Role Transition for LPN/LPTNs.....	0
NUR 2044	Mental Health Nursing.....	4
NUR 2040	Clinical Applications of Mental Health Nursing.....	0
	Total Semester Hours.....	12

**Term IV (Fall)**

**Semester Hours**

BUS 1603	Computer Fundamentals.....	3
NUR 2134	Medical Surgical Nursing II.....	4
NUR 2130	Clinical Applications of Medical Surgical Nursing II.....	0
NUR 2164	Maternal Child Nursing.....	4
NUR 2160	Clinical Applications of Maternal Child Nursing.....	0
SOC 1013	Introduction to Sociology -or-	
SOC 2043	Cultural Anthropology.....	3
	Total Semester Hours.....	14

**Term V (Spring)**

**Semester Hours**

NUR 2242	Nursing Concepts & Intervention.....	2
NUR 2254	Medical Surgical Nursing III.....	4
NUR 2250	Clinical Applications of Medical Surgical Nursing III.....	0
NUR 2263	Nursing Leadership & Management.....	3
NUR 2260	Clinical Applications of Nursing Leadership & Management.....	0
	Total Semester Hours.....	9

Total Credit Hours –

General Education.....33

Total Credit Hours - Nursing.....25

Total Credit Hours - Escrow Account....4

**Total Program Hours.....62**



## Nursing Program

### 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 required general education courses with a minimum grade of “C” before admission to the LPN/LPTN Accelerated Track. (Credit for science and math courses must be no older than 5 years.)
5. Have an overall 2.80 grade point average (GPA) on transcripts from any and all colleges attended in the past ten years. (High school GPA may be considered if student does not have a college GPA.)
6. 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.
7. Take the Psychological Service Bureau (PSB)–Nursing School Aptitude Examination (RN) entrance test and score a minimum of 40 on three of the five tests. **This exam may be taken only once during the academic year. (Fee: \$50 and is non-refundable.)**

**The applicant must pay the \$50 fee at the cashier’s office and bring the receipt to the Department of Allied Health Science to register for the exam. Again, the fee is non-refundable.**

The PSB - Nursing School Aptitude Examination (RN) is comprised of five tests and three subtests:

Part I – Academic Aptitude (subtests: verbal, nonverbal, and arithmetic), Part II –Spelling, Part III – Reading Comprehension, Part IV – Information in the Natural Sciences, and Part V – Vocational Adjustment Index.

This exam is administered to applicants by computer on the campus of EACC and is proctored. For more information about this exam, please see the PSB website at <http://www.psbtests.com/web/guest/available-tests#regnursing>

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 the following chart:

### Time

### Validation of Recent Work Experience

0-6 Months Post Graduation	No work experience required
6-12 Months After 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.

#### A. Registrar’s Office

East Arkansas Community College  
1700 Newcastle Road  
Forrest City, AR 72335

#### B. East Arkansas Community College

Allied Health Science Dept. - Nursing Program  
1700 Newcastle Road  
Forrest City, AR 72335

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.
  - e. Flu Vaccine or must sign a waiver.
  - f. Varicella Vaccine or must sign a waiver.
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 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		Term IV	Term V
	Summer I	Summer II		
Textbooks	~\$250	~\$100	~\$150	~\$300
Assessment Fee	\$225	\$225	\$225	\$225
Malpractice Insurance	\$50	X	X	X
Uniforms/Stethoscope/Shoes/Watch	~\$200	X	X	\$50
Nursing Bag (Laboratory Supplies)	~\$300	X	X	~\$75
Health Insurance	varies	varies	varies	varies
Travel/Parking Fees for Clinical	~\$350	X	~\$350	~\$350
CPR Certification	~\$45	X	X	X
Immunization Requirements	~\$300	X	X	X
EACC Nursing Pin	X	X	X	~\$75-125
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
Criminal Background for Licensure	X	X	X	~\$44

Costs are approximate and may change.

X = No cost during that term

~ = Approximate

## 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.

## Nursing Credits For Previous Learning

After successful completion of NUR 1904, four (4) hours of nursing credit will be held in escrow until completion of the nursing program.

## 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.

# ASSOCIATE OF APPLIED SCIENCE RADIOLOGIC TECHNOLOGY Curriculum Plan

## Radiologic Technology First Year

<b>Term I (Fall)</b>		<b>Semester Hours</b>
BIO 2114	Anatomy and Physiology I.....	4
MTH 1113	College Algebra.....	3
PHY 2013	Survey of Physics for Radiologic Technology.....	3
RAD 1106	Introduction to Radiologic Technology.....	6
RAD 1110	Clinical Practice I.....	0
	<b>Total Hours.....</b>	<b>16</b>

<b>Term II (Spring)</b>		<b>Semester Hours</b>
HSC 1003	Medical Terminology.....	3
RAD 1202	Radiologic Imaging.....	2
RAD 1216	Radiographic Procedures II.....	6
RAD 1210	Clinical Practice II.....	0
RAD 1222	Radiologic Science.....	2
	<b>Total Hours.....</b>	<b>13</b>

<b>Term III Summer (10 weeks)</b>		<b>Semester Hours</b>
BUS 1603	Computer Fundamentals.....	3
SOC 2043	Cultural Anthropology.....	3
RAD 1315	Radiographic Procedures III.....	5
RAD 1310	Clinical Practice III.....	0
	<b>Total Hours.....</b>	<b>11</b>

## Radiologic Technology Second Year

<b>Term IV (Fall)</b>		<b>Semester Hours</b>
ENG 1013	English Composition I.....	3
RAD 2112	Radiographic Pathology.....	2
RAD 2102	Radiation Protection.....	2
RAD 2115	Special Imaging Procedures.....	5
RAD 2110	Clinical Practice IV.....	0
	<b>Total Hours.....</b>	<b>12</b>

<b>Term V (Spring)</b>		<b>Semester Hours</b>
ENG 1023	English Composition II.....	3
RAD 2212	Seminar in Radiologic Technology.....	2
RAD 2220	Clinical Practice V.....	0
RAD 2226	Radiographic Medical Image Evaluation.....	6
	<b>Total Hours.....</b>	<b>11</b>

Total Credit Hours – Radiologic Technology.....	38
Total Credit Hours – General Education.....	25
<b>Total Program Hours.....</b>	<b>63</b>

## Radiologic Technology Program

The Associate of Applied Science Degree in Radiologic Technology is a 63 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](http://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 Theory Coordinator 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. Have a 2.50 grade point average (GPA) by the May 31<sup>st</sup> deadline.
5. Credit for college math and science courses must be no older than 5 years.
6. Take Pre-Entrance Exam: Critical Thinking Entrance Exam (Cost \$40.00).

### 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. 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.
  - e. Flu Vaccine or must sign a waiver.
  - f. Varicella Vaccine or must sign a waiver.
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	\$50	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

### 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 to progress to the next term. Must complete all general education courses in designated term before progressing to 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 Theory Coordinator 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 2.50 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 31<sup>st</sup>.

Deadline to apply for the Spring Semester is October 1<sup>st</sup>.

### **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.



# ASSOCIATE OF APPLIED SCIENCE DEGREE PLANS

## SOCIAL SCIENCE

### ASSOCIATE OF APPLIED SCIENCE CRIMINAL JUSTICE

The Associate of Applied Science in Criminal Justice encompasses the study of criminals, crime as a social phenomenon, and the criminal justice system as an interrelated whole. The program has been developed in cooperation with the Forrest City Police Department, the St. Francis County Sheriff, the Arkansas State Police (Regional Office), and the Arkansas Commission on Crime and Law Enforcement. The goals of the program are: (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
CJS 1003 Introduction to Criminal Justice.....	3
CJS 1013 Criminal Evidence/Court Procedures.....	3
CJS 1023 Criminal Investigation.....	3
CJS 1043 Police Community Relations.....	3
CJS Elective.....	3
Total Hours.....	15

Term II	Semester Hours
CJS 1073 Investigative Report Writing.....	3
BUS 1603 Computer Fundamentals.....	3
MTH 1093 Mathematical Applications II -or-	
MTH 1113 College Algebra.....	3
PSC 2003 American Government.....	3
PSY 1003 General Psychology.....	3
SOC 1013 Introduction to Sociology.....	3
Total Hours.....	18

#### Milestone: Earn Technical Certificate

Term III	Semester Hours
CJS Electives.....	6
ENG 1023 English Composition I.....	3
SPE 1003 Introduction to Oral Communication.....	3
Total Hours.....	12

Term IV	Semester Hours
CJS 2003 Substantive Criminal Law.....	3
CJS 2043 Criminal Justice Internship.....	3
CJS Elective.....	6
ENG 1023 English Composition I.....	3
SOC 2063 Criminology.....	3
CJS Electives.....	3
Total Hours.....	15
<b>Total Degree Hours.....</b>	<b>60</b>

#### Criminal Justice Electives (if not used to fulfill requirement)

CJS 1033	Municipal Police Administration
CJS 1053	Juvenile Delinquency
CJS 1083	Traffic Accident Investigation
CJS 2013	Comparative Criminal Justice
CJS 2023	Principles of Police Patrol
CJS 2053	Constitutional Rights of Inmates
CJS 2063	Crime Scene Photography
CJS 2093	Using Technology in Criminal Justice
CJS 2103	Ethical Issues in the Justice Professions
SPA 1114	Elementary Spanish I

### 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
<b>Total Program Hours.....</b>		<b>63</b>



# TECHNICAL CERTIFICATES

## BUSINESS/TECHNOLOGY

### Technical Certificates

The Technical Certificate is a planned and coherent program of classroom and laboratory/shop work at the collegiate level that recognizes the completion of a specified level of competency in an occupational field. The program of study may be a stand-alone program or part of an associate degree curriculum. The range of credit hours is 21-45 undergraduate semester hours in the courses specified for various career programs. A minimum cumulative grade point average of 2.0 is required.

### TECHNICAL CERTIFICATE IN ADMINISTRATIVE OFFICE TECHNOLOGY

Term I	Semester Hours
ENG 1013	English Composition I.....3
BUS 1133	Introduction to Accounting -or-
BUS 2113	Prin Accounting I.....3
BUS 1343	Computer Keyboarding I.....3
BUS 1603	Computer Fundamentals.....3
BUS 2453	Word Processing Concepts and Apps.....3
	<b>Total Semester Hours.....15</b>

Term II	Semester Hours
BUS 1023	College Business Math.....3
BUS 1373	Computer Keyboarding II.....3
BUS 2423	Machine Transcription.....3
BUS 2553	Business Communications.....3
SPE 1003	Introduction to Oral Communication.....3
	<b>Total Semester Hours.....15</b>
	<b>Total Certificate Hours.....30</b>

### TECHNICAL CERTIFICATE IN ADVANCED 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 Equipment Systems.....3
	<b>Total Semester Hours.....15</b>

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 & Operation.....3
	<b>Total Semester Hours.....15</b>
	<b>Total Certificate Hours.....30</b>

### TECHNICAL CERTIFICATE IN APPLIED ENGINEERING

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
	<b>Total Semester Hours.....13</b>

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
	<b>Total Semester Hours.....14</b>

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

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

## TECHNICAL CERTIFICATE IN COMPUTER INFORMATION SYSTEMS

Term I	Semester Hours
ENG 1013	English Composition I.....3
BUS 1343	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
	<b>Total Certificate Hours...30-33</b>

## TECHNICAL CERTIFICATE IN DIESEL TECHNOLOGY

Term I	Semester Hours
BUS 1603	Computer Fundamentals.....3
ENG 1013	English Composition I.....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
MCH2083	Hydraulics and Pneumatics.....3
MCH2043	Mechanical Devices.....3
RET 1103	Fuels and Lubricants.....3
	Total Semester Hours.....13
	<b>Total Certificate Hours.....31</b>

## TECHNICAL CERTIFICATE IN DRAFTING AND DESIGN

Term I	Semester Hours
BUS 1603	Computer Fundamentals.....3
DFT 1013	Fundamentals of Drafting.....3
DFT 1023	Intro to Computer Aided Drafting.....3
ENG 1013	English Composition I.....3
MTH 1093	Mathematical Applications II -or- Higher.....3
	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
PHS 1214	Physical Science -or-
PHS 2114	General Physics.....4
	Total Semester Hours.....15
	<b>Total Certificate Hours.....31</b>

## TECHNICAL CERTIFICATE IN ELECTRONICS

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

Term II	Semester Hours
BUS 2013	Technical Communications -or-
ENG 1023	English Composition II.....3
ELE 1024	Electrical Technology II.....4
ELE 1054	Electronics I.....4
SFT 2073	Industrial Safety and OSHA.....3
	Total Semester Hours.....14

Term III	Semester Hours
ELE 2004	Electronics II.....4
ELE 2154	Digital Electronics.....4
	Total Semester Hours.....8
	<b>Total Certificate Hours.....35</b>

**Business/Technology Department  
Office Building 6  
870-633-4480, ext. 285**

## TECHNICAL CERTIFICATE IN ENTREPRENEURSHIP

<b>Term I</b>		<b>Semester Hours</b>
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

<b>Term II</b>		<b>Semester Hours</b>
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
Elective.....		3
		Total Semester Hours.....15
		<b>Total Certificate Hours.....30</b>

### Electives:

BUS 1003	Introduction to Business.....	3
BUS 1203	Consumer Finance.....	3
BUS 2073	Business Statistics.....	3
BUS 2513	Fundamentals of Marketing.....	3
ECO 2103	Principles of Macroeconomics.....	3
ECO 2203	Principles of Microeconomics.....	3

## TECHNICAL CERTIFICATE IN ENVIRONMENTAL/HEALTH AND SAFETY

<b>Term I</b>		<b>Semester Hours</b>
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.....15

<b>Term II</b>		<b>Semester Hours</b>
ENG 1013	English Composition I.....	3
EHS 2223	Hazardous Waste Oper (HAZWOPER).3	
EHS 2233	Chemistry of Hazardous Materials.....	3
EHS 2331	Current Issues in Environmental Tech...1	
SFT 1071	CPR and First Aid.....	1
SFT 1081	Introduction to Industrial Safety.....	1
SFT 2073	Industrial Safety and OSHA.....	3
		Total Semester Hours.....12

<b>Term III</b>		<b>Semester Hours</b>
EHS 1134	Environ Sampling and Analysis I.....	4
		Total Semester Hours.....4
		<b>Total Certificate Hours.....35</b>

## TECHNICAL CERTIFICATE IN INTERNET TECHNOLOGY/WEBPAGE DESIGN

<b>Term I</b>		<b>Semester Hours</b>
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

<b>Term II</b>		<b>Semester Hours</b>
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
		<b>Total Certificate Hours.....30</b>

## TECHNICAL CERTIFICATE IN MICROCOMPUTER MAINTENANCE/REPAIR

<b>Term I</b>		<b>Semester Hours</b>
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

<b>Term II</b>		<b>Semester Hours</b>
MTH 1093	Mathematical Applications II -or- Higher.....	3
BUS 2013	Technical Communications.....	3
CIS 2013	A+ Certification Review.....	3
CIS 2023	Adv PC Diagnostics and Configuration.3	
		Total Semester Hours.....12
		<b>Total Certificate Hours.....24</b>



## TECHNICAL CERTIFICATE IN MICROCOMPUTER SYSTEMS ADMINISTRATION

<b>Term I</b>	<b>Semester Hours</b>
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
<b>Term II</b>	<b>Semester Hours</b>
MTH 1093	Mathematical Applications II -or- Higher.....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
	<b>Total Certificate Hours.....30</b>

## TECHNICAL CERTIFICATE IN RENEWABLE ENERGY TECHNOLOGY

<b>Term I</b>	<b>Semester Hours</b>
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
<b>Term II</b>	<b>Semester Hours</b>
MTH 1093	Mathematical Applications II -or- Higher.....3
MCH 2043	Mechanical Devices.....3
RET 2024	Process Instrumentation.....4
SFT 1063	Industrial Loss Prevention.....3
EHS 1003	Introduction to Environmental Technology.....3
	Total Semester Hours.....16
	<b>Total Certificate Hours.....33</b>

## TECHNICAL CERTIFICATE IN WELDING TECHNOLOGY

<b>Term I</b>	<b>Semester Hours</b>
ENG 1013	English Composition I.....3
MTH 1093	Mathematical Applications II -or- Higher.....3
BUS 1603	Computer Fundamentals.....3
MCH 1001	Reading Blueprints.....1
MCH 1011	Reading Schematics and Symbols.....1
SFT 1081	Introduction to Industrial Safety.....1
	Total Semester Hours.....12
<b>Term II</b>	<b>Semester Hours</b>
BUS 2013	Technical Communications-or- English Composition II.....3
ENG 1023	English Composition II.....3
MCH 1062	Welding Principles.....2
MCH 1072	Welding Operations.....2
MCH 1082	Purging, Piping, and Safety.....2
	Total Semester Hours.....9
<b>Term III</b>	<b>Semester Hours</b>
MCH 2064	Advanced Welding Principles.....4
MCH 2074	Advanced Welding Operations.....4
MCH 2213	Advanced Maintenance Welding.....3
	Total Semester Hours.....11
	<b>Total Certificate Hours.....32</b>

## TECHNICAL CERTIFICATE IN WORDPROCESSING/DESKTOP PUBLISHING

<b>Term I</b>	<b>Semester Hours</b>
ENG 1013	English Composition I.....3
BUS 1343	Computer Keyboarding I.....3
BUS 1603	Computer Fundamentals.....3
BUS 2453	Word Processing Concepts and Apps....3
Elective.....	3
	Total Semester Hours.....15
<b>Term II</b>	<b>Semester Hours</b>
BUS 1373	Computer Keyboarding II.....3
BUS 2423	Machine Transcription.....3
BUS 2473	Desktop Publishing.....3
BUS 2553	Business Communication.....3
Elective.....	3
	Total Semester Hours.....15
	<b>Total Certificate Hours.....30</b>
<b>Electives:</b>	
CGR 1003	Introduction to Multimedia
WEB 1003	Internet Business Foundations
BUS 2463	Adv Word Processing Applications
BUS 1003	Introduction to Business
BUS 2183	Electronic Spreadsheet Apps
BUS 2493	Administrative Office Tech Internship



# TECHNICAL CERTIFICATES

## HEALTH SCIENCES

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 and completed before clinical rotation. 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.)

**Allied Health Department  
Office Building 5  
870-633-4480, ext. 270**

### TECHNICAL CERTIFICATE PARAMEDIC

#### Curriculum Plan

<b>Term I (Fall)</b>		<b>Semester Hours</b>
BIO 2014	Anatomy & Physiology for Paramedic....	4
EMT 1001	Emergency Medical Systems.....	1
EMT 1017	Fundamentals for Paramedic.....	7
EMT 1010	Clinical Applications for Fundamentals for Paramedic.....	0
HSC 1003	Medical Terminology.....	3
	<b>Total Semester Hours.....</b>	<b>15</b>
<b>Term II (Spring)</b>		<b>Semester Hours</b>
EMT 1028	Medical Emergencies.....	8
EMT 1020	Clinical Applications for Medical Emergencies.....	0
EMT 1131	Prehospital Assessment Techniques.....	1
EMT 2303	Pharmacology for Paramedic.....	3
	<b>Total Semester Hours.....</b>	<b>12</b>
<b>Term III (Summer 10 weeks)</b>		<b>Semester Hours</b>
EMT 2037	Traumatology.....	7
EMT 2030	Clinical Applications of Traumatology.....	0
	<b>Total Semester Hours.....</b>	<b>7</b>
<b>Term IV (Fall)</b>		<b>Semester Hours</b>
EMT 2023	Concepts of Paramedic Care Management.....	3
EMT 2043	Operations for Paramedic.....	3
EMT 2046	Field Internship.....	6
	<b>Total Semester Hours.....</b>	<b>12</b>
	<b>Total Credit Hours – EMT.....</b>	<b>39</b>
	<b>Total Credit Hours – General Education.....</b>	<b>7</b>
	<b>Total Hours.....</b>	<b>46</b>

## 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 Paramedic Program offers two tracks: an Associate of Applied Science in Paramedic and a Technical Certificate in 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 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 or Paramedic.

## Philosophy

The 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, 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.
7. Prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains," with or without exit points at the Emergency Medical Technician-Intermediate, and/or Emergency Medical Technician-Basic, and/or First Responder levels.

## 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 Paramedic Entrance Exam. (Total \$40.00).
5. Submit an Emergency Medical Technology Paramedic (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 Paramedic 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 Paramedic Program once a year for Fall Admission.

#### **Deadline for 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 31<sup>st</sup> deadline will be considered by the Restricted Enrollment Committee for admission to the 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 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 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.
  - e. Flu Vaccine or must sign a waiver.
  - f. Varicella Vaccine or must sign a waiver

4. Submit proof of health insurance.
5. Complete Criminal Background Check and Drug Screen process.
6. Report to the Director of the EMT-Paramedic Program, any convictions of a crime. Information will be reported to Arkansas Department of Health. Failure to report the conviction could result in immediate suspension and/or dismissal from the EMT class or Paramedic Program. The Arkansas Department of Health, Division of Trauma and Health Systems will make the final determination to allow a student to take the National Registry of Emergency Medical Technology-Paramedic Exam.
7. Attend a mandatory Paramedic orientation. Failure to attend may result in rescinding of acceptance.

### **Retention and Progression**

To be allowed to remain or progress in the Paramedic Program, the student must:

1. Adhere to EACC and Paramedic Program policies and procedures.
2. Achieve a "C" or better in all required general education courses in order to successfully complete the program. Must complete all general education courses in designated term before progressing to next term.
3. Earn a grade of "C" or better in all EMT courses to progress to the next term. Students unsuccessful ("D" or "F") in an EMT course will be unable to progress in the program.
4. Take the unsuccessful ("D" or "F") course at the next available course offering. If unable to take the next available course offering, the student will be dismissed from the program. The student will be eligible to apply for readmission to the program (see Readmission Policy).
5. Complete and return all required forms and data records for each clinical application and field internship course.
6. Successfully complete the Skill Competency Manual for each clinical application course during the respective term.
7. Successfully complete the ACLS component in Traumatology II to progress to Traumatology III.
8. Successfully complete the Skill Competency Manual for Field Internship during Term IV in order to graduate.
9. Comply with all clinical facility rules and regulations.
10. Successfully complete the "Paramedic Final" including both written and practical skills during EMT 2023. The student will have three attempts to achieve a minimum norm score on the Paramedic Final prior to the end of EMT 2023. If unsuccessful, after three attempts, the students will fail EMT 2023 and be ineligible to graduate. In this case, the student should make an appointment with the Director of Paramedic Program for further advisement.
11. Repeat all EMT courses in Term IV, if unsuccessful in one course within Term IV.

12. Submit the College's "Intent to Graduate" form to Registrar's Office, pay the graduation fee, and complete the degree audit by the October deadline before the application to sit for the National Registry Exam will be submitted and be eligible to graduate.
13. Apply for readmission as first time entering student if unsuccessful in two (2) EMT or Paramedic courses.

### Readmission Process

1. Students seeking readmission to the Paramedic Program should make an appointment with the Director of EMT-Paramedic Program.
2. Readmission is based on space availability.
3. Students may repeat only one unsuccessful EMT course. Students unable to repeat the unsuccessful EMT course at the next available course offering must apply for readmission as first time entering students and meet current admission requirements.
4. Students who are unsuccessful in two (2) EMT or Paramedic courses must apply for readmission as first time entering students and meet current admission requirements.
5. Any student who is denied clinical facility access for justifiable causes by the clinical facility will not be eligible for readmission to EACC's Paramedic Program.

### 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	X	\$80
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

## 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 Applied 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
BUS 1603	Computer Fundamentals.....3
ENG 1013	English Composition I.....3
ENG 1023	English Composition II.....3
MTH 1113	College Algebra.....3
	<b>Total Core Course Hours.....16</b>

### Nursing Interest:

Option 1 + Core Courses	Semester Hours
BIO 2134	Anatomy and Physiology II.....4
BIO 2504	Microbiology.....4
PSY 1003	General Psychology.....3
PSY 2003	Developmental Psychology.....3
SOC 1013	Introduction to Sociology –or–
SOC 2043	Cultural Anthropology.....3
	Option 1.....17
	Core Courses.....16
	<b>Total.....33</b>

### Radiologic Technology Interest:

Option 2 + Core Courses	Semester Hours
HSC 1003	Medical Terminology.....3
PHY 2013	Survey of Physics for Radiologic Technology.....3
SOC 2043	Cultural Anthropology.....3
	Option 2.....9
	Core Courses.....16
	<b>Total.....25</b>





# TECHNICAL CERTIFICATE

## SOCIAL SCIENCE

### 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 or her place in professional law enforcement, and to improve the functions the officer performs in his or her department.

<b>Term I</b>	<b>Semester Hours</b>
CJS 1003	Introduction to Criminal Justice.....3
CJS 1013	Criminal Evidence/Court Procedures.....3
CJS 1023	Criminal Investigation.....3
CJS 1043	Police Community Relations.....3
	Criminal Justice Elective.....3
	Total Hours.....15

<b>Term II</b>	<b>Semester Hours</b>
CJS 1073	Investigative Report Writing.....3
BUS 1603	Computer Fundamentals.....3
MTH 1093	Mathematical Applications II -or- Higher.....3
PSC 2003	American Government.....3
PSY 1003	General Psychology.....3
SOC 1013	Introduction to Sociology.....3
	Total Hours.....18
	<b>Total Certificate Hours.....33</b>

**Criminal Justice Electives:  
(if not used to fulfill requirement)**

CJS 1033	Municipal Police Administration
CJS 1053	Juvenile Delinquency
CJS 1083	Traffic Accident Investigation
CJS 2003	Substantive Criminal Law
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
SOC 2063	Criminology

**Social Science Department  
Office Building 6  
870-633-4480, ext. 285**





# CERTIFICATES OF PROFICIENCY

## BUSINESS/TECHNOLOGY

### Certificates of Proficiency

The Certificate of Proficiency is awarded to students who have demonstrated mastery of skills and knowledge against specified performance standards in a specified area or discipline. The award is granted for programs requiring completion of 6-21 undergraduate semester credit hours. The program of study may be a stand-alone program or part of a technical certificate or associate degree. A minimum cumulative grade point average of 2.0 is required.

### 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
	<b>Total Certificate Hours.....12</b>

### CERTIFICATE OF PROFICIENCY IN COMMERCIAL DRIVER TRAINING

Term I	Semester Hours
CDL 1009	Commercial Driver License (CDL) Training.....9
	<b>Total Certificate Hours.....9</b>

### CERTIFICATE OF PROFICIENCY IN CONSTRUCTION TECHNOLOGY

Term I	Semester Hours
CON 1003	Construction Craft Skills.....3
CON 1014	Construction Technology I.....4
CON 1024	Construction Technology II.....4
MCH 1062	Welding Principles.....2
MCH 1072	Welding Operations.....2
MCH 2043	Mechanical Devices.....3
	<b>Total Certificate Hours.....18</b>

### CERTIFICATE OF PROFICIENCY IN 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
	<b>Total Certificate Hours.....16</b>

### CERTIFICATE OF PROFICIENCY IN 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
	<b>Total Certificate Hours.....7</b>

#### 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 ENTREPRENEURSHIP

<b>Term I</b>		<b>Semester Hours</b>
ETR 1003	Introduction to Entrepreneurship.....	3
ETR 2003	Professional Selling/Advertising.....	3
	Total Semester Hours.....	6
<b>Term II</b>		<b>Semester Hours</b>
ETR 2013	Opportunity/Feasibility/Analysis.....	3
ETR 2023	Funding Acquisitions for Entrepreneurs.....	3
	Total Semester Hours.....	6
	<b>Total Certificate Hours.....</b>	<b>12</b>

## CERTIFICATE OF PROFICIENCY IN ENVIRONMENTAL/HEALTH AND SAFETY TECHNOLOGY

<b>Term I</b>		<b>Semester Hours</b>
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
<b>Term II</b>		<b>Semester Hours</b>
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
	<b>Total Certificate Hours.....</b>	<b>15</b>

## CERTIFICATE OF PROFICIENCY IN HOSPITALITY

<b>Term I</b>		<b>Semester Hours</b>
HOS 1003	Introduction to Hospitality.....	3
HOS 1013	Introduction to Travel and Tourism.....	3
	Total Semester Hours.....	6
<b>Term II</b>		<b>Semester Hours</b>
HOS 2023	International Travel.....	3
HOS 2033	Travel Operations.....	3
	Total Semester Hours.....	6
	<b>Total Certificate Hours.....</b>	<b>12</b>

## CERTIFICATE OF PROFICIENCY IN INTERNET TECHNOLOGY/WEBPAGE DESIGN

<b>Term I</b>		<b>Semester Hours</b>
WEB 1003	Internet Business Foundations.....	3
WEB 1013	Introduction to Web Page Design.....	3
WEB 1023	Network Technology Foundations.....	3
	Total Semester Hours.....	9
<b>Term II</b>		<b>Semester Hours</b>
WEB 2266	Adv Web Page Design and Method.....	6
	<b>Total Certificate Hours.....</b>	<b>15</b>

## CERTIFICATE OF PROFICIENCY IN LEAN TECHNOLOGY

<b>Term I</b>		<b>Semester Hours</b>
LNT 1004	Introduction to Lean Technology.....	4
	Total Semester Hours.....	4
<b>Term II</b>		<b>Semester Hours</b>
LNT 1014	Inventory Control.....	4
LNT 1023	Quick Changeovers -or-	
LNT 1003	Lean Maintenance.....	3
LNT 1043	Value Stream Development -or-	
LNT 1053	Total Productive Maintenance.....	3
	Total Semester Hours.....	10
	<b>Total Certificate Hours.....</b>	<b>14</b>

## CERTIFICATE OF PROFICIENCY IN LODGING

<b>Term I</b>		<b>Semester Hours</b>
HOS 1113	Introduction to Lodging Industry.....	3
HOS 1123	Lodging Fundamentals.....	3
	Total Semester Hours.....	6
<b>Term II</b>		<b>Semester Hours</b>
HOS 2133	Lodging Concepts.....	3
HOS 2143	Adv Lodging Concepts.....	3
	Total Semester Hours.....	6
	<b>Total Certificate Hours.....</b>	<b>12</b>

## 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
	<b>Total Certificate Hours.....12</b>

## 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
	<b>Total Certificate Hours.....15</b>

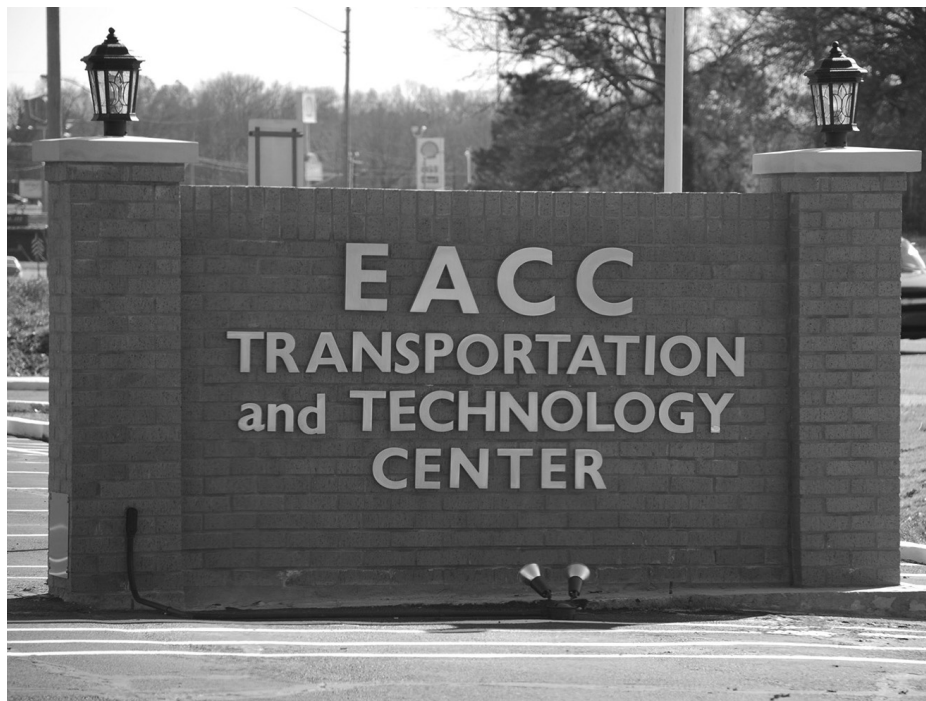
## CERTIFICATE OF PROFICIENCY IN RENEWABLE ENERGY TECHNOLOGY

Term I	Semester Hours
EHS 1003	Intro to Environmental Technology.....3
MCH2043	Mechanical Devices.....3
RET 1003	Introduction to Renewable Energy Technology.....3
RET 1024	Biofuels.....4
SFT 1063	Industrial Loss Prevention.....3
	<b>Total Certificate Hours.....16</b>

## CERTIFICATE OF PROFICIENCY IN WELDING TECHNOLOGY

The program will focus on welding and is designed to prepare students for entry level positions in welding manufacturing by producing marketable welding skills and knowledge regarding current welding techniques and applications.

Term I	Semester Hours
MCH 1001	Reading Blueprints.....1
MCH 1011	Reading Schematics and Symbols.....1
MCH 1062	Welding Principles.....2
MCH 1072	Welding Operations.....2
MCH 1082	Purging, Piping and Safety.....2
SFT 1081	Introduction to Industrial Safety.....1
	<b>Total Certificate Hours.....9</b>







# CERTIFICATES OF PROFICIENCY

## HEALTH SCIENCES

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 and must be completed before clinical rotation. If these are not completed and submitted to the Allied Health Science Department by the deadline, the student will be dismissed from the program. If an Allied Health program is only one semester, then the criminal background checks and drug screens must be obtained before clinical rotations begin.

### 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. **Malpractice Fee: \$65**

Term I	Semester Hours
EMT 1009	Emergency Medical Technician
	Basic.....9
	<b>Total Certificate Hours.....9</b>

### 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
	<b>Total Certificate Hours.....12</b>

**Students accepted into the Medication Assistant Program may take MED 1016 (Medication Assistant) and MED 1010 (Clinical for Medication Assistant) without taking the general education courses for the Certificate of Proficiency.**

### Medication Assistant Program

The Medication Assistant Program is designed to educate qualified individuals to administer certain nonprescription and legend drugs in long term care facilities under the supervision of a licensed nurse. East Arkansas Community College offers a Certificate of Proficiency in Medication Assistant. Once accepted, students will be required to participate in classroom, laboratory, and clinical settings. The program is designed to be completed in one semester.

Upon graduation, students are eligible to make application to take the certification examination offered by the Arkansas State Board of Nursing.

### Mission Statement

The Medication Assistant Program is an integral part of East Arkansas Community College and functions within the framework of the College Mission. The mission of the Medication Assistant Program is to provide academic and clinical environments that will provide graduates with the knowledge to function as entry-level medication assistants and as a member of the healthcare team. The program strives to provide the community with graduates who exhibit competent, professional, ethical, and communicative skills when administering medications. The faculty believe that the graduates will pursue learning as a life long process.

### Program Goals

Upon completion of the program, the graduate will be able to:

1. Integrate medication principles when administering medications to individuals in a long term care facility.
2. Practice within the legal and ethical framework of the standards for medication assistant.



3. Communicate therapeutically and effectively in both oral and written style with clients, families, significant others, and health care providers.
4. Function as part of the healthcare team.

### **Admission Requirements**

To be eligible for admission, the applicant must:

1. Be admitted to East Arkansas Community College.
2. Be currently listed in good standing on Arkansas' certified nurse aide registry.
3. Maintain registration on Arkansas' certified nurse aide registry continuously for a minimum of one (1) year.
4. Complete at least one (1) continuous year of full-time experience as a certified nurse aide in Arkansas.
5. Be currently employed at a nursing home.
6. Take the reading skills placement test of the Asset scoring 43 or above or the Compass scoring 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
  - e. Flu Vaccine or must sign waiver.
  - f. Varicella Vaccine or must sign a waiver.
3. Submit proof of health insurance.

### **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
Matriculation	\$50
~ = 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.

## 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.

<b>Curriculum Plan</b>	<b>Semester Hours</b>
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
<b>Total Certificate Hours.....18</b>	



# CERTIFICATE OF PROFICIENCY

## SOCIAL SCIENCE

### 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 -or-	
CJS 1073	Investigative Report Writing.....	3
CJS 1043	Police Community Relations.....	3
	Criminal Justice Elective.....	3
<b>Total Certificate Hours.....</b>		<b>15</b>

### Criminal Justice Electives: (if not used to fulfill requirement)

CJS 1023	Criminal Investigation
CJS 1033	Municipal Police Administration
CJS 1053	Juvenile Delinquency
CJS 1073	Investigative Report Writing
CJS 1083	Traffic Accident Investigation
CJS 2003	Substantive Criminal Law
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
SOC 2063	Criminology

**Social Science Department  
Office Building 6  
870-633-4480, ext. 285**



# CERTIFICATE OF PROFICIENCY

## MATH/SCIENCE

### CERTIFICATE OF PROFICIENCY ANIMAL TRAINING

This Certificate of Proficiency provides basic theory and hands-on training for opportunities in riding and animal training.

AGN 1002	Introduction to Equine Behavior and Animal Training.....	2
AGN 1102	Understanding Basic Equine Principles and Techniques.....	2
AGN 1112	Western Riding Techniques I.....	2
	Electives.....	3
<b>Total Certificate Hours.....</b>		<b>9</b>



<b>Electives:</b>	
AGN 1101	Introduction to Equestrian Events
AGN 2112	Western Riding Techniques II
HPR 1011	Conditioning for the Horse Rider
HPR 1501	Recreational Riding
HPR 1511	Trail Riding

**Animal Training Program  
Office Building 4  
870-633-4480, ext. 228**



# **COURSE DESCRIPTIONS**



# 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 1002 Introduction to Equine Behavior and Training (2-0-2)**

This course will provide a basic introduction to the principals involved in handling and training horses with an emphasis on the historical perspectives and technical development of the unique cooperation between horses and humans. In addition, the course will cover equine behavior patterns, and training philosophy, evolution of horsemanship, development of training equipment, alternative equine health care and therapies.

## **AGN 1101 Introduction to Equestrian Events (0-3-1)**

This course will provide an introduction to practices in training for horse competition and show events such as: reining, horsemanship, showmanship, trail, pleasure, and halter as well as other events.

## **AGN 1102 Understanding Basic Equine Principles and Techniques (1-3-2)**

This course will provide students the opportunity to learn the principles of general horse care, equipment and tack, and horse riding principles and techniques. Students will develop their skills through practical experience.

## **AGN 1112 Western Riding Techniques I (1-3-2)**

This course is designed to teach beginning western riding techniques and equitation riding to students with little or no previous experience. Students will develop their skills through practical experience and will have individualized equitation lessons in a group setting.

## **AGN 1203 Introduction to Plant Science (3-0-3)**

An introduction to basics of agricultural crop plant structure, growth, and production.

## **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

## **AGN 2112 Western Riding Techniques II (1-3-2)**

Intermediate and advanced western riding techniques and equitation. Use of natural aides for advanced equitation and riding maneuvers.

## **Applied Art Courses**

All applied art courses may be repeated for credit; however, students may not enroll more than four times in any one medium (drawing, painting, pottery) of applied art courses and have the credit count to meet graduation requirements. Art courses may have additional fees.

## **ART 1001 Special Topics in Art (1-0-1)**

## **ART 1002 (2-0-2)**

Special topics courses will be offered at the discretion of the department when the need or interest is apparent. 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. **Course Fee:** \$30

## **ART 1103 Computer Applications in Art (3-0-3)**

Introduction to computer-aided visual arts. Students will utilize computer technologies and current design software for digital image creation, manipulation, and processing. Color theory, design file input/output techniques, and use of tools for graphic design and image composition are introduced.

## **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. **Course Fee:** \$30

## **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. **Course Fee:** \$30

## **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, **Course Fee:** \$30



**ART 1803 Introduction to Studio Art (3-0-3)**

An introductory student-based hands-on appreciation course for students with no previous experience with the vocabulary or materials of the visual artist. Emphasis will be divided between discussion of the visual arts and studio projects which are designed to stimulate awareness of artistic process, materials, and techniques. The course encourages students to explore their own creativity and individual artistic expression using a wide variety of media and materials.

**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. **Course Fees: ART 2001 \$30; ART 2002 and ART 2003 \$60**

**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. **Course Fee: \$30**

**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 2043 Photography (3-0-3)**

Instruction in photography production, techniques, history, and theory. Emphasis is given to the visual organization of an effective photograph. Students are encouraged to explore individual creativity and artistic expression by experimenting with printing, enlarging, finishing, and mounting photographs. No previous experience is necessary. **Course Fee: \$30**

**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. **Course Fee: \$60**

**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. **Course Fee: \$60**

**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, Course Fee: \$30**

**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.

**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. Lab Fee: \$20**

**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. Lab Fee: \$20**

**BIO 2014 Anatomy/Physiology for Paramedic (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. Lab Fee: \$20**

**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. Lab Fee: \$20**

**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, Lab Fee: \$20**

**BIO 2304 Kinesiology (3-2-4)**

Kinesiology is the study of musculoskeletal anatomy, posture, and movement of the human body. 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, Lab Fee: \$20**

**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. Lab Fee: \$20**

**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 1073 or appropriate placement test 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 ≥ 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 ≥ 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. **Prerequisite: Ability to key 25 words per minute or BUS 1343 Computer Keyboarding I.**

**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**

**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**

**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)**

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

**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 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, MOS Testing Fee: \$90

**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.

**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

**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.

**CDL 1009 Commercial Driver License (CDL) (1-4-3)**

This course covers motor vehicle operation, such as drive trains, brakes, fuel, exhaust, cooling, electrical, suspension, steering, and coupling. Additionally, students learn about shift patterns, securing loads, and principles of maneuvering. Laws and regulations are covered in the class as well as the handling of log books, bills of lading, and trip reports. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips.

**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. **Lab Fee: \$15**

**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. **Prerequisites: DFT 1013 and CET 1013, Lab Fee: \$15**

**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, Lab Fee: \$15**

**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,**

**Lab Fee: \$15**

**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.**

**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 1073 (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 1093, Lab Fee: \$20**

**CHE 1214 College Chemistry I (3-2-4)**

*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.**

**Lab Fee: \$20**

**CHE 1234 College Chemistry II (3-2-4)**

*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: MTH 1113, Lab Fee: \$20**

**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: \$188**

**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 (3-0-3) and Applications**

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.

**MOS Testing Fee: \$90**

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

A minimum of 100 contact hours is required.

**MOS Testing Fee: \$90**

**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, MOS Testing Fee: \$90**

**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, 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 are presented through classroom lectures and hands-on laboratory exercises. The class provides step-by-step instruction in preparing photographs for courtroom presentation. Students must have access to a 35mm camera.

**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.

**CON 1003 Construction Craft Skills (3-0-3)**

This course includes modules for building foundation skills in construction and provides the tools necessary for achieving workplace success. It focuses on the hand and power tools safety and proper usage. An introduction to construction math and employability skills is also covered.

**CON 1014 Construction Technology I (3-2-4)**

This course builds on the student's skills in job-site safety, construction math, and hand/power tools. Students will also develop skills in rigging techniques and the safe assembly and use of scaffolding. Additional skills will include the operation and maintenance of light construction equipment used on the construction site including skid steer, aerial lift, forklift, scissor lift, generators, compressors, and compactors.

**CON 1024 Construction Technology II (3-2-4)**

This course is a companion to Construction Technology I and shall provide the student the opportunity to develop skills in site layout, form setting and placement, rebar layout and placement, and the pouring and finishing of concrete. Additional skills will include the use of maintenance of the cutt-off saw and rebar bender.

**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. **Lab Fee: \$15**

**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. **Lab Fee: \$15**

**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. **Lab Fee: \$15**

**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 CAD. Emphasis is placed on dimensioning and sectional views. **Prerequisites: DFT 1013 and DFT 1023, Lab Fee: \$15**

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

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

**Lab Fee: \$15**

**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. **Lab Fee: \$15**

**DFT 2023 Advanced CADD (1-4-3)**

This course is designed as a continuation of Intermediate CAD. Emphasis is placed on attributes, slide shows, the user coordinate system, 3-D faces, and solid modeling. **Prerequisite: DFT 1123, Lab Fee: \$15**

**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. **Lab Fee: \$15**

**DFT 2203 Architectural Drafting IW/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, Lab Fee: \$15**

**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, Lab Fee: \$15**

**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, Lab Fee: \$15**



**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, Lab Fee: \$15

**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, Lab Fee: \$15

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

This course is a continuation of Mechanical Drafting I with CAD 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, Lab Fee: \$15

**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/Design (0-2-1)****DFT 2902 Special Projects in Drafting/Design (0-4-2)****DFT 2903 Special Projects in Drafting/Design (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.

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

**DST 1004 Introduction to Diesel Engines (3-2-4)**

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. **Lab Fee: \$15**

**DST 1014 Introduction to Fuel Systems (3-2-4)**

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. **Lab Fee: \$15**

**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. **Lab Fee: \$15**



**DST 2124 Advanced Diesel Engine Diagnosis and Repair (3-2-4)**

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.

**Prerequisite: DST 2004, Lab Fee: \$15**

**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.

**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 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. However, the course is open to all students.

**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 1013 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).

**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 studies environmental and heredity effects on the cognitive, affective, psychomotor, and sociolinguistic development of typically and atypically developing children and adolescents. Students will learn to analyze, use, and incorporate an inclusive understanding of key theories of learning and how these theories are related to the physical, cognitive and emotional changes that occur during each developmental stage. Students will be introduced to observation and evaluation of children's and adolescents' 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.

**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.

**EDN 2203 Exceptional Child (3-0-3)**

This course examines historical and current delivery of special education services and program practices. Legal foundation and issues, special education terminology, and professional roles are addressed.

**EDN 2213 Children's Literature (3-0-3)**

This course reviews the major theories and concepts related to cognition, metacognition, and motivation for reading for students in the K-12 settings, including students with special needs. The course teaches candidates how to analyze and integrate developmentally appropriate literature across a standards-based curriculum—digitally and through traditional print. This is one course in a series of literacy courses for teacher candidates.

**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.

**Lab Fee: \$15**

**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.

**Lab Fee: \$15**

**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,**

**Lab Fee: \$15**

**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.

**Lab Fee: \$15**

**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, Lab Fee: \$15**

**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,**

**Lab Fee: \$15**

**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,**

**Lab Fee: \$15**

**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, Lab Fee: \$15**

**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.

**Lab Fee: \$15**

**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, Lab Fee: \$15**

**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: EHS 1003 (Grade  $\geq$  C), Lab Fee: \$15**

**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), Lab Fee: \$15**

**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 1093 or MTH 1083, Lab Fee: \$15**

**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. **Lab Fee: \$15**

**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, Lab Fee: \$15**

**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, Lab Fee: \$15**

**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. **Lab Fee: \$15**

**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 1093, Lab Fee: \$15**

**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, Lab Fee: \$15**



**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, **Lab Fee:** \$15

**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.

**Lab Fee:** \$15

**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,

**Lab Fee:** \$15

**EMT 1002 Emergency Medical Systems (2-0-2)**

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 documentation. This course also presents the techniques for conducting a comprehensive physical examination and review of systems for patients presenting in the prehospital environment. Critical thinking and clinical decisions based on appropriate assessment techniques are discussed.

**EMT 1009 Emergency Medical Technician (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 1010 Clinical Applications for Fundamentals of Paramedic (0-9-0)**

This course provides clinical experience in the hospital performing medication administration with the understanding of basic pharmacological principles, airway management, and assessment skills. **Corequisite:** EMT 1017

**EMT 1017 Fundamentals for Paramedic (4-9-7)**

Content is presented to areas of prehospital environment to include, but not limited to: an introductory study of modern Emergency Medical Services, basic principles, procedures, and techniques of emergency care concepts regarding pathophysiology, research in EMS, life span development, and public health. **Prerequisites:** Arkansas EMT Certification; **Pre or Corequisites:** EMT courses from Term I; **Corequisites:** EMT 1010. **FISDAP Fee:** \$100, **Malpractice Fee:** \$80

**EMT 1020 Clinical Applications for Medical Emergencies (0-9-0)**

This course provides clinical rotations for training in advanced assessment skills and procedures in the acute care setting of the respiratory department and critical care ICU. Students will also complete a 12-hour emergency room rotation. **Corequisite** EMT 1028

**EMT 1028 Medical Emergencies (5-9-8)**

Assessment and management of cardiac and advanced airway management are studied integrating pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for patients experiencing medical emergencies in prehospital care environment, involving the respiratory, cardiac, neuro, endocrine gastroenterological, and renal/urinary emergencies. **Prerequisites:** All EMT courses from Term I. **Pre or Corequisites:** EMT courses from Term II; **Corequisite** EMT 1020, **ACLS Card Fee:** \$10

**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)**

This course provides test-taking skills for the National Registry practical and written examination. The content areas incorporated in this course will be cardiac emergencies, medical emergencies, OB/GYN/Pediatrics, operations management, trauma, and airway and breathing. **Prerequisites:** All required EMT courses from Term I, II, and III, **Corequisites:** EMT course from Term IV

**EMT 2030 Clinical Applications of Traumatology (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 address the transitions from the prehospital environment to the controlled hospital setting. **Corequisite** EMT 2037



**EMT 2037 Traumatology (4-9-7)**

This course deals with aintegration of the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient's mechanism of injury. Also studied are gynecological, obstetrical, neonatal, pediatric and geriatric patients.

**Prerequisites:** All EMT courses from Terms I and II; **Pre or Corequisites:** EMT courses from Term III; **Corequisite** EMT 2030

**EMT 2043 Operations for Paramedic (3-0-3)**

Topics studied in this course include operations that affect the scene, safety, assessments, and management. Also studied are hazardous materials, crime scene awareness, rescue operations, medical incident command.

**Prerequisites:** All EMT courses from Terms I, II, and III; **Corequisites:** EMT courses from Term IV, **FISDAP Fee: \$40, Malpractice Fee: \$80**

**EMT 2046 Field Internship (0-20-6)**

This field internship requires students to complete 300 clock hours on the ambulance and serve as a team leader on an advanced life support unit. Students will be required to complete 50 team lead contacts. Students will have supervised experience in the prehospital care setting applying previously learned knowledge and skills.

**Corequisites:** EMT courses from Term IV

**EMT 2303 Pharmacology for Paramedic (3-0-3)**

This course covers drug laws, indications and administration of emergency drugs, along with mathematical calculation of dosages.

**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:** Grade of C or better in LAN 0966 if required to enroll or 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 C or better 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) and LAN 0973 (Grade  $\geq$  C) if required to enroll.

**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 will be offered at the discretion of the department when the need or interest is apparent. 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  $\geq$  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 ≥ 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 ≥ 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 ≥ C)**

**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.

**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**

**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**

**FRE 2024 Intermediate French II (3-1-4)**  
*ACTS Equivalent Course Number = FREN 2023*  
A continuation of French 2014.  
**Prerequisite: FRE 2014 or equivalent**

**GEO 2103 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.

**GEO 2223 Physical Geography (3-0-3)**  
*ACTS Equivalent Course Number = GEOG 2223*  
Examines the nature and character of various components of the physical environment including weather elements, climate, landforms, soil, and natural vegetation.

**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**

**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 ≥ 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**

**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.

**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.**

**Each physical education activities course involves skills, techniques, and rules for the specified activity. Physical education activities course may be repeated for credit; however, students may not enroll more than four times in any one type of applied physical activities course and have the credit count to meet graduation requirements. Activity Fee: \$5**

<b>HPR 1011</b>	<b>Conditioning for Horse and Rider</b>	<b>(0-3-1)</b>
<b>HPR 1121</b>	<b>Fitness for Women</b>	<b>(0-2-1)</b>
<b>HPR 1201</b>	<b>Aerobics</b>	<b>(0-2-1)</b>
<b>HPR 1231</b>	<b>Martial Arts</b>	<b>(0-2-1)</b>
<b>HPR 1261</b>	<b>Yoga</b>	<b>(0-2-1)</b>
<b>HPR 1301</b>	<b>Tennis</b>	<b>(0-2-1)</b>
<b>HPR 1321</b>	<b>Conditioning</b>	<b>(0-2-1)</b>
<b>HPR 1361</b>	<b>Golf</b>	<b>(0-2-1)</b>
<b>HPR 1371</b>	<b>Badminton</b>	<b>(0-2-1)</b>
<b>HPR 1381</b>	<b>Volleyball</b>	<b>(0-2-1)</b>
<b>HPR 1411</b>	<b>Softball</b>	<b>(0-2-1)</b>
<b>HPR 1421</b>	<b>Zumba</b>	<b>(0-2-1)</b>
<b>HPR 1471</b>	<b>Basketball for Women</b>	<b>(0-2-1)</b>
<b>HPR 1491</b>	<b>Basketball for Men</b>	<b>(0-2-1)</b>
<b>HPR 1501</b>	<b>Recreational Riding</b>	<b>(0-3-1)</b>
<b>HPR 1511</b>	<b>Trail Riding</b>	<b>(0-3-1)</b>
<b>HPR 1721</b>	<b>Pickle Ball</b>	<b>(0-2-1)</b>
<b>HPR 1811</b>	<b>Weightlifting</b>	<b>(0-2-1)</b>

**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.

**HSC 1003 Medical Terminology (3-0-3)**  
 This course will provide the student basic knowledge of medical language to allow him or her to recognize and understand medical terms. Prefixes, suffixes and root words are covered to provide a basis from which the student may build or recognize new medical terminology.

**HSC 1023 Pharmacology (3-0-3)**  
 The course is designed to give the student an up-to-date look at the pharmacological aspects of drugs. Students must learn and apply principles of pharmacology to safely administer medications and to educate clients and caregivers to effectively manage a therapeutic drug regimen. Along with drug therapy, teaching-learning and critical thinking will be integrated.

**HSC 1101 Math for Nurses (1-0-1)**  
 This course is designed to help students in calculating drug dosages. The basic skills in calculating dosages will be presented. Measurement systems, the metric system, apothecary and household systems will be discussed. All routes will be done. Emphasis of the course is on the mathematical skills essential for the integration of pharmacological computations mandatory for safe, effective administration of medications to client/families.

**HSC 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 to 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

**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 C or better 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.

**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

**MAT 1043 Introduction to 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 basic procedural coding and diagnostic coding using ICD-CM principles and guidelines.

**MAT 1053 Medical Assisting Procedures I - 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.

**MAT 2023 Medical Assisting Procedures II - Intermediate Procedure Coding (3-0-3)**

This course is designed to present information on the use of CPT coding for physician and non-physician services. In addition, various exercises will be used to develop the student's basic procedural coding skills. **Prerequisite:** MAT 1053

**MAT 2043 Reimbursement Methodologies (3-0-3)**

This course will introduce the basics information of reimbursement methodologies that apply to Medicare, Medicaid, and private insurance companies, including primary and secondary claims. In addition, the student will learn how Diagnosis Related Groups (DRG) and Ambulatory Payment Classification (APC) are related to optimizing reimbursement.

**MAT 2053 Professional Practicum/Internship (0-9-3)**

The student will practice coding skills in a hospital, physician's office, clinic or other health care setting. In addition, this course will prepare the student to sit for the certification examination in coding, as well as provide information on how to effectively search for a job and transition from student to employee. **Prerequisites: 45 credit hours toward graduation in the A.A.S. Medical Assisting Technology Program, registration for the internship during the preregistration period prior to the semester of enrollment, and completion of an Internship Agreement.**

**MAT 2062 Medical Assisting Procedures III - Advanced Coding (2-0-2)**

This course provides students with advance coding skills necessary to work in the medical records department of a health care facility. In addition, this course provides in-depth knowledge of coding principles, healthcare facility topics, and case studies to increase the student's knowledge and skills in coding. **Prerequisite:** MAT 2023

**MCH 1001 Reading Blueprints (1-2-1)**

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. **Lab Fee: \$15**

**MCH 1011 Reading Schematics and Symbols (1-2-1)**

This course is an introduction to reading and interpreting schematics and the symbols used on schematics pertaining to welding, maintenance and repair. Special emphasis will be given to applications associated with mechanical devices in an industrial manufacturing setting, as well as applications associated with various welding operations. **Lab Fee: \$15**

**MCH 1041 Auto Maintenance (1-0-1)**

This course will emphasize basic preventive maintenance techniques such as checking and changing oil, replacing fuses, and checking fluids.

**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 1062 Welding Principles (1-3-2)**

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.

**Lab Fee: \$30**

**MCH 1072 Welding Operations (1-3-2)**

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. **Lab Fee: \$30**

**MCH 1082 Purging, Piping, and Safety (1-3-2)**

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. **Lab Fee: \$30**

**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.

**Lab Fee: \$15**

**MCH 2064 Advanced Welding Principles (3-3-4)**

This course is designed to provide the advanced knowledge of oxyacetylene welding, cutting and brazing, and advanced arc welding necessary in the maintenance and repair of production equipment. It provides an advanced knowledge and skills for TIG and MIG practices. **Prerequisite: MCH 1062. Lab Fee: \$60**

**MCH 2074 Advanced Welding Operations (3-3-4)**

This course is designed to provide the advanced knowledge of oxyacetylene welding, cutting and brazing, and advanced arc welding necessary for the application in the manufacturing and industrial settings. It prepares students to apply the advanced technical knowledge and skills to unite or separate metal parts by heating and using variant techniques and equipment. **Prerequisite: MCH 1072. Lab Fee: \$60**

**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. **Lab Fee: \$15**

**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. **Lab Fee: \$15**

**MCH 2213 Advanced Maintenance Welding (2-4-3)**

This course is designed to provide advanced practice safety welding measures and an understanding of shielded metal arc welding (SMAW) and prepare students to set up SMAW equipment for making V-groove welds and perform V-groove welds with backing in various positions. **Prerequisites: MCH 1062, MCH 1072, MCH 1082.**

**Lab Fee: \$60**

**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**

**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. **Lab Fee: \$15**

**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. **Lab Fee: \$15**

**MFG 1041 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.

**Lab Fee: \$15**

**MFG 1051 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, Lab Fee: \$15**

**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, Lab Fee: \$15**

**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, Lab Fee: \$15**

**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 thorough understanding of manufacturing materials, processes, and techniques.

**MNT 1003 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 (3-1-3) Systems I**

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, Lab Fee: \$15**

**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, **Lab Fee:** \$15

**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, **Lab Fee:** \$15

**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. **Lab Fee:** \$15

**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, **Lab Fee:** \$15

**MTH 0913 Introductory Mathematics (3-0-3)**

A beginning math course which covers basic operations for whole numbers, fractions, decimals, percents, and signed numbers, as well as ratio and proportions. This course is a co-requisite for MTH 1073.

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

This course includes beginning algebra with signed numbers, equations and inequalities, rectangular coordinates and slope, exponents and polynomials, and factoring. Students with appropriate placement scores will NOT be required to enroll in the co-requisite course MTH 0913. **Co-requisite:** MTH 0913. A student must earn a C or better in both courses during the same semester or must repeat both courses. A student wishing to withdraw from one course must withdraw from both.

**MTH 1083 Technical Mathematics (3-0-3)**

Selected topics in general mathematics, algebra, geometry, and trigonometry. The application of mathematical concepts to the solution of relevant technical problems will be emphasized. **Prerequisites:** MTH 1073 (Grade  $\geq$  C) or appropriate placement test score.

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

This course will be taken while simultaneously enrolled in MTH 1113 College Algebra unless the degree of study only requires MTH 1093. This course will reinforce algebraic concepts to help students whose test scores indicate a need for certain review topics. These topics will include, but are not limited to, multi-step equations, exponents, functions and graphs, factoring, rational expressions, exponents and radicals, and quadratic equations. **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. **Co-requisite:** MTH 1093. Students with appropriate placement scores will NOT be required to enroll in the co-requisite course. Students cannot withdraw from MTH 1093 without withdrawing from MTH 1113. **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 1213 Quantitative Literacy (3-0-3)**

*ACTS Equivalent Course Number = MATH 1113*

This course provides students with mathematical skills to be productive workers, discerning consumers, and informed citizens. Instruction is based in the context of everyday life that focuses on process, conceptual understanding, communication, and problem solving. Students will solve problems using mathematical reasoning involving logic, proportions, algebra, and relations. It focuses on four areas of study: personal, state and national finance, statistics and probability, mathematical modeling, and quantities and measurement. **Prerequisites:** MTH 1093 with grade  $\geq$  C or ACT Math score  $>$  19 or appropriate placement 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)**

*ACTS Equivalent Course Number = MATH 2103*

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 2143 Business Calculus (3-0-3)**

Exponential functions, mathematics of finance, systems of linear equations, linear inequalities and linear programming, limits, derivatives, and integrals, business calculus applications including marginal analysis, extrema and concavity of functions of one and several variables **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)**

**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; however, students may not enroll more than four times in any one type of applied music course and have the credit count to meet graduation requirements.

**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 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 analyzation.

**Prerequisite:** MUS 2013. **Co-requisite:** MUS 1911

**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. **Corequisite:** NUR 1014

**NUR 1014 Fundamentals of Nursing (2-6-4)**

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:** Admittance to the Nursing Program. **Corequisites:** BIO 2114, ENG 1013, PSY 1003, MTH 1113, NUR 1010. **Assessment Fee:** \$250. **Malpractice Fee:** \$50

**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. **Corequisites:** NUR 1024

**NUR 1024 Medical Surgical Nursing I (2-6-4)**

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. **Corequisites:** BIO 2134, ENG 1023, PSY 2003, NUR 1020. **Assessment Fee:** \$250

**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. **Corequisites:** 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. **Corequisites:** BIO 2504, NUR 1900, **Assessment Fee:** \$250

**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. **Corequisite:** NUR 2044

**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, BIO 2504. **Assessment Fee:** \$250, **Malpractice Fee:** \$50

**NUR 2130 Clinical Applications of Medical-Surgical Nursing II (0-6-0)**

The course accompanies NUR 2134 and focuses on rehabilitative care. Identification of skills based upon scientific principles for nursing practice with clients will be the emphasized. **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. **Corequisites:** NUR 2130, NUR 2164, NUR 2160, SOC 1013 or SOC 2043, and BUS 1603. **Assessment Fee:** \$250

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

This course accompanies NUR 2164 and focuses on giving nursing care to clients in the pediatric and maternity settings. Students will provide care using the theoretical principles of maternal and child health. **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. Corequisites: NUR 2254, NUR 2263**

**NUR 2250 Clinical Applications of Medical-Surgical Nursing III (0-6-0)**

This course accompanies 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. **Corequisite: 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 course reinforces ethical and legal implications, health promotion and maintenance, emotional, spiritual, physical, psychosocial integrity and developmental tasks of the adult. **Prerequisites: All required courses from Terms I, II, III and IV. Corequisites: NUR 2242, NUR 2250, NUR 2260, NUR 2264, Assessment Fee: \$250**

**NUR 2260 Clinical Applications of Nursing Leadership & Management (0-3-0)**

This course accompanies NUR 2263 and focuses on managing the nursing care to clients in the hospital setting. Students will provide and coordinate client care under the supervision of a nurse manager or charge nurse. Students will demonstrate the skill of coordinating care and applying leadership and management principles necessary to function in a complex health care environment. **Corequisite: NUR 2263**

**NUR 2263 Nursing Leadership & Management (2-3-3)**

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. Additional roles of the entry-level nurse will be discussed including 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**

**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.

**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. Lab Fee: \$20**

**PHS 1104 Earth Science (3-2-4)**

*ACTS Equivalent Course Number = PHSC 1104*

An introduction to the fundamental topics of earth science including physical and historical geology, oceanography, and meteorology. Laboratory exercises include the study of minerals, rocks, fossils, topographic and geologic maps, and oceanographic and meteorological phenomena. **A lab is a required part of this class and will meet at a time different than the lecture. Lab Fee: \$20**

**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 1093 (Grade  $\geq$  C) or appropriate placement test score, Lab Fee: \$20**



**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 1083 (Grade  $\geq$  C), Lab Fee: \$20**

**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 1093 (Grade  $\geq$  C) or appropriate placement test score.**

**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 (Grade  $\geq$  C) or equivalent, Lab Fee: \$20**

**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 (Grade  $\geq$  C), Lab Fee: \$20**

**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.

**Lab Fee: \$15**

**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. **Lab Fee: \$15**

**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.

**Lab Fee: \$15**

**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,**

**Lab Fee: \$15**

**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)**

This course studies environmental and heredity effects on the cognitive, affective, psychomotor, and sociolinguistic development of typically and atypically developing children and adolescents. Students will learn to analyze, use, and incorporate an inclusive understanding of key theories of learning and how these theories are related to the physical, cognitive and emotional changes that occur during each developmental stage. Students will be introduced to observation and evaluation of children's and adolescents' 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**

**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**

**RAD 1106 Introduction to Radiologic Technology(4-6-6)**

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. Students will also learn positioning for radiographic demonstration of anatomic parts, including sectional anatomy of the chest and abdomen. **Prerequisites: Admittance to the Radiologic Technology Program. Pre or Corequisites: BIO 2114, MTH 1113, PHY 2013, and RAD 1110. Assessment Fee: \$50, Dosimetry Badge Fee: \$100, Malpractice Fee: \$50, Marker Fee: \$15**

**RAD 1110 Clinical Practice I (0-6-0)**

Supervised clinical experience emphasizing radiologic procedures of the chest and abdomen. **Prerequisites: Admittance to the Radiologic Technology Program. Corequisites: RAD 1106**

**RAD 1202 Radiologic Imaging (2-0-2)**

This course will provide the basics of radiologic image acquisition, 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, digital radiography, PACS, and image receptors. Critical thinking and communication skills will be emphasized. **Prerequisites: All required courses from Term I. Pre or Corequisites: HSC 1003, RAD 1210, RAD 1216, RAD 1222**

**RAD 1210 Clinical Practice II (0-9-0)**

Supervised clinical experience emphasizing radiographic procedures of the extremities and vertebral column. **Prerequisites: All required courses from Term I. Corequisites: RAD 1216**

**RAD 1216 Radiographic Procedures II (3-9-6)**

This course provides an investigation of procedures used in patient positioning and radiation safety instruction for radiographic demonstration of anatomic parts and sectional anatomy of the upper and lower extremity and spine. **Prerequisites: All required courses from Term I. Pre or Corequisites: HSC 1003, RAD 1202, RAD 1210, RAD 1222**

**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: HSC 1003, RAD 1202, RAD 1210, RAD 1216**

**RAD 1310 Clinical Practice III (0-9-0)**

Supervised clinical experience emphasizing radiographic procedures of the cranium, gastrointestinal system, and genitourinary system, and refinement of radiographic skills in orthopedic, chest, and abdomen. **Prerequisites: All required courses from Terms I and II. Corequisite: RAD 1315**

**RAD 1315 Radiographic Procedures III (2-9-5)**

This course provides an investigation of procedures used in patient positioning, sectional anatomy, and radiation safety instruction for cranium, bony thorax, gastrointestinal system and urinary system. **Prerequisites: All required courses from Terms I and II. Pre or Corequisites: BUS 1603, RAD 1310, SOC 2043**

**RAD 2102 Radiation Protection (2-0-2)**

This course is a study of the principles and practices of safe application of radiation, in regards to personnel, patients, and the public. Emphasis will also be placed on the responses of biological systems to radiation and their acute and chronic affects. **Prerequisites: All required courses from Terms I, II, and III. Pre or Corequisites: ENG1013, RAD 2112, RAD 2110, RAD 2115. 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: ENG1013, RAD 2102, RAD 2112, RAD 2115**

**RAD 2112 Radiographic Pathology (2-0-2)**

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. **Prerequisites: All required courses from Terms I, II, and III. Pre or Corequisites: ENG1013, RAD 2102, RAD 2110, RAD 2115, Assessment Fee: \$50**

**RAD 2115 Special Imaging Procedures (2-10-5)**

This course will provide an overview of the production of images including, but not limited to CT, mammography, MRI, sonography, radiation oncology, and nuclear medicine. 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. Critical thinking and communication skills will also be emphasized. **Prerequisites: All required courses from Terms I, II, and III. Pre or Corequisites: ENG1013, RAD 2102, RAD 2110, RAD 2112, Malpractice Fee: \$50**

**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:** ENG 1023, RAD 2220, RAD 2226

**RAD 2220 Clinical Practice (0-12-0)**

Elective clinical rotations and the demonstration of terminal clinical skills. **Prerequisites:** All required courses from Terms I, II, III, and IV. **Corequisites:** RAD 2226

**RAD 2226 Radiographic Medical Image Evaluation (2-12-6)**

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. **Pre or Corequisites:** ENG 1023, RAD 2212, RAD 2220

**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.

**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.

**Lab Fee: \$15**

**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. **Lab Fee: \$15**

**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. **Lab Fee: \$15**

**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, **Lab Fee: \$15**

**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.

**Lab Fee: \$15**

**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: 25 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.

**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.

**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.

**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 Cultural 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.

**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 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.

- 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)

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

- 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, CIW Testing Fee: \$25**

- 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, CIW Testing Fee: \$30**

- 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, CIW Testing Fee: \$35**

- WEB 1033 Introduction to Web Page 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 CIW Testing Fee: \$80**





# **EACC PERSONNEL**



# 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

**Dr. Janie G. Bailey**.....Vice President for Academic Affairs  
B.S.N., M.S., University of Memphis  
M.S.N., Clarkson College  
Ph.D., Capella University

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

**Richard Stipe**.. Vice President for Finance & Administration  
B.A., Ouachita Baptist University  
M.B.A., University of Arkansas

**Ed Adams**.....Associate Director/  
Administrative Computer Services  
B.B.A., Arkansas State University

**Keuna Adams**.....Administrative Specialist I/  
Allied Health Science  
B.S., Arkansas State University

**Diane G. Anderson**.....Administrative Specialist I/  
Learning Resource Center  
A.A.S., East Arkansas Community College

**Falisha Bailey**.....Administrative Specialist I/  
Off Campus-Wynne  
A.A.S., East Arkansas Community College

**Marilyn Barton**.....Institutional Services Assistant

**Helen Bean**.....Administrative Specialist I/  
Math/Science  
A.A.S., East Arkansas Community College

**Tiffany Billingsley**.....Associate Vice President for  
Community and Business Outreach  
B.A., M.Ed., University of Arkansas

**Kevin Bingham**.....W.O.R.K. Coordinator  
B.S., Oral Roberts University

**Lynett Bolton**.....Faculty/Allied Health Science  
A.A., Arkansas State University

**Logan Brasfield**.....Director of Continuing Education  
B.S., Arkansas State University

**Janet Brawner**.....Administrative Specialist III/  
Business Affairs  
B.S.E., University of Central Arkansas

**Shannon Bridges**.....Administrative Specialist I/  
Humanities

**Dr. Carl Brown**.....Faculty/Social Science  
B.S., B.A., M.A.T., Ph.D., University of Memphis

**Denise Chadwick**.....Payroll Technician

**Dr. Cathie Cline**.....Associate Vice President for  
General Studies  
B.A., University of Virginia  
M.A., Arkansas State University  
Ed.D., University of Arkansas at Little Rock

**Rebecca Coleman**.....Faculty/Humanities  
A.A.S., Jackson State Community College  
B.F.A., Savannah College of Art and Design  
M.F.A., Memphis College of Art

**Sharon Collier**.....Director of Enrollment Management  
A.A., East Arkansas Community College  
B.S.E., University of Arkansas

**Cathy Colvin**.....Assistant Director Financial Aid  
A.A., East Arkansas Community College  
B.S., Arkansas State University

**Dennis Colvin**.....Maintenance Supervisor

**Dana Haven Crisp**...Director of Secondary Career Center/  
Distance Learning and Coordinator of University Center  
B.B.A., University of Mississippi  
M.S.E., S.C.C.T., Arkansas State University

**Carly Dillard**.....Administrative Specialist II/  
Receptionist  
B.S., Arkansas State University

**Kimberly Ezell**.....Faculty/Humanities  
M.S., Emporia State University  
B.S., Coastal Carolina University

**Claudia Farr**.....Institutional Services Assistant

**Glenn Ford**.....Director/Physical Plant/Special Projects  
A.A.S., East Arkansas Community College  
B.A., M.S., University of Memphis

**Gina Fowler**.....Fiscal Support Specialist

**Robert Fowler**.....Computer Lab Assistant



- Yvonne Rucker Franklin**.....Director of Human Resources  
B.S.E., University of Arkansas
- Tammy Freligh**.....Faculty/Humanities  
B.F.A., M.A., Ed.S., Arkansas State University
- Daniel R. Grantham**.....Faculty/Humanities  
B.A., M.A., University of Memphis
- Allen Grommet**.....Faculty/Math/Science/  
Business Technology  
B.S., Arkansas State University  
M.S., University of Arkansas Graduate Institute of  
Technology  
CCNA, CCAI
- Lynn Grommet**.....Faculty/Allied Health Science  
B.S.N., Memphis State University  
M.N.Sc., University of Arkansas for Medical Sciences
- Susan Guest**.....Purchasing Specialist  
B.A., University of Louisiana-Lafayette
- Tom Hale**.....Web-based Services Specialist  
A.A., East Arkansas Community College  
B.A., Arkansas Tech University  
M.Ed., University of Arkansas
- Thomas Hare**.....Maintenance Assistant
- Brett Hartman**.....Faculty/Diesel Technology  
A.A.S., East Arkansas Community College
- Marilyn Hawkins**.....Counselor/Coordinator of  
Advising and Testing  
B.A., University of Arkansas at Pine Bluff  
M.A., University of Northern Iowa
- Christopher Heigle**.....Title III Project Manager  
B.A., Arkansas State University  
M.S., University of Memphis
- Jessica Higginbotham**.....Arts Center Programming  
Manager  
B.S.B.A., University of Arkansas
- Lisa Hixon**.....Lab Tech Supervisor/Library  
A.A., East Arkansas Community College  
B.S., Arkansas State University  
M.B.A., University of North Alabama
- David P. Hodges Jr. A.I.A.**.....Coordinator Transportation  
Technology Center  
B. Architecture, University of Arkansas  
C.E., University of Memphis
- Ronica Horton**.....Coordinator of Recruitment and  
Student Activities  
B.S., Arkansas State University  
M.S., Arkansas Tech University
- Caleb Hughes**.....Network Support Specialist  
B.S., University of Arkansas at Little Rock  
M.S., Southern New Hampshire University
- Lynn Ray Jackson**.....Maintenance Assistant
- Errin James**.....Arkansas Works  
College and Career Coach  
B.A., University of Arkansas at Monticello  
M.P.A., Arkansas State University
- Jackie Perkins-James**.....Activity Director/  
Distance Education Specialist  
B.A., Stephens College  
M.B.A., Thunderbird School of Global Management
- Angela Jones**.....Institutional Services Assistant
- Ashley Jones**.....Faculty/Humanities  
B.S., Arkansas State University  
M.S.E., Arkansas State University
- Niki Jones**.....Director of Development/  
Arts Center Manager  
B.S., Arkansas State University
- Rhonda Jordan**.....Administrative Specialist II/  
Community and Business Outreach  
A.A.S., East Arkansas Community College
- Kevin Jumper**.....Director of Financial Aid  
B.B.A., University of Central Arkansas
- Anne Kelso**.....Administrative Assistant to the President  
A.A., East Arkansas Community College
- Adam Kennedy**.....Webmaster Title III  
B.S., University of Arkansas at Fort Smith
- Preston Koelling**.....Faculty/Social Science  
B.S., Missouri Southern State College  
M.S., Central Missouri State University
- Paige Laws**.....Director of Library Services  
B.S., Arkansas State University  
M.S., University of Central Arkansas
- Joanne Lawson**.....Associate Vice President for  
Applied Sciences  
A.A. East Arkansas Community College  
B.S.E., M.S.E., Arkansas State University
- Kevin Lawson**.....Faculty/Diesel Technology  
A.A.S., East Arkansas Community College

**Dr. Don Lewis**.....Faculty Math/Science  
 A.A., Joliet (Ill.) Junior College  
 B.S., M.S., M.Ed., Memphis State University  
 Ed.D., Arkansas State University

**Janet Lieblong**.....Faculty Math/Science  
 B.S.E., Arkansas State University

**Cedric Macklin**.....Coordinator of Wynne Center  
 B.A., M.A., Ed.S., Ed.D., Arkansas State University

**Douglas Mattison**.....Security Officer

**Heather McBride**.....Director of Workforce Development/  
 Literacy  
 B.S., Arkansas State University

**Jodi Burrows McClain**.....EAST Facilitator  
 B.S., M.S., Arkansas State University

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 Student Support Services  
 B.A., Philander Smith College  
 M.S., Howard University

**Tanner McKnight**.....Accountant II  
 B.S., Arkansas State University

**Shana Mefford**.....Maintenance Assistant

**Lindsay Midkiff**....Director of Public Relations/Marketing  
 B.B.A., University of Mississippi  
 M.B.A., Arkansas State University

**Dee Millard**.....Faculty/Math/Science  
 B.S., M.C.S., University of Mississippi

**Edith Mitchell**.....Coordinator Student Support Services  
 B.S.B.A., Henderson State University  
 M.A.T., Harding University

**Hannah Morris**.....Clinical Coordinator/  
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 A.A.S., East Arkansas Community College

**Patricia Newborn**.....Institutional Services Assistant

**Toby Nichols**.....Administrative Specialist I/  
 Business/Technology

**Jennifer Oliver**.....Administrative Specialist II/  
 Secondary Career Center  
 A.A., Central New Mexico Community College

**Jim Parker**.....Faculty/Biofuel Renewable Energy  
 Specialist  
 A.A.S., Southwest Technical Institute

**Jo Patterson**.....Faculty Math/Science  
 B.S., Mississippi State University  
 M.S., Arkansas State University

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 Registrar's Office  
 A.A., East Arkansas Community College

**Sherry Rhea**.....Faculty Math/Science  
 A.A., East Arkansas Community College  
 B.S.E., M.S.E., Arkansas State University

**Carol Rodgers**.....Tutorial Specialist/  
 Student Support Services  
 A.A., East Arkansas Community College  
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**Clyde Rodgers**.....Faculty/Humanities  
 A.A., Southern Baptist College  
 B.S.E., M.S.E., Ouachita Baptist University

**Jatoria Rogers**.....Administrative Specialist I/  
 Financial Aid  
 A.A., East Arkansas Community College

**Josh Rogers**.....Technical Manager  
 B.S., University of Central Arkansas

**Samantha Russell**.....Administrative Specialist I

**Heath Sanders**.....Faculty/ Social Science  
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**John Sauls**.....Faculty/Humanities  
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**Dennis Smith**.....Faculty/Math/Science  
 B.S.E., M.S., Arkansas State University  
 M.S., University of Tennessee

**Kay Smith**.....Faculty/Nursing  
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 B.S.N., University of Memphis  
 M.S.N., Walden University

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**Gayla Stidham**.....Administrative Specialist I/  
Transportation and Technology Center  
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**Calvin Steverson**.....Institutional Services Assistant

**Jacki Swan**.....Controller  
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B.S.B.A., Arkansas State University  
M.B.A., University of North Alabama

**Dowell Taylor**.....Counselor/Career Pathways  
B.A., Davenport University

**Lance Thigpen**.....Maintenance Assistant

**Melvin Tinsley**.....Counselor/Evening Services  
B.S., M.A.C.T., Murray State University

**Gail Vance**.....Cashier I

**Ruth Ann Vowan**.....Faculty/Humanities  
B.M., M.M., Memphis State University

**Janice Wallace**.....Financial Aid Specialist  
A.A.S., East Arkansas Community College  
B.S., University of Arkansas at Fort Smith

**S. Tik Ward**.....Coordinator Off-Campus Programs/  
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B.S., M.P.A., S.C.C.T., Arkansas State University

**Carlos Washington**.....Lab Supervisor/  
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**Angela Wilburn**.....PT EALP Literacy Coordinator  
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B.G.S., Arkansas State University

**Debbie Wilks**.....Manager/Bookstore  
B.S.E., Arkansas State University

**Christine Williams**.....Arkansas Works  
College and Career Coach  
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M.S., Arkansas Tech University

**Vicki Williams**.....Faculty/Business/Technology  
B.S., Arkansas State University  
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**Mildred Willis**.....Administrative Specialist II/  
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A.A., A.A.S., East Arkansas Community College  
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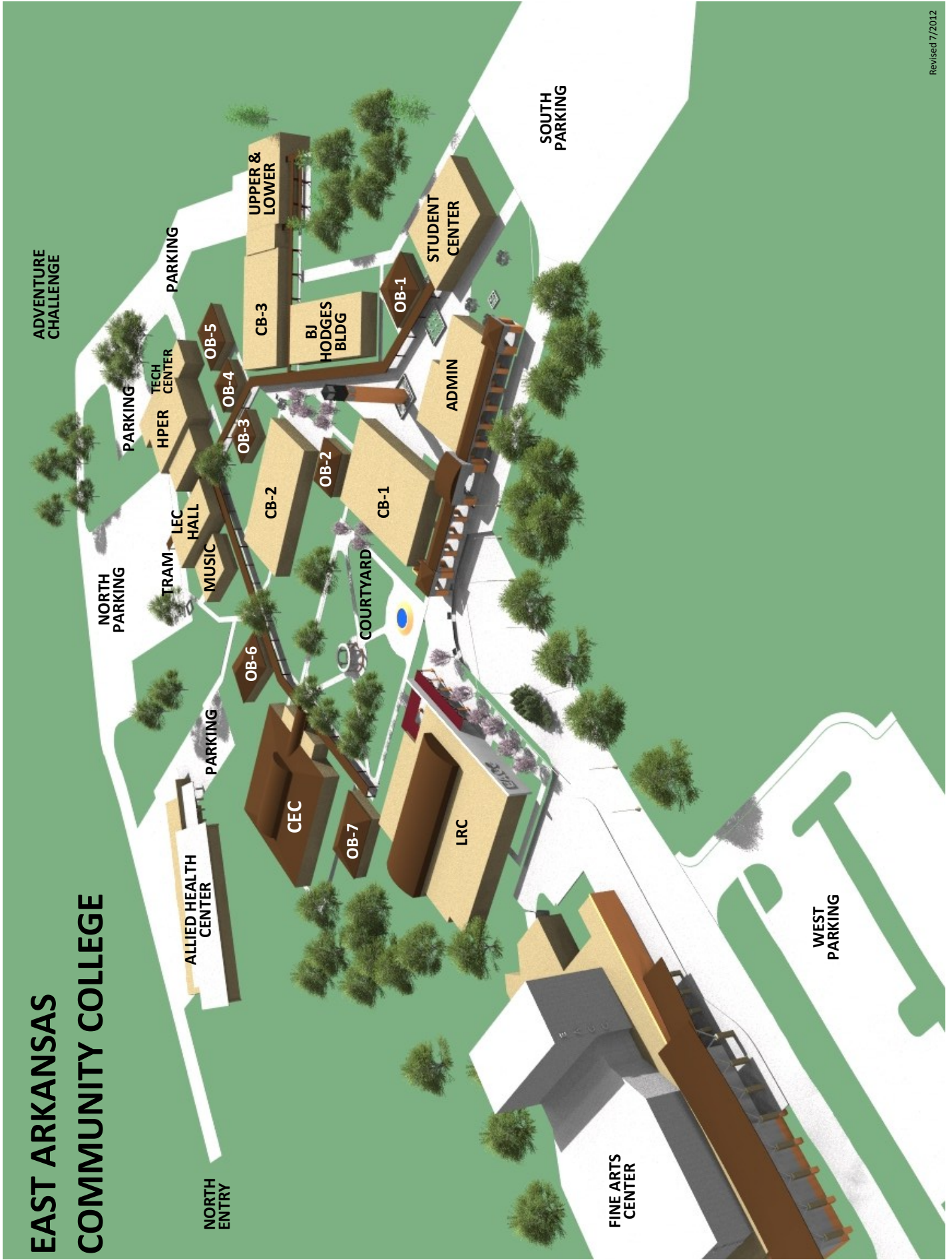
**Michelle Wilson**.....Associate Vice President for  
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B.A., M.A., University of Memphis

**Peggy Winfrey-Hull**.....Faculty/Business /Technology  
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M.A., M.B.A., University of Kentucky

**Darlene Young**.....Administrative Specialist III/  
Vice President for Academic Affairs

**Vicky Young**.....Public Safety Security Officer

# EAST ARKANSAS COMMUNITY COLLEGE







# **STUDENT HANDBOOK**



# 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), and the Campus SaVE Act 2013, EACC collects and publishes campus crime statistics. This campus security report is available in the office of the Vice President for Student Affairs and the Student Services Complex, the EACC website, and during New Student Orientation.

## 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 or suspicious activities promptly to the Campus Security Officer 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 or with the Campus Security Officer on duty. Assistance will be provided or local law enforcement authorities will be contacted if necessary or 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 officers for the past three fiscal years.

Crime	2013-14	2014-15	2015-16
Murder	0	0	0
Rape	0	0	0
Stalking	0	0	0
Dating Violence	0	0	0
Sexual Violence	0	0	0
Domestic Violence	0	0	0
Robbery	0	0	0
Assault	0	0	0

Burglary	0	0	0
Motor Vehicle Theft	1	0	0
Manslaughter	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

Arrests Reported	2014-15	2015-16	2016-17
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapon Possession	0	0	0

## Race and Gender Code Abbreviations

American Indian or Alaskan Native	AM
Asian	AS
Black or African American	BL
Hispanic/Latino	HI
Native Hawaiian or Other Pacific Islander	PI
White or Caucasian	WH
Multi Race	MR
Male	M
Female	FM

## 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 2013 and completed degrees or certificates by August 31, 2016.

Fall 2013 Cohort.....	224
Completers.....	18%
Still Enrolled.....	6%
4-Year Avg. Transferred Out.....	15%
4-Year Avg. Completion Rate .....	17%

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 16% of the total Fall 2013 semester enrollment at East Arkansas Community College. These rates do not represent the success rates for the other 84% of students who attended EACC in Fall 2012. They do not include any of the students who enrolled full-time but had previous college experience, or who took courses only to improve personal, job or academic skills. These rates also do not take into account students who started full-time but later enrolled part-time because of other demands. Lastly, these rates do not take into account the students who have completed programs or transferred since August 31, 2016.

# 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, complainant, respondent 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. False reporting will not be tolerated at EACC. False reporting of sexual discrimination or any retaliation against a person who reports, files, testifies, assists, or participates in the process is strictly prohibited and will result in appropriate action as specified by existing policies and procedures.
- o. 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 MISCONDUCT 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 misconduct, which includes sexual harassment, a type of discrimination based upon gender, and other forms of sexual. 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. Sexual violence has most recently been addressed by the Reauthorization of the Violence Against Women Act and the Campus SaVE Act. 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 misconduct 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 Associate Vice President is contacted by the student. The student, faculty member, and the Associate Vice President 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 addressed and 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 Associate Vice President that a grievance has been filed and supplies a copy of the written grievance to the faculty member and the respective Associate Vice President. 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. Written notification of this request should be made to the Vice President for Academic Affairs. The Academic Grievance Committee will be composed of at least one Associate Vice President, two faculty members, and two staff members from Student Affairs and/or Business Affairs. Associate Vice Presidents 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 Hodges Student 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 use of tobacco or tobacco products of any kind is prohibited in all buildings on the EACC campus and in college pool cars and on the College campus anywhere. At off-campus locations, EACC will recognize the policies of the host school or other entity. The administration will develop additional guidelines as necessary for the implementation of this policy and to insure its compliance.

## IX. WEAPONS ON CAMPUS POLICY

Possession of a weapon (a firearm or any other instrument which the bearer intends to use to bring harm against a person) on campus will be prohibited, except for duly authorized law enforcement officers during the performance of their duties. Law enforcement officers must register with administration any weapon to be carried while on campus.

## **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](http://www.eacc.edu) and click on Services, then 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](http://www.eacc.edu) and click on About EACC, then 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 - Phone: 870-633-4480, Ext. 300 - Fax: 870-633-3840**

(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)

Degree from EACC

Transfer to 4-year institution

Technical Certificate

Courses Only (Special)

Transient (one semester only)

Tech Prep Program

Early Entry (High School Student)

Will you be a full-time or part-time student? \_\_\_\_\_

**If pursuing a degree or certificate from EACC, please complete the following.**

**Degrees and Certificates of Proficiency — check one and specify major**

Associate of Arts (specify area of concentration) \_\_\_\_\_

Associate of Applied Science (specify major) \_\_\_\_\_

Technical Certificate (specify major) \_\_\_\_\_

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) \_\_\_\_\_

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