



## MISSION

We provide affordable, accessible learning opportunities to promote student success and strengthen our community.

### General Catalog and Student Handbook 2023-2024 Volume XXXXIII

#### Accreditation and Affiliations

East Arkansas Community College is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), a institutional accreditation agency recognized by the U.S. Department of Education.

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's Cosmetology Program is Licensed by the Arkansas Department of Health. Arkansas Department of Health, 4815 W. Markham, Little Rock, AR 72205-3867, [www.healthy.arkansas.gov](http://www.healthy.arkansas.gov). The telephone number is 1-800-462-0599.

East Arkansas Community College's Certified Nursing Assistant (CNA) program is approved by the Arkansas Department of Human Services, Division of Medical Services, Office of Long Term Care, Nursing Assistant Training Program, Slot S405, P. O. Box 8059, Little Rock, AR 72203-8059, Telephone: 501-320-6276, Fax:501-682-8551.

East Arkansas Community College's Commercial Driver Training program is an approved Arkansas Department of Public Safety, Arkansas State Police (ASP), 3rd Party Commercial Driver Training Test Site. The address for the ASP is Arkansas State Police, One State Police Plaza Dr, Little Rock, AR 72209. Telephone: 501-618-8000.

East Arkansas Community College's Practical Nursing Program is approved by the Arkansas State Board of Nursing (ASBN). The address the ASBN is Arkansas State Board of Nursing, University Tower Bldg., 1123 South University, Suite 800, Little Rock, AR 72204-1619, Telephone: 501-686-2711.

East Arkansas Community College's Registered Nursing Program is conditionally approved by the Arkansas State Board of Nursing (ASBN). The address of the ASBN is Arkansas State Board of Nursing, University Tower Bldg., 1123 South University, Suite 800, Little Rock, AR 72204-1619, Telephone: 501-686-2711.

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, Welcome Center, 870-633-4480, ext. 252.

## Message From the President:

Welcome! On behalf of the Board of Trustees, staff, faculty, and your fellow students, I thank you and congratulate you on your choice to attend East Arkansas Community College. We strongly believe that our career-ready and transfer-ready programs provide students with the best and most economical education available, complemented by the highest degree of personal service. We are small but mighty, and we care deeply about our students and your success.

In preparation for Academic Year 2023-2024, all degree and certificate programs have improved. Some have received new equipment, improved classroom and lab spaces, additional faculty, or other improvements. This has allowed us to provide the greatest range of educational opportunities ever available in our service area. Students have the opportunity to select from a diverse menu of options when developing their educational plans.

In addition to academics, we offer many programs and services designed to support students in their efforts to achieve a better life, and we hope you will take advantage of the many resources available on our campus on your journey to graduation.

As you continue to learn and grow this academic year, I ask that you take a moment to reflect on how we can best be of service in assisting you in achieving your goals. We are learning and growing together, and without your input we cannot serve you as well as we would like to serve you. We are listening, because we have learned that we are stronger together.

Again, welcome, on behalf of the entire EACC community. I'm glad you're here!

Dr. Cathie Cline, EACC President



EAST ARKANSAS COMMUNITY COLLEGE  
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# ACADEMIC CALENDAR 2023-2024

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## FALL 2023

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 Campus Classes .....	August 21 – 25 (M – F)
Late Registration for Online Classes.....	August 21 – September 1 (M – F)
Labor Day Holiday (College Closed) .....	September 4 (M)
Census Day (11 <sup>th</sup> Class Day).....	September 5 (T)
Mid-Term Grades Submission Deadline.....	October 13 (F)
ACC Break (No Classes) .....	October 9 – 10 (M – T)
Last Day to Drop with Automatic “W” .....	October 23 (M)
Priority Registration for Spring 2024.....	November 6 (M)
Submission Deadline for <i>Intent to Graduate</i> – Fall 2023 .....	November 6 (M)
Last Day to Drop.....	November 13 (M)
Thanksgiving Break for Classes .....	November 22 – 24 (W – F)
Thanksgiving Holiday (College Closed).....	November 23 – 24 (R – F)
Last Day of Regular Classes (Day & Evening) .....	December 4 (M)
Final Exams.....	December 5 – 11 (T – M)
Grades Due by 12:00 pm.....	December 12 (T)
College Closed .....	December 22 – January 1 (F – M)

## SPRING 2024

Staff Report to Campus .....	January 2 (T)
Faculty Report to Campus.....	January 8 (M)
Advising/Registration .....	January 8 – 12 (M – F)
Dr. Martin Luther King, Jr. Holiday (College Closed).....	January 15 (M)
Classes Begin .....	January 16 (T)
Late Registration for Campus Classes .....	January 16 – 19 (T – F)
Late Registration for Online Classes.....	January 22 – 26 (M – F)
Census Day (11 <sup>th</sup> Class Day).....	January 30 (T)
Submission Deadline for <i>Intent to Graduate</i> – Spring 2024 .....	March 4 (M)
Mid-Term Grades Submission Deadline.....	March 8 (F)
Last Day to Drop with Automatic “W” .....	March 14 (R)
Spring Break (No Classes).....	March 18 – 22 (M – F)
Priority Registration for Summer & Fall 2024.....	April 8 (M)
Last Day to Drop.....	April 8 (M)
Last Day of Regular Classes (Day & Evening) .....	April 29 (M)
Final Exams.....	April 30 – May 6 (T – M)
Advising/Registration for Special Early Summer Term Classes.....	May 6 – 10 (M – F)
Grades Due by 12:00 pm.....	May 7 (T)
Awards Ceremony .....	May 7 (T)
Commencement – Allied Health .....	May 9 (R)
Commencement – Adult Education, Concurrent/SCC, General Education, & VOTE .....	May 10 (F)



### **SUMMER I 2024 (5 WEEKS) CONT'D**

Last Day of Regular Classes for Summer I (Day & Evening) .....	June 26 (W)
Final Exams (Day & Evening) .....	June 27 (R)
Grades Due by 12:00 p.m.....	June 28 (F)

**Classes will meet on Friday May 31, June 7, and June 14.**

### **SUMMER I 2024 (10 WEEKS)**

Advising/Registration .....	May 20 – 24 (M – F)
Memorial Day Holiday (College Closed).....	May 27 (M)
Classes Begin .....	May 28 (T)
Late Registration .....	May 28 – 29 (T – W)

**Classes meet on Friday ..... May 31 (F)**

Census Day (11 <sup>th</sup> Day Equivalent).....	June 6 (R)
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**Classes meet on Friday ..... June 14 (F)**

Independence Day Holiday (College Closed) .....	July 4 (R)
Mid-Term Grades Submission Deadline.....	July 5 (F)

**Classes meet on Friday ..... July 12 (F)**

Last Day to Drop with Automatic “W” .....	July 18 (R)
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**Classes meet on Friday ..... July 19 (F)**

Last Day to Drop.....	July 25 (R)
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Last Day of Regular Classes (Day & Evening) .....	July 29 (M)
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Final Exams (Day & Evening) .....	July 30 (T)
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Grades Due by 12:00 pm.....	July 31 (W)
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**Classes will meet on Friday, May 31, June 14, July 12, and July 19.**

### **SUMMER SESSION II 2024 (5 WEEKS)**

Advising/Registration .....	June 24 – 28 (M – F)
Classes Begin .....	July 1 (M)
Late Registration .....	July 1 – 2 (M – T)

Independence Day Holiday (College Closed) .....	July 4 (R)
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Census Day (11 <sup>th</sup> Day Equivalent).....	July 8 (M)
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**Classes meet on Friday ..... July 12 (F)**

Mid-Term Grades Submission Deadline.....	July 15 (M)
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Last Day to Drop with Automatic “W” .....	July 18 (R)
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**Classes meet on Friday ..... July 19 (F)**

Last Day to Drop.....	July 25 (R)
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**Classes meet on Friday ..... July 26 (F)**

Last Day of Regular Classes (Day & Evening) .....	July 30 (T)
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Final Exams (Day & Evening) .....	July 31 (W)
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Grades Due by 12:00 p.m.....	August 1 (R)
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**Classes will meet on Friday, July 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>.**

**COMMERCIAL DRIVER TRAINING RESTRICTED PROGRAM (4 WEEKS) – FALL 2023 (M-S)**

**Classes Begins**

July 10, 2023  
August 7, 2023  
September 11, 2023  
October 9, 2023  
November 6, 2023

**Class Ends**

August 4, 2023  
September 1, 2023  
October 6, 2023  
November 3, 2023  
December 1, 2023

**Class Days/Times**

Monday – Thursday, 5 p.m. – 9 p.m.  
First 3 Saturdays – 8 a.m. – 8 p.m.

**COMMERCIAL DRIVER TRAINING PROGRAM (5 WEEKS) – FALL 2023 (M-F)**

**Class Begins**

July 10, 2023  
August 14, 2023  
September 25, 2023  
October 30, 2023

**Class Ends**

August 11, 2023  
September 15, 2023  
October 27, 2023  
December 5, 2023

**Class Days/Times**

Monday – Thursday, 7:30 a.m. – 4:30 p.m.  
Friday – 7:30 a.m. – 11:30 a.m.

**COMMERCIAL DRIVER TRAINING RESTRICTED PROGRAM (4 WEEKS) – SPRING 2024 (M-S)**

**Class Begins**

January 8, 2024  
February 5, 2024  
March 11, 2024  
April 8, 2024  
May 6, 2024  
June 3, 2024

**Class Ends**

February 2, 2024  
March 1, 2024  
April 5, 2024  
May 3, 2024  
May 31, 2024  
June 28, 2024

**Class Days/Times**

Monday – Thursday, 5 p.m. – 9 p.m.  
First 3 Saturdays – 8 a.m. – 8 p.m.

**COMMERCIAL DRIVER TRAINING PROGRAM (5 WEEKS) – SPRING 2024 (M-F)**

**Class Begins**

January 8, 2024  
February 12, 2024  
March 18, 2024  
April 22, 2024  
May 27, 2024

**Class Ends**

February 9, 2024  
March 15, 2024  
April 19, 2024  
May 24, 2024  
June 28, 2024

**Class Days/Times**

Monday – Thursday, 7:30 a.m. – 4:30 p.m.  
Friday – 7:30 a.m. – 11:30 a.m.

### EACC Practical Nursing Program Schedule, July 5, 2023 – May 9, 2024

PN Orientation .....	Wednesday, July 5
First Day of Classes for Basic Fundamentals.....	Thursday, July 6
End of Course .....	Thursday, August 3
First Day of Classes for Nursing I.....	Monday, August 21
End of Course .....	Tuesday, September 21
First Day of Classes for Nursing II .....	Monday, September 25
End of Course .....	Thursday, November 30
IV Workshop Start .....	Monday, December 4
End of Course .....	Thursday, December 14
First Day of Classes for Mental Health .....	Tuesday, January 16
End of Course .....	Monday, February 12
First Day of Classes for Nursing III .....	Wednesday, February 14
End of Course .....	Friday, April 5
First Day of Classes for Pediatric & Obstetric Nursing.....	Monday, April 8
End of Course .....	Friday, May 3
Final Comprehensive Exam (Content over the year).....	Monday, May 6
Quick Medicine Guide (Exit Exam) .....	Tuesday, May 7

# WHERE TO GO FOR ASSISTANCE

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## ACADEMIC AFFAIRS

### Administration Building

- To discuss academic matters with a Dean or Director
- To request schedule overload or override
- To reserve space for organizational meetings

## FACULTY/ ACADEMIC ADVISORS' OFFICES

### Faculty Office Buildings 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

### Welcome Center

- 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

### Welcome Center

- To purchase books, jumpdrives, 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

- To inquire about program requirements
- To request an application
- To discuss eligibility for financial and other support

## CASHIER

### Welcome Center

- To pay tuition and fees
- To pay for a transcript
- To pay matriculation fee

## FINANCIAL AID OFFICE

### Welcome Center

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

## STUDENT ACTIVITIES

### Welcome Center

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

## WELCOME CENTER

- To inquire about ACT Residual and CLEP tests
- To take the ACT Residual or ACCUPLACER Next Generation 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
- To discuss any concerns or issues
- To place organizational events on activity calendar
- To request permission to place posters on bulletin boards
- To inquire about organizations or clubs
- To report any student misconduct or emergency
- To request student insurance

## TRIO- STUDENT SUPPORT SERVICES

### Welcome Center

- To inquire about tutoring services
- To inquire about Student Support Services TRiO
- To obtain assistance with academic courses
- To work with a mentor
- To arrange for a visit to a four-year school

## COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT

### Learning Resource Center

- To receive information about Community Education programs for students of all ages.
- To receive information on customized training opportunities for businesses and industries.

## THE LEARNING CENTER

### Welcome Center

- To learn about online tutoring services
- To receive free tutoring
- To utilize the open computer lab

## LIBRARY

### Learning Resource Center

- To utilize the multimedia lab
- To obtain resources and do research
- To obtain a student identification card
- To access the Internet
- To make copies

## COMPUTER EDUCATION CENTER (CEC)

- To check out or return loaned devices
- To request assistance with login credentials

## STILL NEED HELP?

Contact [care@eacc.edu](mailto:care@eacc.edu) or click the Need Help? box on the myEACC portal.

# GENERAL INFORMATION

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## MISSION

We provide affordable, accessible learning opportunities to promote student success and strengthen our community.

## VISION

Through our service as an academic and economic leader, we will empower students and our community to succeed through business and industry partnerships, cultural enrichment, and educational programming.

## 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.

## DIVERSITY STATEMENT

East Arkansas Community College recognizes the human and cultural diversity of the constituencies we serve and the world in which we live and work. As a member of a multicultural society, EACC is committed to supporting and celebrating a diverse community of learners and promoting an educational environment that is inclusive, responsive, and supportive.

In alignment with our mission, EACC seeks to promote diversity in its many forms. EACC has an open-door policy for admission and offers equal educational opportunity to all persons without regard to race, ethnicity, place of origin, socioeconomic status, gender, gender identity, sexual orientation, religion, or (dis)ability.

The College embraces human diversity and appreciates the varied perspectives and experiences that arise from increasing globalization. EACC encourages all constituencies to share in the responsibility for cultivating a meaningful learning environment wherein differences are valued and inclusivity practiced.

## ACADEMIC CORE COMPETENCIES/ INSTITUTIONAL LEARNING OBJECTIVES

The faculty, staff, and students at East Arkansas Community College identifies four institutional learning objectives (ILOs), known as core competencies that every EACC student should master before graduation. These 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. Every graduate of East Arkansas Community College is expected to communicate effectively and clearly. EACC graduates will demonstrate the ability to comprehend both written and spoken works, write in a clear and effective manner, and organize and clearly convey their 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 be 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. Every EACC graduate will demonstrate a practical application of knowledge learned, master an adequate amount of technology and computer skills for success in their chosen field and beyond, acquire workplace skills necessary for future success, develop and maintain a professional attitude, and become motivated to pursue life-long learning. These abilities will ensure professional success in the workplace and other 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

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, Arkansas Highway 1, U.S. Highway 70, and U.S. Interstate 40 (Exit 242) provide easy access to the campus.

## HISTORY

East Arkansas Community College's history begins in 1967 with the creation of Crowley's Ridge Vocational Technical School and continues today following the Higher Learning Commission's final approval of the merger of EACC and Crowley's Ridge Technical Institute (CRTI), in February 2018.

In the late 1960s, residents of St. Francis County sought to create both a technical school and a community college. Crowley's Ridge Vocational Technical School was created during the development of public postsecondary vocational technical schools in Arkansas. In 1966, construction of a building on Newcastle Road was approved by the State Board of Vocational Education, and the building site was donated by the Forrest City Chamber of Commerce. The vocational school's first official students were accepted in September 1967, and six programs were offered.

In June 1969, to fulfill the goal of establishing a community college in the area, the Crowley's Ridge Community College Corporation received its charter. In April 1971, Mrs. Ed (Betty Jo) Hodges donated \$25,000 to the organization, allowing the group to purchase 40 acres of land located just north of Crowley's Ridge Vocational Technical School.

In August 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. On November 8, 1973, voters approved the proposal, which included a 4-mill tax to finance construction of East Arkansas Community College. Governor Dale Bumpers appointed nine members to the Board of Trustees, and college representatives officially took office on December 13, 1973. On August 26, 1974, classes opened in a temporary facility in downtown Forrest City. Also in 1974, the newly appointed board authorized construction of 11 buildings at a cost of \$1.5 million at the College's current site at 1700 Newcastle, contiguous to the vocational school. Classes began at the new campus in August 1975. In 1979, EACC was accredited by its regional accreditor, now known as the Higher Learning Commission.

In 1992, Crowley's Ridge Vocational Technical School was approved by the State Board of Workforce Education to become a technical institute, and the name was officially changed to Crowley's Ridge Technical Institute. In 2003, CRTI was accredited by the Council on Occupational Education (COE).

Over the years, EACC's campus continued to grow with significant improvements to buildings and additions of new facilities including classroom buildings, a music building, a lecture hall, expansion of the physical education building, the addition of a Computer Education Center, the Learning Resource Center, and the Betty Jo Hodges Student Services Complex. In 2005, EACC began offering classes in Wynne in the Technology Center for the Delta/Bill Thomas Building. In 2010, following a successful capital campaign, EACC opened the Fine Arts Center, one of Arkansas' only 'Class A' performance facilities. EACC began offering courses at the Transportation and Technology Building on Highway 1 in Forrest City in 2011, and in the spring of 2013, EACC completed construction of a new Allied Health Building.

In 2017, the Arkansas State Legislature introduced a bill (Act 636) that paved the way for East Arkansas Community College and Crowley's Ridge Technical Institute to consolidate. In August 2017, East Arkansas Community College and Crowley's Ridge Technical Institute officially merged to become a single institution.

In January 2018, a new President was appointed and a new institution began to emerge under the theme "Stronger Together." The Higher Learning Commission notified the institution that on February 22, 2018, the HLC Board of Trustees officially approved the merger. On May 17, 2018, the EACC Board of Trustees approved revised mission and vision statements to represent the newly combined institution:

**MISSION:** We provide affordable, accessible learning opportunities to promote student success and strengthen our community.

**VISION:** Through our service as an academic and economic leader, we will empower students and our community to succeed through business and industry partnerships, cultural enrichment, and educational programming.

The uniquely blended comprehensive community college continues to provide high-quality postsecondary education in an efficient and cost-effective manner, as it has for more than 50 years.

## COMMUNITY EDUCATION AND WORKFORCE TRAINING

EACC offers a variety of non-credit, lifelong learning Community Education and Workforce Training programs. Designed to improve the quality of life and stimulate the economy, programs provide cultural and educational opportunities for the community, as well as quality workforce training opportunities for area businesses and industries. For more information, call 870-633-4480, ext. 333.



## EASTARK SECONDARY CAREER CENTER

The EastArk Secondary Career Center is an area secondary career center located on the East Arkansas Community College campus in Forrest City.

The ESCC provides area high school juniors and seniors with the unique opportunity to earn college credit, while still in high school, at no charge. The center's curriculum serves as an extension of EACC's vocational programs and provides students with both high school and college credit through a variety of hands on experiences in 6 high-demand career tracks.

ESCC completers earn Certificates of Proficiency and other industry-recognized credentials in Auto Service and Diesel Service Technology, Welding, Industrial Equipment Technology, Refrigeration and Heat Exchange Technology, and Medical Professions.

**Automotive Service Technology** prepares students for entry level positions in the Automotive repair and service industry. Students learn to diagnose and repair automobiles and gain the hands-on skills to repair and maintain all serviceable parts on today's most popular automobiles.

**Diesel Service Technology** prepares students for entry level positions needed in medium and heavy truck service and repair, fleet management, or agricultural applications. Learners use troubleshooting techniques to diagnose problems and make necessary adjustments and repairs.

**Industrial Equipment Technology** provides industries with a variety of skills necessary to keep the lights on and the line moving. Typical responsibilities include maintaining and lubricating critical components for each machine and performing routine maintenance throughout the facility.

**Medical Professions** provides students with the background knowledge and skills necessary to pursue opportunities in allied health professions. Completers have the opportunity to earn a CNA License and receive credentials in EMR, EKG, Stop the Bleed, and First Aid/CPR.

**Refrigeration and Heat Exchange Technology** prepares students for several entry-level career options including technicians, installers, and parts and warehouse managers. Typical responsibilities for RHET technicians and installers include installing, servicing, and repairing heating and air conditioning systems in residences or commercial establishments.

**Welding Technology** prepares students for entry level positions in welding by producing students with welding skills applicable in a number of industrial settings, fabrication, and agricultural settings.

## CONCURRENT ENROLLMENT

EACC is pleased to be approved by the Division of Higher Education and the Arkansas Higher Education Coordinating Board (AHECB) to offer courses to high school students for concurrent credit. Concurrent enrollment is the enrollment of a high school student in a college course taught on a high school campus, the college campus, or by distance technology for high school credit and college-level credit (AR Code §6-18-223). Concurrent enrollment allows students to obtain credit toward a high school diploma at the same time they earn college credit. As a collaborative effort between EACC and our area school districts, students in grades 9 through 12 may take advantage of this program and enroll in concurrent credit courses. For additional information on eligibility, no-cost placement testing, and course offerings, reach out to the Concurrent Credit Coordinator at (870) 633-4480, ext. 407.

## 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.**

**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, television stations, and social media.

## **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.

## **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.

## **ONLINE LEARNING AT EACC**

Online courses provide flexibility for students who may not be able to come to campus. Online classes have the same rigor as face-to-face classes, and extend learning beyond the traditional classroom, making education available to students requiring a flexible schedule.

Using the Blackboard learning management system, students can access course materials, take quizzes, communicate with faculty, and interact with fellow learners from the privacy of their own space at the times their schedule allows. For assistance, contact the Blackboard Administrator at [blackboard@eacc.edu](mailto:blackboard@eacc.edu).

For a full list of EACC's online courses, see the Course Schedule at the College website: [EACC.edu](http://EACC.edu).



# ADULT EDUCATION

The mission of the Adult Education/ East Arkansas Literacy Project (EALP) Program at East Arkansas Community College is to provide adult learners with the mechanisms to improve and refine their academic skills, attain the Arkansas High School Diploma, and the life skills which prepare the citizen for self-sufficiency and improvement in the quality of life.

The East Arkansas Community College (EACC) Adult Education/East Arkansas Literacy Project offers interested students, an opportunity to complete or enhance their education. The program is designed for adults (18 years of age or older) to accomplish the following:

- Achieve a high school diploma
- Gain WAGE certification (Workforce Alliance for Growth in the Economy)
- Learn and refine English skills as a second language
- Bridge the gap between the current educational level and skills needed for college entrance
- Refresh academic skills to gain employment
- Training for workplace success and job readiness
- Acquisition of financial literacy skills

The Adult Education/East Arkansas Literacy Project is fully approved and funded by the Arkansas Division of Workforce Services, Adult Education Section. There is no tuition fee. The length of the program will be determined by the individual student's need.

## Enrollment Policy

Adult Education/East Arkansas Literacy Project programs may reserve the right to serve only persons eighteen (18) years of age or older and/or limit the number of students below the age of eighteen (18) that are accepted. Adults age eighteen (18) or older may enroll at any time by coming to the Adult Education Center located at EACC's Technical Instruction Center at 1700 Newcastle Road, Forrest City, Arkansas.

In accordance with Acts 30 and 31 of 1994 (enacted in the Second Extraordinary Session, August 1994, and ACTS 572 and 837 of 1995 enacted in the Eightieth General Assembly, March 1995), adult education programs reserve the right to decide whether or not to enroll persons sixteen (16) or seventeen (17) years of age. EACC Adult Education Center's Policy specifies the following:

- Enrollments may be denied to 16 or 17 year old applicants who are currently suspended from public school or other adult education programs.
- Enrollment may be denied if the required paperwork is not satisfactorily completed.
- Enrollment may be denied if past behavior is determined to be a threat to the safety and learning environment of the school (according to Adult Education Policy & Procedures Manual).

Note: 16, 17, and 18 year old students have to take and pass the required civics exam before any Official GED test is administered.

For further information concerning enrollment of these students, contact East Arkansas Community College Adult Education/East Arkansas Literacy Project.

## Attendance Policy

The Adult Education/East Arkansas Literacy Project does not have a specific attendance policy for adults for open-entry/open-exit classes. However, students are expected to attend class the number of hours required by specific agencies, such as the Department of Health and Human Services, probation and juvenile programs, etc. Students who are referred by agencies requiring specific attendance hours will work out a schedule with their instructors, and will be required to attend each day at the scheduled time.

Managed enrollment classes are offered at specific times during the six (6) hour class day, Monday through Thursday. Students enrolled in these classes are required to attend at the appointed time (s).

There is a specific attendance policy for sixteen (16) and seventeen (17) year old students (youth). These youths are required by law to attend 20 hours each week until they complete the program by either passing the high school equivalency examination or reaching their eighteenth (18) birthday. A schedule of attendance is determined jointly by the student, parent, and Adult Education staff. For further information concerning attendance, call the Adult Education Department at 870-633-4480 ext. 310.

Participation of youth (16-17 years old) in the EACC Adult Education/East Arkansas Literacy Project Center will be contingent upon the following:

1. The student and parent/guardian must agree to have attendance, behavior, and progress monitored as required by the program.
2. Upon acceptance into the adult education program, a Student Learning Plan will be completed for the student based on the results of the TABE (Test of Adult Basic Education) enrollment exam. The student must have satisfactory progress as determined by their instructor and/or staff based on their educational gains.
3. Students must attend a minimum of 24 hours per week as determined by their schedule of attendance upon enrollment.
4. Weekly academic progress and attendance reports will be sent to the educational institution or juvenile court.
5. Students attending less than the required number of hours will be placed on attendance probation the first time. If the student does not maintain appropriate attendance, he/she is subject to separation from the program.

## Denial of Participation

East Arkansas Community College Adult Education/ East Arkansas Literacy Project reserves the right to deny continued participation by students who disrupt classes or who violate attendance policies or any other policy established by the Center and/or East Arkansas Community College.

## Class Descriptions: EACC Adult Education/ East Arkansas Literacy Project

### Arkansas High School Diploma:

Adult Education/East Arkansas Literacy Project provides a means whereby out-of-school individuals may reach at least the level of high school completion and receive the Arkansas High School Diploma. Curriculum covers each of the four areas that are included on the GED® Tests:

- Reasoning Through Language Arts
- Mathematical Reasoning
- Science
- Social Studies

Other offerings include:

- **Developmental Education Enhancement (BRIDGE)** provides a review of academic areas of the high school graduate in need of upgrading skills to enter higher education or the workforce. BRIDGE classes can also help students who seek to improve their ACCUPLACER scores.
- **Distance Education** is a formal learning activity that allows eligible students to receive some of their instruction through a variety of media outlets outside of the traditional classroom setting. All Distance Education activities are monitored by one of the Distance Education instructors.
- **Employment & Training (E&T)** serves adults that receive supplemental nutrition assistance, who are over the age of eighteen (18). The purpose of E&T is to assist Supplemental Nutrition Assistance Program, (SNAP), in receiving education skills that may lead to a job. All referrals to the program are made through the Arkansas Department of Human Services.
- **Temporary Assistance for Needy Families (TANF)** program works to provide assessment, skill development, and education and/or training to low-income individuals.
- **English as a Second Language (ESL)** instruction helps students for whom English is not their first language become able to speak, read, and write English. ESL instruction uses a variety of instructional methods to assist learners.
- **Workforce Alliance for Growth in the Economy (WAGE)** is a program designed ensure that unemployed and under-employed Arkansans have the basic academic skills necessary to become employed and stay successful in the workplace.

## Official GED® Examination

The Official GED® Examination is given at East Arkansas Community College Adult Education Testing Center. A passing practice test (GED Ready™) score is required by Arkansas before the Official GED® test may be taken. The GED Ready™ test must be administered at an approved Adult Education Center.

To receive an Arkansas High School Diploma, an examinee must attain a score of 145 or above on each of the four test areas. Qualified individuals will receive an Arkansas High School Diploma from the State of Arkansas. Transcripts and/or duplicate diplomas for testing may be requested from the state GED® administrator. Forms are available from the EACC Adult Education Center or online at <https://arcareereducation.org/gedrecords>.

Check with the Adult Education Center for current costs and other information concerning GED® testing.

## General Requirements for GED® Testing

The GED® test may be administered to eligible test-takers only. Individuals must be at least sixteen (16) years of age and not currently enrolled in an accredited high school.

- Test-takers must present proof of positive identification that shows name, date of birth, address, signature, and photograph. Valid drivers' licenses, passports, military, or other forms of government-issued (national and foreign) identification that show required information are all acceptable forms of identification.
- Test-takers must be legal residents of Arkansas. The term "legal resident" has been clarified by the Arkansas Department of Career Education to indicate a person who spends most of his/her time in Arkansas, who pays property taxes, or who possesses a valid Arkansas driver's license.

Adult Education students who have successfully completed their GED® are invited and encouraged to participate in the graduation ceremonies at EACC.

# **ADMISSIONS/ STUDENT SERVICES INFORMATION**

# ADMISSIONS, REGISTRATION, AND RECORDS

Admission applications can be found at [www.eacc.edu](http://www.eacc.edu). Contact the Office of Admissions in the Welcome Center for assistance.

## DIVERSITY STATEMENT

East Arkansas Community College recognizes the human and cultural diversity of the constituencies we serve and the world in which we live and work. As a member of a multicultural society, EACC is committed to supporting and celebrating a diverse community of learners and promoting an educational environment that is inclusive, responsive, and supportive.

In alignment with our mission, EACC seeks to promote diversity in its many forms. EACC has an open-door policy for admission and offers equal educational opportunity to all persons without regard to race, ethnicity, place of origin, socioeconomic status, gender, gender identity, sexual orientation, religion, or (dis)ability.

The College embraces human diversity and appreciates the varied perspectives and experiences that arise from increasing globalization. EACC encourages all constituencies to share in the responsibility for cultivating a meaningful learning environment wherein differences are valued and inclusivity practiced.

## ADMISSIONS REQUIREMENTS

Certain programs have special admission requirements in addition to the admission requirements for the College. These special requirements will be listed in the College Catalog where appropriate.

Students will be informed of their admission status by the Office of Admissions and Records. Students may be informed in person, by mail, or by email.

EACC is not liable for any consequences resulting from a student failing to disclose coursework taken at another post-secondary institution. Those who fail to disclose previously taken coursework may be required to retake certain courses already taken at another institution.

## ADMISSIONS 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 Admissions and Records office at EACC.

### 2. Readmission

Students previously enrolled at EACC who have been out of school for two years should file a readmit application. Official transcripts should be provided for all institutions attended since the previous EACC enrollment.

### 3. Unconditional/Conditional Admission

Students enrolling in Certificate of Proficiency programs or non-credit courses are exempt from these requirements. Students who wish to attend part-time and are not enrolling in a mathematics or English course are exempt from these requirements and fall under Special Student Status described later in this policy. Special Student Status also includes adults who have previously completed a college degree and do not wish to pursue a degree at EACC, and persons who wish to enroll for self-interest or skill improvement.

#### A. Unconditional

1. Students who have graduated from high school after May 1, 2002, and have successfully completed the college core curriculum recommended by the Arkansas Higher Education Coordinating Board, with a minimum high school grade point average of 2.00 (on a 4.00 scale), will be admitted unconditionally.
2. Students who receive a GED or are graduates of home schooling or private high schools after May 1, 2002, must make a composite score of 19 on the ACT, or the equivalent score on an ADHE-approved placement test in order to be unconditionally admitted.

#### B. Conditional

1. Any student who is eighteen years of age or older who has not graduated from high school or does not have the G.E.D. diploma may be admitted on a conditional basis. **Students should realize that they must make certain scores on the placement test to be eligible for financial aid.** Upon successful completion of at least twelve semester hours of core academic courses with a grade point average of 2.0 or higher, the conditional admission status shall be changed to unconditional admission student.
2. After May 1, 2002, high school graduates, graduates of home schooling, graduates of private schools, and GED recipients who do not meet the requirements for unconditional admission shall be granted conditional admission.
3. Transcripts of out-of-state and private in-state high school graduates will be evaluated for meeting the college core curriculum. Students not meeting the requirements of the core curriculum will be admitted conditionally.

4. Students who are conditionally admitted must fulfill certain requirements before achieving sophomore status (30 earned hours). The consequence for failing to meet these requirements will limit future enrollment to academic core courses. This limitation will remain in effect until unconditional requirements are met.

a. Students seeking an Associate of Arts Degree:

Associate of Arts degree matriculates must complete all required remedial work as well as twelve (12) hours of core academic courses with a minimum cumulative grade point average of 2.00 by the initial classification of sophomore standing. Students who do not successfully complete the required courses with a 2.00 grade point average before achieving sophomore status must enroll in those courses which complete the conditional admissions requirements.

b. Students seeking an Associate of Applied Science Degree or Technical Certificate  
Conditionally admitted students seeking an Associate of Applied Science Degree or Technical Certificate must complete six (6) hours chosen from the core academic courses, six (6) additional hours chosen from the technical courses required by that degree or certificate, and any necessary remedial courses with a minimum cumulative grade point average of 2.00 by the initial classification of sophomore status. Students who do not successfully complete the required courses with a 2.00 grade point average before achieving sophomore status must enroll in those courses which complete the conditional admissions requirements.

c. Core Academic Courses: ENG 1013 English Composition I, ENG 1023 English Composition II, MTH 1113 College Algebra, BIO 1014 General Biology, BIO 1514 General Botany, BIO 1614 General Zoology, CHE1024 General Education Chemistry, CHE 1214 College Chemistry I, PHS 1214 Physical Science I, SPE 1003 Intro to Communication, ART 1003 Art Appreciation, DRA 1003 Theatre Appreciation, MUS 1003 Music Appreciation, HIS 1013 Western Civilization I, HIS 1023 Western Civilization II, PSY 1003 General Psychology, SSC 1003 Intro to Social Science, SOC 1013 Intro to Sociology

#### 4. Non-Degree Seeking Student

A Non-Degree Seeking Student 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 or proof of prerequisites being met are required before enrolling in a college-level mathematics or English composition course, or any other courses in the Catalog with pre-requisites. After completing a total of 12 credit hours, the student's admission status will be reviewed. **Non-Degree Seeking students are not eligible for financial aid.** The following are eligible for Non-Degree Seeking 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.

#### 5. Transfer Students

##### A. Permanent Transfer Status-Degree Seeking

Students previously enrolled in other post-secondary institutions and seeking to enroll as a degree seeking student at EACC must complete an application for admission and provide evidence of good standing at those institutions. An official transcript should be sent to the Office of Admissions and Records at EACC from each institution previously attended before or at the time of pre-registration for classes. An unofficial transcript may be used for initial advisement and pre-registration, but an official transcript must be received before any credit at EACC can be transcribed. New students who are not eligible to return to their previous institution will not be considered for admission as a degree-seeking student 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.

##### B. Transient Transfer Status- Non-Degree Seeking

A Non-Degree Seeking Student application is required but no other documents must be submitted if a student is maintaining primary enrollment at another institution and not seeking a degree from EACC. Placement tests or proof of prerequisites being met are required before enrolling in a college-level mathematics or English course, or any other courses in the Catalog with pre-requisites.

EACC is not liable for any consequences resulting from a student failing to disclose coursework taken at another post-secondary institution. Those who fail to disclose or provide official proof of previously taken coursework may be required to retake certain courses already taken at another institution.



## 6. Admission of High School Students

High school students currently enrolled in grades 9 through 12 may enroll in high school and college classes and, under certain circumstances, receive both high school and college credit if the courses are satisfactorily completed.

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

High school students must be tested (ACT or other ADHE-approved placement test) prior to enrollment in college English and/or mathematics courses; test scores for high school students must be reported prior to or at the time of enrollment in the appropriate disciplines. Students enrolled in CTE courses must have a reading placement score. Students should submit a copy of their high school transcript at the time of registration.

### Definitions:

1. Concurrent Enrollment/Credit: Concurrent enrollment is the enrollment of a high school student in a college course taught on a high school campus, on the college campus, or by distance/digital technology for high school credit and college level credit.
2. Dual Enrollment: Dual Enrollment is the enrollment of a high school student in post-secondary education for college-level credit exclusively.
3. Enrollment in Developmental Courses: A high school senior may enroll in developmental courses with appropriate placement scores (ACT or other ADHE-approved placement test) and a recommendation from the principal/designee.

### Concurrent Credit Program:

Students who wish to be a part of a Concurrent Credit Enrollment program offered in cooperation with their high school should see the Concurrent Credit Coordinator for information on specific enrollment and registration procedures. These include but are not limited to the completion of a Concurrent Credit enrollment form, appropriate test scores, a copy of the high school transcript, and verification of immunizations.

Concurrent Credit students must score a 19 or higher on the ACT Reading sub-test, or an equivalent test such as the ACCUPLACER, in order to enroll in **ANY** general education or Arkansas Course Transfer System (ACTS) course. Enrollment in English Composition or mathematics courses also require a 19 or better on the respective ACT sub-test or an equivalent test.

**Tuition and Fees:** Students enrolled in a course that is part of a Concurrent Credit Program MOU signed with a high school may, in some cases, have their tuition paid in full or in part by the high school. Students who are not enrolling in EACC courses covered under an

official Concurrent Credit MOU with a high school are responsible for the entire cost of their tuition and fees, unless covered by a scholarship or waiver. (See Concurrent Credit tuition waiver in Financial Aid section.)

## IMMUNIZATION REQUIREMENTS

Students taking at least one class must provide proof of immunization against measles, mumps, and rubella at the time of application. Per the Arkansas State Board of Health, to attend a public or private college or university in the state, full-time students must show proof of immunization for the MMR vaccine, demonstrate an immunity, or have a medical or non-medical exemption. Proof of immunization or exemption must be provided 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

East Arkansas Community College adopts and adheres to all components of Arkansas Division of Higher Education Coordinating Board's statewide freshman assessment and placement program.

First-time undergraduate students who enroll in associate degree programs at EACC and any student who enrolls in any English or mathematics course, must submit to EACC for purposes of admission and course placement the ACT or comparable exam scores or alternative methods of assessment as required by EACC.

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 English and mathematics courses to be exempted from testing and placement requirements. For current placement information, see the "Course Placement Rules and Procedures" portion of the catalog.

## 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 Records. Appropriate forms and instructions will be mailed upon 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, a copy of current passport and/or current student visa, I-20 form if a transfer student, and payment for the \$25.00 application processing fee;
2. Provide certified copies of all the student’s academic records. Academic records must have English translation. 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 or [www.ets.org/toefl](http://www.ets.org/toefl). 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 total score of 90 on the TOEFL IBT (Reading 21; Listening 21; Speaking 25; and Writing 23). EACC requires a minimum score of 500 on the paper based TOEFL and a minimum score 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 \$17,514 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 provide proof of a continuous flow of funds sufficient to cover the costs of books, tuition, and fees for each year of attendance and provide certification as described in 4a for the remainder of the funds necessary for living expenses.
5. An international applicant must be in good physical health, as certified by a licensed physician. An international applicant must purchase health insurance and present evidence of this before enrollment. Such proof must be presented each semester.

6. EACC’s academic requirements for admission must be met, and all documents related to academic records, financial ability, competency in the English language, and physical health must be received before eligibility for admission can be determined. Form I-20A, “Certificate of Eligibility for Non-Immigrant F-1 Student Status” will be issued only after eligibility for admission has been established.
7. International applicants who are seeking admission as transfers from another college or university in the U.S. must also submit to EACC a Form I-20AB, or other appropriate form, which must be approved by the U.S. Department of Justice, Immigration, and Naturalization Service. Transfer students must be in good standing at the institution from which they are transferring, and must have a minimum grade point average of 2.00.
8. It is the responsibility of the international student to become familiar with the regulations of the Immigration and Naturalization Service and to assume responsibility for complying with these regulations.
9. EACC does not provide:
  - a. Student housing (dormitories are not available).
  - b. Transportation to and from the college unless the student resides in our service area.

## 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

Credit accepted for transfer must have been earned at a regionally accredited college or university. Transfer credit will be accepted for satisfactorily completed college-level courses for which EACC offers equivalent course. Transfer courses for which EACC offers no equivalent course will be evaluated for possible general elective credit.

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 informed evaluation of the courses.

Transfer credit will only be added to a permanent record for students who enroll as a degree-seeking student at EACC. In addition, students must be in good academic standing at the last institution attended or have been out of school for at least one regular term (fall or spring) in order for transfer credit to be transcribed. Grades transferred and transcribed are considered in calculating grade point averages. Grades of “D” or better will transfer to EACC, but “D” grades may not apply toward certain program or course pre-requisites or requirements.

Vocational or technical oriented courses will be evaluated on an individual basis and may be accepted when directly related to a certificate or associate of applied science program at EACC.

Vocational or technical 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)

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. Please allow up to five (5) business days from receipt of request to process transcript requests.

Transcript request forms are available on the College’s website as an electronic form, in the Welcome Center, and at the Wynne Center. Call (870) 633-4480 Ext. 200 for assistance.

Students must complete and sign the appropriate request form in order for the request to be processed. Once the form is completed, it may be returned to the College in one of four ways:

1. Delivered in person to the Admissions Office in the Hodges Welcome Center in Forrest City.
2. Emailed to [admissions@eacc.edu](mailto:admissions@eacc.edu)
3. Faxed to 870-633-3840
4. Mailed to:  
East Arkansas Community College  
Attn: Registrar’s Office  
1700 Newcastle Road  
Forrest City, AR 72335

Students may also obtain a transcript by emailing [admissions@eacc.edu](mailto:admissions@eacc.edu), mailing, or faxing (870) 633-3840 a written request that contains ALL the following:

1. **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.
2. **LAST 4 DIGITS OF SOCIAL SECURITY NUMBER or STUDENT ID**
3. **LAST TERM ATTENDED (approximate)**
4. **ADDRESS** to which the transcript is to be mailed.
5. Your **RETURN ADDRESS** and **PHONE NUMBER**  
After signing and dating your request, send it to:  
**Office of Admission and Records**  
**East Arkansas Community College**  
**1700 Newcastle Road**  
**Forrest City AR 72335-2204**

While any of the listed methods may be used to request an official transcript, students and graduates are cautioned that the most secure way to receive a transcript is to visit the Hodges Student Service Complex in person.

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.

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

EACC students that request a transcript be sent electronically to another institution may be charged a small fee by the vendor that processes the institution’s electronic transcripts. For more information, students can contact the Registrar’s Office or visit [www.nationalstudentclearinghouse.org](http://www.nationalstudentclearinghouse.org).

## 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 Records 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**

Each year, East Arkansas Community College informs students of the Family Educational Rights and Privacy Act (FERPA), which affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) This act, with which EACC fully intends to comply, includes:

1. The right to inspect and review the student’s education records within 45 days after the day East Arkansas Community College receives a request for access. A student should submit to the College’s Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student shall be advised the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

PLEASE NOTE: FERPA is not to be utilized to dispute a substantive judgment that is correctly recorded. For example, the right to challenge the accuracy of the record is not intended to allow for the contesting of a grade in a course. FERPA is intended to ensure the factual and accurate nature of the information in students’ educational records and students’ rights to verify that information.

3. The right to provide written consent before East Arkansas Community College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

EACC discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official has a legitimate educational interest if the official need to review an educational record in order to fulfill his/her professional responsibilities for the College and could include:

- a person employed by the College in an administrative, supervisory, academic, research, or support staff position or support staff position (including law enforcement unit personnel and health staff) who has been determined to have a legitimate educational interest;
- a person serving on EACC’s Board of Trustees;
- a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in executing his/her duties;
- a person or company outside of the College who performs an institutional service or function for which the school would otherwise use its own employees, such as an attorney, auditor, or collection agent, or a verification agency, such as the National Student Clearinghouse;
- officials of another institution where the student intends to enroll or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.

EACC may also make the following disclosures without student consent:

- Disclosures to federal, state, and local authorities (US Comptroller General, US Attorney General, US Secretary of Education, and other state and local authorities) that may further disclose information from educational records on behalf of the institution;
- Disclosures in connection with financial aid for which the student has applied or which the student has received;
- Disclosures to accrediting agencies to carry out their accrediting functions;
- Disclosures to parents of an eligible student if the student is a dependent for IRS tax purposes;
- Disclosures to comply with a judicial order or lawfully issued subpoena;
- Disclosures in connection with a health or safety emergency;
- Disclosures in connection with crimes of violence and non-forcible sex offenses;
- Disclosures concerning sex offenders;
- Disclosures to the parent(s) of a student under the age of 21 who has been found to have violated any federal, state, or local law, or any rule of policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation;
- Disclosures of information the College has identified as directory information.

Directory information, as defined by East Arkansas Community College, may be released without a student's written consent. FERPA permits the College to limit the disclosure and to use discretion when choosing whether or not to release directory information to specified parties, for specific purposes, or both. EACC designates the following as directory information:

- Student's name
- Address(es)
- Telephone number(s)
- Email address(es)
- Photograph(s)
- Place of birth/hometown
- Dates of attendance
- Status of full-time or part-time
- Academic major
- Degree(s) awarded and date conferred
- Other academic institutions attended
- Academic and non-academic honors
- Campus activities and leadership positions

This information is subject to public disclosure. Students who wish to prevent disclosure of directory information must submit a request to the Registrar.

PLEASE NOTE: Requests for non-disclosure are effective only for the enrollment period during which they are submitted; a new request must be made at the beginning of each enrollment period for which non-disclosure is desired.

Students who wish to file a request to release information to a particular person or agency may submit a Student Information Release Authorization Form to the EACC Registrar. Students must show their photo ID when submitting this authorization. Completion and submission of this form grants the College permission to release specified information regarding the student's educational records to the person designated on the form until such time as the authorization is revoked. That form may be found at [https://www.eacc.edu/plugins/show\\_image.php?id=2012](https://www.eacc.edu/plugins/show_image.php?id=2012).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by EACC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

# STUDENT SUCCESS

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Student Success personnel are committed to providing opportunities for each individual student's holistic 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.

## ADVISING

Individuals may find advising 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, advising is provided to help each student realize his or her full potential. Advisors can assist students with exploring and declaring a program of study or a major, gathering information on transfer opportunities and college visits, career planning, skills to ease the adjustment to college and the balancing of school, work, and other commitments. Student Services staff can provide:

1. Academic advising to establish trust and cultivate long-term advisor-advisee relationships. Students can expect to receive advising that encompasses exploration of life goals; exploration of vocational goals; program and course choices; and scheduling courses.
2. Career advising to explore possible career directions, occupational information, and self-appraisal of interest, personality and abilities. Career advising offers students individual instruction and consultation on a variety of topics, including career planning, job search strategies, resumé writing, interviewing, and workplace success. Computer programs such as the Focus 2 Careers are available to students to assist with career exploration. These services are located in the Welcome Center.
3. Confidential counseling sessions to assist students in managing the academic environment and dealing with issues which can hinder their academic progress.

EACC strives to meet various needs of students through advising and referrals when appropriate.

## TESTING

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

**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.

**Remote/Online Testing:** The testing center administers exams for faculty which includes: proctored exams, make up exams, final exams and other exams for the convenience of students taking EACC courses or taking correspondence

courses at other institutions. For more information, call 870-633-4480, ext. 252 or email [advising@eacc.edu](mailto:advising@eacc.edu).

## PLACEMENT TESTING

In compliance with Act 1052 and renewed Act 1011, EACC will utilize the ACT, ACCUPLACER or other ADHE approved standardized test for placement into English, reading, and mathematics. The student is responsible for providing documentation of appropriate test scores if not taken at EACC. Please contact the Director of Advising at (870) 633-4480, ext. 252 or [advising@eacc.edu](mailto:advising@eacc.edu) with any questions or if guidance is needed. Prospective students who fall into the following categories consistent with §6.61.110 and placement testing processes at EACC must either test in the Testing Center, arrange to take test remotely, or provide appropriate test scores if testing at another location,

- First-time entering college freshmen who have not previously taken the ACT or ACCUPLACER;
- Students wishing to take English, reading, or mathematics courses;
- Transfer students who have not yet taken English, reading, or mathematics at their previous institution.

## STUDENT ADVISING

Students will be assigned an advisor who will assist them in exploring options and choosing an appropriate course of study that fits their individual needs and academic goals. Career exploration, financial literacy, and transfer options may also be explored.

## STUDENT SUPPORT SERVICES (TRIO)

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 to graduate from EACC and transfer to a four-year college. Student Support Services assists students through tutoring sessions, academic advising, mentoring, open labs, and transfer assistance. Learning workshops and cultural enrichment activities are also provided. Students who are interested in applying to participate in the SSS- TRIO program may apply online by visiting the Student Support Services TRIO page on the EACC website, requesting an application in the Welcome Center, or by calling 870-633-4480, ext. 306.

## 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 may contact the Veterans

Certifying Official in the Welcome Center at (870) 633-4480, ext. 224 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 <https://benefits.va.gov/gibill>

### **If VA Benefits are Pending**

In accordance with Title 38 US Code 3679(c) EACC adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch.31) benefits, while payment to the institution is pending VA. This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to;

- Produce the VA Certification of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

### **VA School Certifying Official (SCO) Responsibilities**

- Serve as the Academic Advisor to all veteran students who have applied for VA educational benefits and who have been approved by the Veteran's Administration to receive monthly VA education benefits;
- Certify veterans and their dependents for VA educational benefits;
- Monitor veteran students to make certain that they are making satisfactory academic progress and that they enroll in courses that are required for them to complete their educational objective(s);
- Check veteran students' enrollment course loads at least once each week during any particular semester (fall, spring, and summer);
- Give a thirty days' notice to the Veterans Administration (using VA Once) if there is a reduction in veteran students' credit hours or if there is an increase that would affect monthly VA educational benefits;
- The School Certifying Official (SCO) is Janice Wallace. She is located in Office 102 of the Betty Jo Hodges Student Services Complex. She may be reached at (870) 633-4480 or [jwallace@eacc.edu](mailto:jwallace@eacc.edu).

## **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. Disability Services requires documentations to be current and prepared within the last three years. In all instances, the information provided by medical practitioner must clearly document, diagnose, and offer a written accommodation of the condition. For assistance, please contact the Office of Advising and Counseling's Disability Services representative at (870) 633-4480, ext. 252.

## **STUDENT ACTIVITIES**

The East Arkansas Community College staff believes that extra-curriculaor and co-curricular 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 student activities staff works with students, faculty, and staff to bring engaging activities and programs to the campus community.

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 Welcome Center, 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 peer and professional tutors as available each semester. The purpose of The Learning Center is to provide tutoring assistance to any student 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 and Media Center is located in the Learning Resource Center building and houses a wide variety of information resources. Helpful and friendly staff provide a balanced learning, research, and study atmosphere necessary for a college environment. Fifteen computers allow patron access to peer-reviewed journals, electronic



databases, Blackboard access, and other technology resources. A collection greater than 30,000 volumes is available to support the variety of disciplines offered on the EACC campuses. The collection can be accessed and searched using one designated terminal located in the Library as well as from any electronic source through the College website. The in-house collection also includes a variety of magazines and newspaper subscriptions, newly released fiction titles, and faculty reserved materials.

ID cards for students, faculty, staff and the public can be issued in the Library and are necessary to check out books, to attend events on campus and to obtain parking permits. Hours of operation are posted at the library entrance and may vary during interim periods when classes are not in session. Hours of regular operation may also be found on the EACC website.

#### **Statement of Inclusion**

It is the intent of the East Arkansas Community College Library to provide students, faculty/staff, and community patrons with access to resources and services that cultivate and encourage the sharing of information related to multiculturalism and diversity. The library staff is committed to an environment of inclusion for users and staff members alike. It is our goal to approach diversity as a fluid entity of change and evolution embracing race, ethnicity, ability, religion, gender, socioeconomic and/or class status sharing a diversity of perspective through all types of media included in our holdings.

#### **BLACKBOARD**

EACC has a Blackboard administrator and a computer education center to assist students with any technology needs they may have. If you need assistance with myEACC, Blackboard, or any other technology, call 870-633-4480, ext. 400.

#### **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, employability training, tuition assistance, textbook assistance, transportation assistance (fuel), child care assistance, course related supplies assistance, academic and career counseling. Students receive a wide range of support services including program orientation, academic and technical classes. For more information about the Arkansas Career Pathways Program, visit the Career Pathways office in the Welcome Center or call 870-633-4480, ext. 341 or ext. 349.

#### **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 in this catalog. It is each student's responsibility to be informed regarding the intent, spirit, and contents of the Student Handbook. East Arkansas Community College has no tolerance for student misconduct on campus or at any college-sponsored event. Disciplinary action may be forthcoming to any student whose misconduct adversely impacts the college community's pursuit of its educational objectives. For policies and procedures, please consult the EACC Student Handbook.

#### **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 Campus Security and Safety, the EACC website, and the EACC Catalog/Student Handbook.

#### **CAMPUS SECURITY**

Professional security officers patrol the campus for violations of the law and of 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 the Associate Vice President for Student Services, between the hours of 8:00 AM and 4:30 PM. In the evenings, individuals may make reports in the Welcome Center or with the Campus Security Officer on duty. Assistance will be provided or local law enforcement authorities will be contacted if necessary or requested.

## REGISTERED SEX OFFENDER NOTIFICATION

Arkansas Code Annotated §12-12-906(e) requires any sex offender working, enrolled, or volunteering in a public or private elementary, secondary, or postsecondary school, or institution of training, to notify the local law enforcement agency having jurisdiction in person of that status and to register in person with the local law enforcement agency having jurisdiction over that campus.

Arkansas Code Annotated §12-12-913(g) requires the Arkansas Higher Education Coordinating Board to promulgate guidelines for the disclosure to students of information regarding registered sex offenders who are employed by or attend an institution of higher education when information regarding a sex offender is released to an institution of higher education by a local law enforcement agency having jurisdiction.

Arkansas Code Annotated §12-12-913(g) requires the board of directors of an institution of higher education to adopt a written policy regarding the distribution to students of information regarding a sex offender that is in accordance with guidelines promulgated by the Arkansas Higher Education Coordinating Board.

In compliance with Arkansas Higher Education Coordinating Board policy, EACC's Sex Offender Notification policy includes the following references to state statute and federal law:

A.C.A. §12-12-903 (6) defines the "local law enforcement agency having jurisdiction" as follows: (A) Chief law enforcement officer of the municipality in which an offender: (i) Resides or expects to reside; (ii) Is employed; or (iii) Is attending an institution of training or education; or (B) County sheriff, if: (i) The municipality does not have a chief law enforcement officer; or (ii) An offender resides or expects to reside, is employed, or is attending an institution of training or education in an unincorporated area of the county."

A.C.A. §12-12-913 (b) states that "in accordance with guidelines promulgated by the Sex Offenders Assessment Committee, local 3.22.2 law enforcement agencies having jurisdiction shall disclose relevant and necessary information regarding sex offenders to the public when the disclosure of such information is necessary for public protection."

A.C.A. §12-12-913 (e)(1) states that "a local law enforcement agency having jurisdiction that decides to disclose information under this section shall make a good faith effort to conceal the identity of the victim or victims of the sex offender's offense."

The Campus Sex Crimes Prevention Act (section 1601) and (42 U.S.C., 14071j and 20 U.S.C., 1092 (f) (1) (I)) is a federal law enacted on October 29, 2000, which provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This federal law requires sex offenders who are required by

law to register in a state, to also provide notice of each institution of higher education in that state where the person is employed, carries on a vocation, or is a student. This law further requires that institutions of higher education issue a statement advising the campus community of the availability of this information.

Ark. Code Ann. § 5-14-128 makes it unlawful for a Level 3 or Level 4 registered sex offender to reside within 2,000 feet of property on which any public or private elementary or secondary school or daycare facility is located. All EACC campus facilities fall within this restriction.

Per Arkansas Higher Education Coordinating Board policy: the local law enforcement agency having jurisdiction, meaning the law enforcement agency of the municipality or county within which the college or university is located, has the responsibility and liability to notify EACC concerning a registered sex offender. The role of EACC is to assist the local law enforcement agency having jurisdiction in the distribution of information concerning a sex offender. This plan for disclosure on the campus should be a joint effort between the law enforcement agency and EACC. The law enforcement agency determines which sex offenders to notify EACC about and what information will be disseminated; EACC determines how the information should be disseminated. Additional information can be found in EACC BP 8-4.

## 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. Repeated violations of the parking policy may result in the illegally parked car being towed away at the owner's expense.

\*For any questions you may reach out to [care@eacc.edu](mailto:care@eacc.edu).

## VETERAN AFFAIRS

Students who wish to use Veterans Administration (VA) Benefits must visit the VA Education and Training Website in order to determine eligibility. In some cases, students may be eligible for more than one VA Benefit and will have to make a selection based on what benefits them the most. Students who are eligible for more than one benefit should examine their options carefully before selecting the Post 9/11 or GI BILL® benefit, as this switch is irreversible. The different benefits active duty and reservists may qualify for are:

- Chapter 30 (Montgomery GI Bill®) plus any Buy-up amounts
- Chapter 33 (Post 9/11)

Complete the application for VA Education Benefits (22-1990) through [VAVets.gov](http://VAVets.gov).

If you have a service-connected disability that limits your ability to work or prevents you from working, Veteran Readiness and Employment (formerly called Vocational Rehabilitation and Employment) can help. This program, also known as Chapter 31 or VR&E, will assist you in exploring employment options and address training needs. In some cases, your family members may also qualify for certain benefits. We encourage you to visit Veterans Readiness and Employment.

### Step 1: Admissions

- Complete the Online Application Process.
- Send official transcript(s) directly to Office of Admissions from your college or high school/GED attended.
- Provide immunization records proving 2 MMR shots if born after January 1, 1957, to the Office of Admissions.
- Submit placement test scores from ACT, Accuplacer, COMPASS, and/or ASSET exams.
- If you have not taken one of the approved placement exams, please contact: EACC Forrest City 870.633.4480, Ext. 300; or Wynne 870.238.4593 and schedule your exam today!

### Step 2: Financial Aid

*PRIORITY DEADLINE JUNE 1st*

- Students are strongly encouraged to complete the FAFSA (Free Application for Federal Student Aid).
- Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov), EACC's school code is 012260.
- Financial aid programs include scholarships, loans, and student employment opportunities. See our Financial Aid for Military and Veterans and our Veterans Tuition Policy pages for more information on funding your education.
- For additional information, visit the Office of Financial Aid, which is located in the Welcome Center, give us a call at (870) 633-4480, ext. 224, or email [financialaid@eacc.edu](mailto:financialaid@eacc.edu). You may also visit our Financial Aid Frequently Asked Questions page at FAQs.

### Step 3: Veterans, Advising, and Registration

Students must notify the VA School Certifying Official (SCO), Ms. Janice Wallace, of their intent to attend courses and provide copies of the following forms:

- Certificate of Eligibility (COE)
- Notice of Basic Eligibility (NOBE) - Reserve/National Guard only
- DD-214
- VA file number-for dependent students only
- VA Form 22-1995 (Request for Change of Program or Place of Training), if necessary
- Copy of schedule

### Veteran Responsibilities:

In order to comply with the laws governing the GI BILL®, it is your responsibility as a student to notify the School Certifying Official (SCO) of your status with East Arkansas Community College (EACC).

It is imperative that you meet with the SCO at the beginning of each semester that you register for courses to complete the necessary paperwork to receive your veteran education benefit.

The student must inform the SCO with any changes to their record, class schedule, or change of major.

The student must complete VA form 22-1995 (Request for Change of Program or Place of Training), if necessary.

VA education benefits may be terminated if compliance with college policies and procedures and VA regulations are not met.

### VA School Certifying Official (SCO) Responsibilities:

Serve as the Academic Advisor to all veteran students who have applied for VA educational benefits and who have been approved by the Veteran's Administration to receive monthly VA education benefits.

Certify veterans and their dependents for VA educational benefits.

Monitor veteran students to make certain that they are making satisfactory academic progress and that they enroll in courses that are required for them to complete their educational objective(s).

Check veteran students' enrollment course loads at least once each week during any particular semester (fall, spring, and summer).

Give a thirty days' notice to the Veterans Administration (using VA Once) if there is a reduction in veteran students' credit hours or if there is an increase that would affect monthly VA educational benefits.

The School Certifying Official (SCO) is Ms. Janice Wallace. She is located in Office 102 of the Betty Jo Hodges Student Services Complex. She may be reached at (870) 633-4480 or [jwallace@eacc.edu](mailto:jwallace@eacc.edu)

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available here.**

## **Military Tuition Assistance (TA) Refund Policy and Schedule**

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense (DOD) policy, East Arkansas Community College (EACC) will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In instances when a Service member stops attending due to a military service obligation, East Arkansas Community College will work with the affected service member to identify solutions that will not result in a student debt for the returned portion in compliance with the DOD policy.

### **Withdrawal Refund Schedule:**

#### **Credit Courses- Spring & Fall Semester**

Prior to First Day of Class	100%
Week 1 and 2 up to the 11th class day	80%
After the 11th Class Day	NONE
9th week represents 60% completion status	

#### **Credit Courses- Summer**

Prior to First Day of Class	100%
First Day of Classes Through 4th Class Day	50%
After 4th Class Day	NONE
12th day represents 60% completion status	

### **Military Withdrawal Process**

East Arkansas Community College appreciates and recognizes the contributions made by the U.S. armed service members in services to their country. The institution understands that students receive orders for active military service and may have to relocate or deploy. In the event that the student may need to withdraw due to the military service, the institution has developed a policy to accommodate our active serving members.

Military withdrawal is available to students who:

- are actively-serving members (active duty and reserve duty components) of the U.S. armed services (not a contractor or civilian working in the military), and
- are ordered to relocate and, as a result, are unable to meet class attendance and other participation requirements, including web-based activities.

Procedures to complete a military withdrawal:

1. Contact and collaborate with the instructor(s) to ensure that courses cannot be completed. In many cases, special arrangements can be made for course completion.
2. If withdrawal is the most appropriate action, contact the campus Veteran's Services Specialist and present a copy of your military orders with formal correspondence on unit letterhead signed by the commander requesting military withdrawal from East Arkansas Community College due to orders. Correspondence must include the

unit commander's contact information and, if allowable, verification of the duration and location of the pending assignment.

3. Complete the institution drop/withdrawal through your MyEACC or by submitting a written request via EACC email to the campus Veteran's Services Specialist, who will then provide the documentation to the Registrar with the notation military withdrawal.

4. Upon submission of documents necessary for withdrawal, the campus Veteran's Services Specialist will review and complete notifications to VA Education Division for students using a GI Bill ® or other VA education benefit.

Students who process a military withdrawal:

- will not be charged tuition for the semester of withdrawal.
- are eligible for military re-enrollment to EACC, assuring the student access to the same major and location as was assigned at the time of withdrawal.
- will have a notation placed in their student record indicating a military withdrawal.

Please review the financial aid section in the catalog for the policy in regards to return to Title IV funds from withdrawing while using federal financial aid.

### **Tuition Assistance and other Financial Aid for Veterans and Military-connected Students**

Education benefits for veterans, their spouses, their dependents, and for military-connected students are offered by the Veterans Administration (VA) and the Department of Defense (DoD). Prospective students are encouraged to explore all options and select those that are the best fit based on individual circumstances, needs, and eligibility.

Students who wish to use their VA education benefits are encouraged to visit the VA Education and Training Website in order to determine eligibility. In some cases, students may be eligible for more than one VA Benefit and will have to make a selection based on what benefits them the most.

East Arkansas Community College is proud to participate in the Department of Defense Voluntary Education Partnership Memorandum of Understanding (DoD MOU).

Each military service branch has its own criteria for Tuition Assistance, and to initiate TA authorization, you must FIRST contact your unit's Education Service Officer (ESO), military counselor, or the local installation Education Center.

For additional information, please review your military service website for details on eligibility and the process for requesting Tuition Assistance.

Air Force, Air Force Reserve, Air National Guard, Army, Army Reserve, Army National Guard, Coast Guard, Marine Corps, Marine Corps Reserve, Navy, and Navy Reserve

Speak with your branch's education officer, career counselor, or benefits specialist to ensure eligibility, and



gain approval from your commander before utilizing federal Tuition Assistance. Follow the military service branch and component-specific instructions on requesting Tuition Assistance. See your base Education Services Officer (ESO) prior to enrolling in classes.

Submit your approved TA authorization statement to East Arkansas Community College's Veterans Affairs Specialist, Janice Wallace, at [jwallace@eacc.edu](mailto:jwallace@eacc.edu).

East Arkansas Community college offers various federal, state and institutional financial aid packages:

- Federal PELL Grant
- Federal SEOG program
- Federal Direct Loan program  
(EACC does not participate in private loans.)
- Arkansas Challenge Scholarships programs
- ARFUTURE
- Arkansas Workforce Challenge Grant
- Military Children Scholarship
- Arkansas National Guard Tuition Incentive Program
- Institutional Academic Tuition Waiver programs
- HEROES Tuition Waiver for active duty first responders
- Senior citizen waivers
- Institutional and foundation scholarships
- Referrals to Career Pathways, Arkansas Workforce Services, and Arkansas Rehabilitative Services

For more information on the college's efforts to support veterans and military-connected students, see our Veterans Affairs and our Veterans Tuition Policy pages.

### **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). More information about education benefits offered by VA is available at the official U.S. government website.

# 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. If required, students must successfully complete both MTH 0873 and MTH 0893 within five years or must take a placement test. If required, students must successfully complete LAN 0966 within five years or take a placement test.

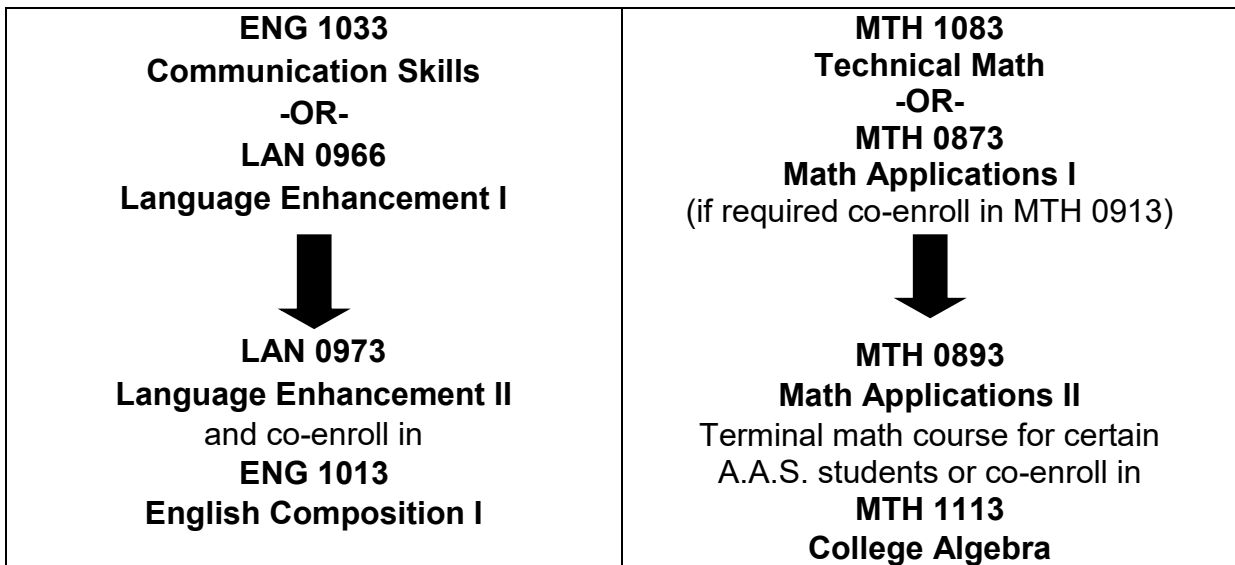
EDN 1023 Keys to College Success is mandatory for all students required to enroll in any one of the following courses: LAN 0966, LAN 0973, MTH 0873, MTH 0893, or MTH 0913.

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. If a student successfully passes both LAN 0973 and ENG 1013 or successfully passes ENG 1013, but fails LAN 0973, the student may move on to ENG 1023. 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.

If required, MTH 0913 will be taken simultaneously with MTH 0873. Students cannot withdraw from MTH 0913 without withdrawing from MTH 0873. MTH 0893 will be taken simultaneously with MTH 1113. Students cannot withdraw from MTH 0893 without withdrawing from MTH 1113.

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



# East Arkansas Community College

## Placement Test Score Table

<b>ENGLISH AND READING SCORES</b>		
Test scores must be met in both English and Reading to enroll in LAN 0973 or ENG 1013		
<b>Course</b>	<b>Next-Gen ACCUPLACER</b>	<b>ACT</b>
ENG 1033 Communication Skills	Open Enrollment	Open Enrollment
LAN 0973 Language Enhancement II <b>(MUST</b> co-enroll in ENG 1013)	Writing: 249 or below Reading: 249 or below	English: 16-18 Reading: 16-18
ENG 1013 English Composition I (no LAN course required)	Writing: 250 or above Reading: 250 or above	English: 19 or above Reading: 19 or above
<b>MATH SCORES</b>		
<b>Course</b>	<b>Next-Gen ACCUPLACER</b>	<b>ACT</b>
	<b>QAS</b>	<b>Math Test</b>
MTH 1083 Technical Math	200	14 or below
MTH 0873 Math Apps I <b>(Must</b> co-enroll in MTH 0913)	200-223	14 or below
MTH 0873 Math Applications I	224-241	15-16
BUS 1023 College Business Math	242 -300	17 or above
MTH 1113 College Algebra <b>OR</b> MTH 1213* Quantitative Literacy <b>(Must</b> co-enroll in MTH 0893)	242-254	17-18
MTH 1113 College Algebra <b>OR</b> MTH 1213* Quantitative Literacy	255-300	19 or above
MTH 1123 College Trigonometry	NA	19 or above
MTH 2053 Finite Math	NA	19 or above
MTH 2114 Survey of Calculus	NA	22 or above
MTH 2143 Business Calculus	NA	22 or above
MTH 2103 Intro to Stats	NA	22 or above
MTH 2214 Calculus I	NA	24 or above

*\*Consult with advisor regarding appropriate college level math option for your major/field of study.*

**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.** Revised: 07/13/16; 02/18/19; 05/08/19; 04/01/20; 6/15/2022

# STUDENT CLUBS AND ORGANIZATIONS

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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 Activities Office. All requests to form a student club or organization should be processed through the office of the Vice President of Student Success.

## **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.

## **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.

## **EACC AMBASSADORS**

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.

## **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.

## **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.

## **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.

## **STUDENT GOVERNMENT ASSOCIATION**

SGA is for governing student's interests on campus, voicing student concerns and issues on campus, serving other clubs and organizations on campus, and creating and helping with activities and fundraisers/charity events on campus.

### **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.

# **STUDENT FINANCIAL INFORMATION**

# TUITION AND FEES

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), login to MyEACC, click on the “payment plans” button, and click on Nelnet. 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 (2023-2024):

Sem Credit Hrs	In-County <sup>1</sup>	In-State	Out-of-State
1 - 14	\$96/hour	\$106/hour	\$130/hour
15 or more	\$1,440	\$1,590	\$1,950

**A \$20 per credit hour building-use fee (maximum \$300) 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:** \$20 per credit hour for on-campus courses

**Distance Learning Fee:** \$20 per credit hour for online courses

**Matriculation Fee:** \$50 (1x fee)

**Infrastructure Fee:** \$40 per academic year

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

**Credit by Experience or Exam:** \$40 per credit hour

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

**Testing Fees:** Varies depending on type of testing.

## 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.

A tuition waiver may be granted to the following:

- active-duty law enforcement officers, correctional officers, and firefighters;
- students who have passed at least six (6) credit hours in the EACC Concurrent Credit or Secondary Career Center programs for summer coursework;
- students who are within 12 hours of completing their chosen degree program to be used for summer coursework to complete their degree before the first day of the Fall semester;
- students who are graduates of the College’s GED program for up to two terms of coursework.

Waivers are authorized, but are not mandatory, and shall only be granted as the College’s budget, state and federal laws, and ADHE policies permit. See the office of financial aid for detailed information about how to request a waiver and any other regulations that may apply.

## 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

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.

<b>2023-2024 EACC TUITION SCHEDULE</b>				
Credit Hours	St Francis County	Out of County	Out of State	Technology Fee
15	\$1,440	\$1,590	\$1,950	\$165
14	\$1,344	\$1,484	\$1,820	\$154
13	\$1,248	\$1,378	\$1,690	\$143
12	\$1,152	\$1,272	\$1,560	\$132
11	\$1,056	\$1,166	\$1,430	\$121
10	\$960	\$1,060	\$1,300	\$110
9	\$864	\$954	\$1,170	\$99
8	\$768	\$848	\$1,040	\$88
7	\$672	\$742	\$910	\$77
6	\$576	\$636	\$780	\$66
5	\$480	\$530	\$650	\$55
4	\$384	\$424	\$520	\$44
3	\$288	\$318	\$390	\$33
2	\$192	\$212	\$260	\$22
1	\$96	\$106	\$130	\$11
<b>EACC FEE SCHEDULE (Administrative Policy 5-16a)</b>				
<b>Course Fees:</b>				
HPER Activity Fee				\$10
Music Fees (1-hour, 2-hour, 3-hour)				\$25-\$35-\$50
Painting Fee				\$60
Pottery				\$90
Welding for Art Fee (1-hour, 2-hour, 3-hour)				\$30-\$60-\$90
ART Special Topics Fee (1-hour, 2-hour, 3-hour)				\$30-\$45-\$60
Science Lab- <i>On Campus Lab</i>				\$30
Biology and Microbiology- Online and Hybrid				\$120
<b>Other Fees:</b>				
Credit by Experience/Credit by Exam (PLA)				\$40/credit hour
Building Use Fee				\$20/credit hour
Distance Learning Fee				\$20/credit hour
Infrastructure Fee				\$40/Year
Matriculation Fee- <i>1x Fee</i>				\$50
<b>Certified Nursing Assistant Fees:</b>				
Insurance Fee- Annual				\$20
Simulation Lab Fee- per Semester				\$50
<b>Licensed Practical Nursing Fees:</b>				
Practical Nursing- per Term				\$100
Program Maintenance Fee- <i>1x Fee</i>				\$300
Simulation Lab Fee- per Semester				\$50
PN Insurance Fee- Annual				\$20



<b>Registered Nursing Fees:</b>	
RN Nursing Assessment Fee- per Semester	\$300
RN Nursing Insurance Fee- Annual	\$20
Pre-Nursing Entrance Testing Fee- per Test	\$60
Program Maintenance Fee- Annual	\$250
Simulation Lab Fee- per Semester	\$50
<b>EMT/Paramedic Fees:</b>	
EMT Basic Infrastructure Fee- Annual	\$65
EMT Paramedic Insurance Fee- Annual	\$65
Simulation Lab Fee- per Semester	\$50
<b>Radiologic Technology Fees:</b>	
Pre-Rad Tech Entrance Testing Fee- per Test	\$60
Rad Tech Assessment Fee- Annual	\$75
Rad Tech Badge Monitoring Fee- <i>1X Fee</i>	\$125
Rad Tech Marker Fee- per Semester	\$55
Rad Tech Registry Review Course- per Semester	\$55
Simulation Lab Fee- per Semester	\$50
Insurance Fee- Annual	\$20
<b>Medication Assistant Fees:</b>	
Insurance Fee- Annual	\$20
Simulation Lab Fee- per Semester	\$50
<b>Technical/Vocational Program Fees: **</b>	
Appliance Repair	\$300
Automotive Collision and Repair	\$300
Automotive Service Technology	\$300
Carpentry and Construction	\$300
CDT Automatic- <i>1x Fee</i>	\$1,200
CDT Standard- <i>1x Fee</i>	\$1,600
Cosmetology	\$300
Diesel Technology	\$350
HVAC	\$300
Industrial Equipment Technology	\$300
Major Appliance	\$300
Welding	\$350
**Fees are per term or Semester unless noted	
Returned Check Fee	\$10
Revised July 17, 2023	

# FINANCIAL AID

## 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 application. Application forms are available online, or in the EACC Student Financial Aid Office.

Student loans consist of three major types of loans that include the Subsidized Stafford Loan, Unsubsidized Stafford Loan, and Parent (PLUS) Loan.

To apply for a student loan, a student must first complete the FAFSA. The subsidized loan is considered first because the federal government pays the interest on the loan while the student is enrolled in school at least half-time and during the six-month grace period. The unsubsidized loan

is considered next, and the borrower will be responsible for the interest on the loan. Parents wishing to borrow a PLUS Loan for their dependent child's educational costs may borrow up to the Cost of Attendance less any other anticipated financial aid awards.

Student loan interest rates and origination fees are set each year by Congress. The Financial Aid Office can assist you with finding many forms of printed information that may be used to make an informed decision about borrowing money for educational costs. A helpful internet website is <http://studentaid.ed.gov>. Interest rates for the upcoming year are announced on or before July 1 each year.

**Loan Limits:** The maximum subsidized loan allowable for the classification of freshman is \$3,500 per year, and the maximum subsidized loan allowable for the classification of sophomore is \$4,500 per year. For independent students and dependent students whose parents were denied a PLUS Loan (due to adverse credit or other documented exceptional circumstances), the annual loan limit for additional unsubsidized loan funds is \$6,000 a year.

1. In order to complete an application for a student loan, a borrower must have completed the FAFSA. Before completing the student loan application, a student must complete the Student Loan Entrance Counseling and the Loan Agreement (Master Promissory Note/MPN).

This interview is available online at <https://studentloans.gov> and explains all of the rights and responsibilities for a student loan.

2. Federal student loan requests are based on grade level, annual borrowing maximums, and total loan limits. Students are encouraged to borrow only what is needed to pay for educational expenses. Loans may be certified for less than the maximum amount for the grade level.

3. Federal student loan requests must be prorated if a student's academic program is shorter than an academic year or when a student is enrolled in a program that is one academic year or more in length but the remaining period of study is shorter than an academic year. No changes will be made after certification. Students enrolled less than half-time are not eligible to receive a student loan.

4. Loan maximums are for a calendar year. A student, if eligible, may borrow the applicable yearly maximum loan amount during a period between July 1 and June 30.

5. For loan-borrowing purposes, a freshman is considered to be anyone who has successfully completed up to 29 semester credit hours. A sophomore is anyone who has successfully completed 30 or more credit hours.

6. First-year, first-time borrowers may not collect the proceeds of their first loan disbursement until 30 days after the beginning class day for their first semester of enrollment.



7. Loan applications must be completed by the student and the East Arkansas Community College's Financial Aid Office before the last full week of the semester. After this time, the Financial Aid Office cannot guarantee that the loan certification or origination will take place within the required timeframe for an eligible late disbursement to be made.

- Developmental coursework prepares a student for college-level work. If a student is enrolled solely in developmental courses, he/she is not considered to be enrolled in an eligible program for the receipt of FSA funds (including student loans). However, if the student is admitted into an eligible degree program and takes developmental coursework within that program, he/she is considered to be a regular student and may receive student loan funds, even if he/she is taking all developmental courses before enrolling in any regular classes.
- Students with a prior student loan balance will be subject to the loan limits of the various loan programs for the current classification (freshman, sophomore). Transfer students must transfer a minimum of 30 credit hours toward their degree at East Arkansas Community College in order to borrow at the sophomore level. Students with a loan balance above the maximum annual or aggregate loan limit may not apply for additional student loan funds.

**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 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.

A student that enrolls in summer terms and has used an academic year's award can now apply for additional PELL for summer terms. Conditions will apply. Contact 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** At East Arkansas Community College, it is our privilege to assist veterans in taking advantage of the numerous educational opportunities available through the Montgomery GI Bill® and other programs. Regardless of whether you are a new student, a returning student or transferring to our campus from another institution, we are here to help you find the resources you need to make the most out of your time at EACC.

Veterans of military service, and the dependents of certain other service members, may be entitled to educational assistance payments from the Veterans Administration. Reservists and members of the National Guard may also be eligible for monthly educational benefits.

East Arkansas Community College is an approved institution for veterans and veterans' beneficiaries training. Our Veterans Affairs Representative offers the following assistance to veterans:

- Help students apply for Chapter 30, Chapter 33/ Post 9/11, Chapter 1606, Chapter 1607, and Chapter 35. Once students apply and get their Certificate of Eligibility, the hours will be submitted to the VA for payment processing;
- Assist with kickers, which are paid to National Guard/Reserves.

## **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, Chapter 33/Post 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.

The Veterans Services Specialist in the Hodges Welcome Centers should be your next stop when inquiring about VA benefits and information. Keep in mind military connected students should first contact their education benefits officer within their military branch. Please contact us at 870-633-4480, extension 224. We look forward to working with you as you continue your education at EACC!

*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 48 hours. Grades of A, B, C, D, F, W, WF, CR, NC, I, AU, and R are all considered attempted hours. Only hours taken that are attributable to the student's approved degree plan(s) will be calculated for academic progress requirements.

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. All of these items are 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 not meeting these requirements following a warning period will lose future aid eligibility after one academic year. 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. Only attempted and transfer hours towards a student's approved degree plan 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 and referred to an academic advisor or Student Support Services staff. 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 must 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 five 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 under the supervision of a financial aid counselor.

### 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.\***

### 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 determination 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 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 U.S. Department of Education.



## **EACC SCHOLARSHIPS, AWARDS, GRANTS, WAIVERS**

### **Academic Achiever Waivers**

Students who graduate from high schools may be eligible for an Academic Achiever Waiver.

The following guidelines will apply:

1. An ACT composite score of 23 or greater and a score of 19 or greater on two of the individual tests, or equivalent scores on the Accuplacer or SAT, may receive a 100% tuition waiver.
2. An ACT composite score of 19 or greater and a score of 19 or greater on two of the individual tests, or equivalent scores on the Accuplacer or SAT, may receive a 50% tuition waiver.
3. Superscoring, a procedure in which test scores may be applied from tests taken at different times, may be used to determine eligibility for the waiver.
4. Academic Achievement waivers shall typically only be granted to those students who enroll in the first fall term after their graduation from high school. The fall semester is the first term in which the waiver may be granted unless the student's degree or certificate program has a set start date in the summer, such as the LPN program.
5. Students who have never attended EACC or another institution and are first-time, fulltime as defined by the Integrated Postsecondary Education Database System (IPEDS), but who are not recent graduates of high school may apply for the waiver. Decisions will be made on a case-by-case basis by the Office of Financial Aid, the Registrar, the Dean of Student Services, and the President as to whether the waiver applies.
6. The waiver may be applied to public school, private school, home school, or virtual school graduates who have earned a high school diploma (not a GED). The waiver is not restricted by residency or high school location.
7. Academic Achiever waivers shall only be granted for 64 semester credit hours. An additional 12 hours of developmental coursework may also be included for waiver purposes bringing the maximum total of waiver eligibility to 76 hours. This total only applies when students are required to take a maximum number of 12 hours of developmental coursework.
8. Students must enroll in at least 15 hours of coursework during the fall or spring semesters. Students whose degree or certificate program requires less than 15 credit hours in any given semester may receive the waiver if supporting documentation is provided and approved by the Office of Financial Aid and the Associate Vice President for Student Affairs.
9. All hours approved for waivers under this category other than developmental coursework must be taken toward a degree or certificate program.
10. To continue receiving the waiver, enrollment in 15 hours must be continuous during each fall or spring semester until graduation.
11. The Academic Achiever Waiver may apply to summer semesters after the first fall term enrollment.
12. An eligible Academic Achiever may defer acceptance of the waiver during a documented period of full-time, active duty military service, provided the student enrolls at EACC in the first regular fall or spring semester immediately following discharge or release from active military service. Official documentation showing the beginning and ending dates of active duty military service must be provided to EACC prior to the waiver being awarded after a military service deferral.
13. Waivers may be granted for more than one calendar year, but they are not automatically renewed, and students must apply each calendar year. Approval for a tuition waiver for one calendar year does not guarantee approval for subsequent years.
14. Waiver recipients must maintain a 3.0 grade point average (gpa) or higher, or the grade point average required by the recipient's degree program if the program gpa requirement is higher, in order to apply for subsequent terms.
15. If a recipient fails to meet gpa requirements for one semester, he or she may be placed on warning for one (1) semester while receiving a waiver in order to provide him or her with the opportunity to achieve the required gpa.
16. If, after one warning semester, the recipient's gpa does not reach the required level, he or she may only apply for a waiver following the successful completion of the Academic Clemency process or after he or she achieves the required gpa.
17. This waiver may be stacked with other sources of external funding if the funding source allows; however, only one College-funded waiver may be applied and waivers may not be stacked when a student is covered under an MOU with a school or district.

### **Tuition Waivers/Discounts**

1. Tuition charges and fees except supply or course specific fees for any person 60 years of age or older shall be waived for credit courses. Course specific fees such as supplies, insurance, testing, etc. may be charged in order to help the College cover certain course-specific costs. Students must complete a waiver form and provide photo identification with proof of age.
2. Students aged 50-59 will receive a 50% tuition discount for CREDIT classes taken for credit. Students must complete a waiver form and provide photo identification with proof of age.
3. St Francis County public school employees qualify for a 50% reduction in tuition for credit classes when taken for credit. Waiver form is required to be submitted along with proof of employment each semester.

## **Hometown Heroes Waiver for Law Enforcement Officers, Correctional Officers, and Firefighters**

In appreciation of the dedicated service and protection provided by law enforcement officers, correctional officers, and firefighters, and in support of their continual efforts to protect and serve with excellence, and to demonstrate the College's commitment to partnering with municipal, county, and state governments for the greater good, EACC has established a tuition waiver for active-duty law enforcement officers, correctional officers, and firefighters.

The following guidelines will apply:

1. This tuition waiver may only be applied to the following degrees, disciplines, or coursework of Criminal Justice, EMT/ Paramedic, Social Work, and Foreign Language courses (e.g., Spanish, sign language).
2. Waivers may be granted for more than one semester, but they are not automatically renewed. Applicants must apply for a waiver for each term, with the exception of summer terms, which may be applied for as if they are one term. Approval for a tuition waiver for one semester does not guarantee approval for subsequent semesters.
3. Documentation of active-duty employment status with an applicable agency must be provided by the employee and reviewed and approved by the Office of Financial Aid. EACC shall solely make the determination as to what is acceptable proof of an applicable employment status.
4. Waiver recipients must maintain a 2.0 grade point average (gpa) or higher, or the grade point average required by the recipient's degree program if the program gpa requirement is higher, in order to apply for subsequent semesters.
5. If a recipient fails to meet gpa requirements for one semester, he or she may be placed on warning for one (1) semester while receiving a waiver in order to provide him or her with the opportunity to achieve the required gpa.
6. If, after one warning semester, the recipient's gpa does not reach the required level, he or she may only apply for a waiver following the successful completion of the Academic Clemency process or after he or she achieves the required gpa.

## **Concurrent Credit or Secondary Career Center**

Students who have successfully completed at least six (6) credit hours during the previous academic year are eligible to receive the Make Your Summer Count Concurrent Credit Summer Tuition Waiver for summer credit coursework. For more information, contact EACC's Concurrent Credit Coordinator at ext. 407.

## **Multi-Generational Waiver**

In recognition of the positive impact of family support on student success and of the value of lifelong learning, EACC may grant tuition waivers to a parent and child or grand parent and child who enroll together as degree- or credential-seeking students. The following guidelines will apply:

1. Each pair of students -- parent/child or grandparent/child - may receive the tuition waiver but must be concurrently enrolled to receive the waiver.
2. Age is not a determinant in applying the waiver; however, a child or grandchild is defined for the purposes of this waiver as a natural child or grandchild, adopted child or grandchild, stepchild or grandchild, or foster child or grandchild.
3. Documentation establishing an applicable familial relationship must be provided by the students and reviewed and approved by the Office of Financial Aid. EACC shall solely make the determination as to what is acceptable proof of an applicable familial relationship.
4. To continue receiving the waiver, enrollment must be continuous for each pair of students during each fall or spring semester until graduation and both parties must be enrolled.
5. Each student must enroll in at least 15 hours of class work during the fall or spring semesters. Students whose degree or certificate program requires less than 15 credit hours in any given semester may receive the waiver if supporting documentation is provided and approved by the Office of Financial Aid and the Dean of Student Services.
6. Multi-gen waivers shall only be granted for 64 semester credit hours. An additional 12 hours of developmental course work may also be included for waiver purposes bringing the maximum total of waiver eligibility to 76 hours. This total only applies when students are required to take the maximum number, 12 hours of developmental coursework.
7. All hours approved for waivers under this category other than developmental coursework must be taken toward a degree or certificate program, although each recipient pair is not required to be enrolled in the same program.
8. Waivers may be granted for more than one calendar year, but they are not automatically renewed, and students must apply each calendar year. Approval for a tuition waiver for one calendar year does not guarantee approval for subsequent years.
9. Waiver recipients must maintain a 2.0 grade point average (gpa) or higher, or the grade point average required by the recipient's degree program if the program gpa requirement is higher, in order to apply for subsequent semesters.

10. If a recipient fails to meet gpa requirements for one semester, he or she may be placed on warning for one (1) semester while receiving a waiver in order to provide him or her with the opportunity to achieve the required gpa.
11. If, after one warning semester, the recipient's gpa does not reach the required level, he or she may only apply for a waiver following the successful completion of the Academic Clemency process or after he or she achieves the required gpa.
12. This waiver may be stacked with other sources of external funding if the funding source allows; however, only one College-funded waiver may be applied and waivers may not be stacked when a student is covered under an MOU with a school or district.

### **State Employee Waiver**

In support of the State of Arkansas and our fellow state employees, EACC may grant a 50% tuition waiver to state employees.

The following policies shall apply:

1. Documentation establishing employment status with an applicable agency must be provided by the students and reviewed and approved by the Office of Financial Aid. EACC shall solely make the determination as to what is acceptable proof of employment status and what qualifies as an applicable agency.
2. Waiver applies to tuition only.
3. Classes must be taken for credit. Audited courses are not covered by this waiver.
4. Waivers may be granted for more than one semester, but they are not automatically renewed. Applicants must apply for a waiver for each term, with the exception of summer terms, which may be applied for as if they are one term. Approval for a tuition waiver for one semester does not guarantee approval for subsequent semesters.
5. Waiver recipients must maintain a 2.0 grade point average (gpa) or higher, or the grade point average required by the recipient's degree program if the program gpa requirement is higher, in order to apply for a waiver.
6. If a recipient fails to meet gpa requirements for one semester, he or she may be placed on warning for one {1} semester while receiving a waiver in order to provide him or her with the opportunity to achieve the required gpa.
7. If, after one warning semester, the recipient's gpa does not reach the required level, he or she may only apply for a waiver following the successful completion of the Academic Clemency process or after he or she achieves the required gpa.
8. This waiver may be stacked with other sources of external funding if the funding source allows; however, only one College-funded waiver may be applied.

NOTE: Waiver recipients are responsible for any outstanding balances for tuition, fees, etc. after the waiver has been applied. Failure to make timely payments or to make timely payment arrangements for outstanding balances may result in revocation of current and/or future waivers or withdrawal from classes for the semester or term. Waivers are authorized, but are not mandatory or guaranteed, and shall only be granted under the terms described in the waiver policies.

### **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 the first day of fall classes.

### **GED Scholarships**

A tuition waiver may be granted to students who are graduates of the College's GED program for up to two terms of coursework.

### **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. Application deadline is the first day of fall classes.

### **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).

### **Nicole Bennett Memorial Scholarship**

This scholarship was established in honor of Nicole Bennett, a cosmetology student who passed away in October 2004. The scholarship is awarded each year to

one or more full-time EACC Cosmetology students. The award is \$500 per semester, based on availability of funds. Students must maintain a 2.0 cumulative GPA. Application deadline is the first day of fall classes.

## **EACC FOUNDATION SCHOLARSHIPS**

The East Arkansas Community College Foundation offers students 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.

**Amanda Fogg Memorial Scholarship** - This new scholarship assists a full-time sophomore level (minimum of 30 hours of college credit) student having maintained a cumulative minimum 2.5 GPA who graduated from a high school in St. Francis County. Applicants must show financial need. The scholarship was established by Jeff and Rhonda Fogg in memory of their daughter, Amanda Fogg. The award is \$500 per semester, based on availability of funds to cover expenses of tuition, fees and books. Application deadline is the first day of fall classes.

**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 the availability of funds to cover expenses of tuition, fees, books and supplies. Application deadline is the first day of fall classes.

**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 the first day of fall classes.

### **Coy Grace School to Work Scholarship**

The Coy Grace School to Work Scholarship was created in 2017 by the Board of Trustees in honor of Dr. Coy Grace, retired EACC President. This scholarship is awarded to a student who has completed a program of study in the Eastark Secondary Career Center (ESCC) and/or to a student seeking a certificate or Associate of Applied Science (AAS) degree. The award is \$250 per semester or term based on availability of funds. Application deadline is the first day of fall classes.

### **Forrest City Education Teacher**

**Scholarship**- This scholarship assists a full-time sophomore (minimum of 30 hours of college credit) student who graduated from a high school in St. Francis County



and is pursuing an Associate of Science in Education degree. Applicants must have achieved and maintain a cumulative minimum 2.5 GPA. The scholarship was established in 1998 with contributions from faculty and staff of the Forrest City School District and the Forrest City Education Foundation. The award is \$500 per semester, based on availability of funds to cover expenses of tuition, fees and books. Application deadline is the first day of fall classes.

**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, Application deadline is the first day of fall classes.

### **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 the first day of fall classes.

### **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 the first day of fall classes.

### **Jimmy and Patsy Burns Memorial**

**Scholarship** - The Jimmy and Patsy Burns Memorial Scholarship is for an incoming freshman who is a graduate of Palestine-Wheatley High School. The student must have a 2.0 GPA. Awarded in the fall for the academic year, \$750 per semester.

**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 the first day of fall classes.

**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, Application deadline is the first day of fall classes.

### **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 15<sup>th</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, Application deadline is the first day of fall classes.

### **The R.L. and Maurice Steward Memorial**

**Endowed Scholarship** - This scholarship was established by Shelvy and Robbia Keglar in memory of her parents longtime residents of the Forrest City area. Maurice spent 43 years as local teacher who advocated for higher education and Robert was a local farmer. This scholarship assists a full-time EACC minority student who graduated from FCHS and is pursuing a degree in education. The award will be \$500 based on availability of funds to cover expenses of tuition, fees and books.

### **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), Application deadline is the first day of fall classes.

### **Willie L. Smith Academic Scholarship** -

This scholarship was established by the family of Mr. Willie L. Smith to honor his memory and show support for education community and his faith. Mr. Smith dedicated his life to his church, community, and EACC, serving as a member of the Board of Trustees for 10 years. The scholarship assists a full-time EACC student with financial need who resides in St. Francis County or is an active member of the United Christian Missionary Baptist Church in Forrest City. The award is \$500 per semester, based on availability of funds, to cover expenses of tuition, fees, books, and supplies



## 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 July 1<sup>st</sup> each year. provided materials required by your instructor, etc. – see your course syllabus, Blackboard announcements, or your instructor for details) by material (ex. My Math Lab) by 11:59 PM on the 11th day Census Date listed on the academic calendar, found on the College's website. Students who do not log on by the 11th day Census Date deadline or who log on AFTER the 11th day deadline will be dropped as a no-show.

### 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 YOUNiversal 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 Assistance

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).

### Arkansas Workforce Challenge Grant

The Workforce Challenge Scholarship was created in the 2017 legislative session and is funded by lottery revenue. The purpose of the scholarship is for workforce training in high demand areas of healthcare, information technology, and industry. Classes are not limited to credit-bearing programs. Non credit, workforce training classes that meet the mentioned categories may also qualify. The award will be the cost of a certificate program or program of study not to exceed \$800. Students must apply 30 days prior to enrollment in an eligible program at <https://scholarships.adhe.edu/scholarships/detail/arkansas-workforce-challenge>.

## **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.

## **Military Dependents' Scholarship**

The Military Dependents Scholarship Program (MDS) provides financial aid for undergraduate students seeking a bachelor's degree or certificate of completion at any public college, university or technical school in Arkansas who qualify as a spouse or dependent child of an Arkansas resident who has been declared to be missing in action, killed in action, a prisoner of war, or killed on ordnance delivery, or a veteran who has been declared to be 100% totally and permanently disabled during, or as a result of, active military service. The Department of Higher Education uses the criteria of "dependent child" as defined by the U. S. Department of Education. Application deadline is July 1 for the Fall semester. An applicant must be an Arkansas resident, a citizen of the U.S. or permanent residential alien, a biological, legally adopted child, or spouse of an eligible Arkansas veteran, enrolled or accepted for admission to an approved Arkansas institution, and provide required documentation as determined by the Arkansas Department of Higher Education. 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.

**Additional scholarships are 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 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**

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. Honors students will travel to a variety of cultural events, seminars, and related enrichment activities.

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 INFORMATION

## REGISTRATION PROCEDURES

Academic advisors are considered an important part of students' educational process and play a collaborative role in student success. Thus, all new degree-seeking students are required to visit with an advisor/counselor located in the Hodges Welcome Center on the main campus of EACC. Prospective or admitted students may also contact [advising@eacc.edu](mailto:advising@eacc.edu) for assistance. Visiting students who do not plan to earn a degree at EACC may contact the Director of Advising and Counseling for advising assistance.

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

Continuing EACC students should collaborate with their advisor before the registration dates and then register for classes in the student portal, myEACC. 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 credit hours during a regular term.

A student who wishes to take an additional course must request permission from the appropriate academic vice president, **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 taken during a regular term.

### 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 from an academic vice president. **The total academic load per Summer Term may not exceed 9 hours.** However, a student enrolled in both day and evening classes, when evening classes extend through both summer terms, may take a ten-hour load without special permission from an academic vice president. Students who request an overload for summer semesters should be aware that some four-year institutions do not recognize more than 7 hours taken during a summer term, unless certain conditions are met.

## CLASS SCHEDULE CHANGES

Class schedule changes may be made at any time through myEACC or by visiting with the student's advisor during preregistration, regular, or late 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 will be approved on an extremely limited case by case basis.

## DROPPING A COURSE

A student interested in dropping a course is encouraged to first talk with the course instructor and his or her academic advisor. Students may drop a course through the online drop procedure in myEACC or using forms provided for that purpose. The instructor will assign a grade based on the date of drop. Please see the current Academic Calendar for relevant deadlines.

## WITHDRAWING FROM THE COLLEGE

A student interested in complete withdrawal from the College may repeat the drop procedure until withdrawn from all courses for that semester. Students are encouraged to speak with course instructors and their academic advisor before proceeding with complete withdrawal from the College. Grade assignment for withdrawal will remain consistent with individual drop procedures outlined in the Dropping a Course section of the Catalog.

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.

Students engaging in distance learning must log on to their online courses and accompanying instructional material (for example, required lab materials, such as Labster for science course(s), other course supplemental learning materials, including My Math Lab, online publisher-provided materials required by your instructor, etc.- See your course syllabus, Blackboard announcements, or



your instructor for details) by material (ex. My Math Lab) by 11:59 PM on the 11th day Census Date listed on the academic calendar, found on the College's website. Students who do not log on by the 11th day Census Date deadline or who log on AFTER the 11th day deadline will be dropped as a no-show.

In addition, if a student logs on to an online class or a related web-based platform for supplemental instruction, EVEN ONE TIME, s/he is counted as having attended class, and must go through the formal drop process in myEACC or on EACC's campus in order to drop the class. Students may contact advising@eacc.edu for assistance.

Students enrolled in an online course are required to maintain active participation as defined in the course syllabus. Students who fail to maintain active participation will be reported as "excessively absent" by the instructor. Contact your instructor or advisor for support.

## AUDITING A COURSE

A student may audit a course 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

The Arkansas Division of Higher Education and the Arkansas Coordinating Board (AHECB) have established a set of guidelines by which institutions will award course credit for advanced placement exams. This policy will be implemented for entering freshman as of the Fall 2018 semester.

### I. Course Credit

Under this policy, East Arkansas Community College will award course credit to students who score a three (3) or higher on any Advanced Placement (AP) exam. Credit awarded for any AP exam will be applied to the student's transcript and, where appropriate, reduce the total number of required degree hours accordingly by either directly satisfying degree or elective requirements. In order to increase transferability, ACTS courses have been assigned to relevant exams.

AP EXAM	AP Score	ACTS COURSE	EACC COURSE	Semester credit hours awarded
Art History	3	ARTA 1003 Art Appreciation	ART 1003 Art Appreciation	3
	4-5	ARTA 1003 and ARTA 2003 Art History Survey I	ART 1003 and ART 2023 Art History I	6
Biology	3	BIOL 1004 Biology for non-Majors	No comparable course	N/A
	4-5	BIOL 1014 Biology for Majors	BIO 1014 General Biology and Lab	4
Calculus AB	3	MATH 2405 Calculus I	MTH 2214 Calculus I	4
	4-5	MATH 2405 and MATH 2505 Calculus II	MTH 2214 and MTH 2224 Calculus II	8
Calculus BC	3	MATH 2505 Calculus II	MTH 2224 Calculus II	4
	4-5	MATH 2505 and MTH 2603 Calculus III	MTH 2224 and MTH 2234 Calculus III	8
Chemistry	3	CHEM 1004 Chemistry for General Education	CHE 1024 General Education Chemistry	4
	4-5	CHEM 1004 and CHEM 1414 Chemistry I for Majors	CHE 1024 and CHE 1214 College Chemistry I/Lab	8
Computer Science A	3 or >	CPSI 1003 Introduction to Computers	BUS 1603 Computer Fundamentals	3
Computer Science Principles	3 or >	CPSI 1003 Introduction to Computers	BUS 1603 Computer Fundamentals	3
English Language and Composition	3	ENGL 1013 Composition I	ENG 1013 English Composition I	3
	4-5	ENGL 1013 and ENGL 1023 Composition II	ENG 1013 and ENG 1023 English Comp II	6
Environmental Science	3	GEOL 1124 Environmental Geology	no comparable course	N/A
European History	3	HIST 1213 Western Civ I OR HIST 1203 Western Civ II	HIS 1013 Western Civ I OR HIS 1023 Western Civ II	3
French Language and Culture	3	FREN 2013 French III	FRE 2014 Intermediate French I	4
German Language and Culture	3	GERM 2013 German III	GER 2014 Intermediate German I	4
Human Geography	3	GEOG 1113 Human Geography	No comparable course	N/A
Macroeconomics	3 or >	ECON 2103 Principles of Macroeconomics	ECO 2103 Principles of Macroeconomics	3
Microeconomics	3 or >	ECON 2203 Principles of Microeconomics	ECO 2203 Principles of Microeconomics	3
Music Theory	3	MUSC 1003 Music Appreciation	MUS 1003 Music Appreciation	3
Physics 1	3 or >	PHYS 2014 Algebra/Trigonometry-Based Physics I	PHY 2114/2110 General Physics I and Lab	4
	3 or >	PHYS 2024 Algebra/Trigonometry-Based Physics II	PHY 2134/2130 General Physics II and Lab	4
Psychology	3 or >	PSYC 1103 General Psychology	PSY 1003 General Psychology	3
Spanish Language and Culture	3	SPAN 2013 Spanish III	SPA 2114 Intermediate Spanish I	4
	3 or >	MTH 2103 Introduction to Statistics	MTH 2103 Introduction to Statistics	3
United States Government and Politics	3 or >	PLSC 2003 American National Government	PSC 2003 American Government	3
United States History	3 or >	HIST 2113 US History I or HIST 2123 US History II	HIS 2033 History before 1865 OR HIS 2043 History since 1865	3
World History	N/A	HIST 1113 World Civilizations I or HIST 1123 World Civilizations II	No comparable course	N/A

The list of AP Exam courses and ACTS courses will be maintained by the Department of Higher Education and will be reviewed every five years.

## II. Advanced Placement ACTS Courses

The following table maps AP exams to corresponding ACTS courses. EACC's equivalent courses are noted in the fourth column. AP exams without a corresponding ACTS course will be awarded at the discretion of the institution.

## III. Limitations

### 1. Additional Credit

- Institutions will be limited to awarding minimum credit for one corresponding ACTS course listed in the table above to students who score a three (3) on the exam. If in the best interest of the student, institutions may award a higher-level course for a score of three (3).
- Institutions may choose to award additional credit for those students who score a four (4) or five (5) on an exam. While transfer institutions are encouraged to accept any additional AP credit awarded, the transfer institution will not be obligated to honor additional credit given beyond the requirement.
- Institutions may award additional credit for prerequisite courses when credit is awarded for a higher level sequenced course.

### 2. AP Exam Scores Below Three (3)

In order to maintain consistency and high academic standards in the state, no course credit may be awarded for an AP exam score below a three (3).

### 3. Courses Not Offered

An institution is not required to award credit for an AP exam if the institution does not offer the corresponding ACTS course.

### 4. Policy Review

Policy effectiveness based on placement and student success may be reviewed annually by ADHE.

## CREDIT BY PRIOR LEARNING ASSESSMENT

Credential-seeking students who are currently enrolled, have completed at least twelve hours of credit-bearing coursework, and possess knowledge of certain courses offered by the College may petition for credit by examination or credit by experience. Prior Learning Assessment credit ("CR") may not transfer to four-year institutions, so students planning to transfer are advised to consult with their receiving institution in advance. Prior learning assessment includes CLEP or other professional certification examination taken at an approved testing center, taking a course-specific competency exam administered by EACC faculty, and portfolio review. For credit by examination or credit by experience (portfolio review), EACC may award up to 50% of required credit hours for a Certificate of Proficiency or a Technical Certificate and up to 30 semester credit hours toward an Associate's degree program for documented learning or work experiences. Credit by examination is not available for all courses offered at EACC. There is a \$20.00 fee per credit hour awarded for credit by exam or credit by experience.

Credit may be earned by passing a comprehensive test prepared by either a commercial testing service (i.e., CLEP) or the Department of the College in which the credit is to be awarded. Credit for courses offered by EACC may also be granted upon related work experience.

Students who believe they qualify for credit by examination or previous work experience should contact the appropriate Dean.

## 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 either a two or three letter prefix or 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.

## INCOMPLETE

A student who completes a substantial portion of coursework but cannot fully complete the course may be eligible for an assignment of Incomplete for the course. Documentation is required to verify the unusual circumstances that hinder completion, acknowledgement by the student, and approval of the instructor and area administrator(s). Please contact your course instructor for additional details. The course(s) for which an Incomplete is assigned must be completed by the following full semester (excluding summer terms).

## CHANGE OF GRADE

Any grade change (excluding the "I" grade automatically becoming an "F" grade) must be requested by a faculty member and submitted to the academic vice president 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 Vice President.

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 an advisor/counselor. 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 reached 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 with the Registrar, who is located in the Office of Admissions and Records. 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 accordance with Act 1000 of the 1991 General Assembly, which requires state colleges and universities to establish policies for academic clemency, and in order to provide a second opportunity for undergraduate students who performed poorly at some point in their studies, East Arkansas Community College has established a policy designed to help former students who have gained a new



appreciation of higher education by allowing them to have previously earned grades and credits removed from the calculation of their cumulative grade-point average.

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

1. 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;
2. The student may not request clemency for semesters containing coursework applied to a previously conferred degree or credential.

#### **Process for Requesting Academic Clemency:**

- a. Following an advising session and the completion of required documentation, the written request must be submitted to the college Registrar and approved by the academic Vice President. The request will become part of the student's permanent record.
- b. An individual who is granted academic clemency will forfeit all grades and credits earned in any semester(s) for which academic 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.
- c. The student's transcript will contain the student's entire academic record. However, a notation will be made showing the semesters for which academic clemency was granted.
- d. For students who have received academic clemency from another accredited college or university and wish to transfer to EACC, EACC will honor the academic clemency established at the previous institution.
- e. In regard to financial aid history and/or requirements for Veterans' benefits, state and federal regulations take precedence over the institutional policy of academic clemency.
- f. Academic clemency is final and irreversible.
- g. Students should be aware that this policy pertains only to EACC and that other institutions may or may not honor EACC's policy.
- h. Students may be granted academic clemency for coursework earned at EACC or coursework earned at another institution. However, students should be advised that other institutions may or may not choose to honor the clemency.

## **TERMS AND DEFINITIONS**

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

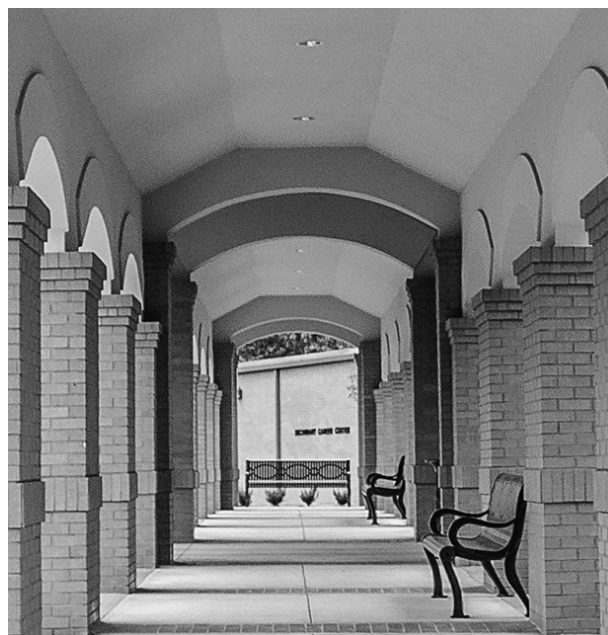
**Credit Hour:** Official number of hours of credit given for a course. The terms semester hours and credit hours are used interchangeably. The fourth digit of the course number reflects the credit hours for that course. For example, MTH 1113 is a 3-credit-hour course.

**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.

**Distance Education:** Education that uses one or more of the technologies listed below to deliver instruction to students who are separated from the instructor or instructors and to support regular and substantive interaction between the students and the instructor or instructors, either synchronously or asynchronously.

**Regular & Substantive Interaction:** Institutions are expected to ensure regular and substantive interaction between students and instructors in their distance education and competency-based education offerings. An institution ensures regular interaction between a student and an instructor or instructors by, prior to the student's completion of a course or competency.



# 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 another comprehensive mathematics course, such as Statistics, Quantitative Literacy/ Mathematical Reasoning, or any higher level mathematics course. Institutions may require students majoring in math, engineering, science, and business to take higher-level math courses as part of the state minimum core.

**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 a degree from East Arkansas Community College, students must meet the following general degree requirements:

1. Complete at least 25% of the degree at East Arkansas Community College, unless the transfer credit comes from an Arkansas Course Transfer System (ACTS) participating college, in which case current ACTS policies may apply, and the student's transcript(s) may need to be evaluated by an academic Vice President.
2. A course may not be counted more than once for graduation unless so noted in the catalog.
3. Earn a cumulative grade point average of 2.0 out of a

possible 4.0 in all courses submitted for graduation.

4. In order to insure their degrees are granted in a timely fashion, students are encouraged to file a degree audit as soon as they are enrolled in their final semester of coursework.
5. Completing degree requirements is distinct from participating in commencement ceremonies. Separate criteria related to participating in commencement are available from the registrar.

## CATALOG REQUIREMENTS APPLICABLE FOR GRADUATION

A student has the option of fulfilling the graduation requirements listed in the Catalog in use when he/she first enters East Arkansas Community College or the Catalog in use the semester he/she graduates, provided this expanse of time does not exceed five years at the time of graduation. If the time span between entry catalog and graduation catalog does exceed five years, the student may use the catalog in use at the time of earliest enrollment that does not exceed the five year time span.

## CALCULATION OF GRADE POINT AVERAGE FOR GRADUATION

A student, upon consultation with an academic advisor, may present any 60 or more semester hours of courses taken, provided that all degree requirements are satisfied by the courses presented. The grade point average for graduation will then be computed on the basis of grades earned for those semester hours. A notation on the transcript will indicate that the GPA was computed on the basis of the hours presented and not on all hours completed.

## COMPLETION OF GRADUATION REQUIREMENTS AFTER TRANSFER

A student who earns credit at another institution may, upon successful completion of those credits, transfer those credits back to EACC in order to be awarded a degree from East Arkansas Community College. Credits may be transferred to EACC at a student's request or by the College if the institutions participate in a transcript clearing house or similar entity or program.

## TRANSFER DEGREES

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

- Associate of Arts
- Associate of Science – Business
- Associate of Science – Criminal Justice
- Associate of Science – Education
- Associate of Science – Liberal Arts and Sciences
- Certificate in General Studies



**The description of these degrees are as follows:**

### **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 a 62 semester credit hour program designed for students wishing to transfer into a specified 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 all occupational courses and all general education courses in this degree are considered transferable toward a specified 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 60-62 credit hour degree program includes transfer courses from the state minimum general education core curriculum, as well as 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. The Associate of Science in Education – Secondary Level – Social Studies (History) is designed for students who wish to transfer into a specific bachelor's degree program in secondary 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.

### **Associate of Science in Liberal Arts and Sciences:**

The Associate of Science Degree in Liberal Arts and Sciences will be awarded to students who successfully complete a 60-66 credit hour degree program of collegiate level work of which all courses are transferable to a specified baccalaureate degree. EACC has agreements with certain four-year institutions to assist students in transferring into specified bachelor's degree programs. For example, the AS – LAS is the first two years of study toward the Bachelor of Science in Addiction Studies (Treatment), Bachelor of Science in History, Bachelor of Arts in History, a Bachelor of Science in Mathematics (Applied), Bachelor of Arts in Mathematics (Pure), Bachelor of Science in Mathematics (Pure), Bachelor of Arts in Sociology, and Bachelor of Science in Sociology, each offered at the University of Central Arkansas. Please see the 2 + 2 page on the EACC website or the Associate of Science in Liberal Arts and Sciences degree plan in this catalog for additional details.

### **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.

## **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.”



# Associate of Arts

## 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, equivalent, or higher level 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
    - DRA 1003 Theatre Appreciation
    - MUS 1003 Music 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 0873, MTH 0893, 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)).

In addition to the standard transferability of ACTS courses and the various AS degree transfer options in the Arkansas Statewide Articulation agreement, EACC has 2 + 2 agreements with Arkansas State University- Jonesboro, University of Central Arkansas, University of Arkansas at Fort Smith, University of Arkansas at Fayetteville, University of Arkansas at Little Rock, and John Brown University. Please see your advisor and explore the following links for additional information.

## East Arkansas Community College Associate of Arts

I. General Education Courses		Credit Hours	Semester	Year	Grade	
*ENG 1013 English Composition I		3				
*ENG 1023 English Composition II		3				
*MTH 1113 College Algebra or higher math course		3				
<b>Lab Science- Select one course from:</b>						
*BIO 1014 General Biology <b>OR</b> *BIO 2114 Anatomy & Physiology I <b>OR</b> *BIO 2504 Microbiology		4				
<b>Lab Science- Select one course from:</b>						
*CHE 1024 General Education Chemistry <b>OR</b> *CHE 1214 College Chemistry I <b>OR</b> *CHE 1234 College Chemistry II <b>OR</b> *PHS 1214 Physical Science <b>OR</b> *PHY 2114 General Physics I <b>OR</b> *PHY 2134 General Physics II		4				
<b>Fine Arts- Select one course from:</b>						
*ART 1003 Art Appreciation <b>OR</b> *MUS 1003 Music Appreciation <b>OR</b> *DRA 1003 Theatre Appreciation		3				
<b>Humanities- Select one course from:</b>						
*ENG 2073 World Literature I <b>OR</b> *ENG 2243 American Literature I		3				
<b>Humanities- Select one course from:</b>						
*ENG 2083 World Literature II <b>OR</b> *ENG 2253 American Literature II						
<b>Social Sciences- Select one course from:</b>						
*HIS 2033 US History Before 1865 <b>OR</b> *HIS 2043 US History Since 1865 <b>OR</b> *PSC 2003 American Government		3				
<b>Social Sciences- Select one course from:</b>						
*HIS 1013 Western Civilization I <b>OR</b> *HIS 1023 Western Civilization II		3				
<b>Social Sciences- Select one course from:</b>						
*PSY 1003 General Psychology <b>OR</b> *PSY 2003 Developmental Psychology <b>OR</b> *SOC 1013 Introduction to Sociology <b>OR</b> *SOC 2003 Social Problems <b>OR</b> *SOC 2043 Cultural Anthropology		3				
<b>Total General Education Core Hours</b>		<b>35</b>				
<b>II. Institutional Requirements</b>		<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>	
*SPE 1003 Introduction to Oral Communication		3				
*BUS 1603 Computer Fundamentals		3				
<b>Total Institutional Requirements</b>		<b>6</b>				
<b>III. Advisor Approved Electives</b>		<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>	
<b>No more than 3 hours</b> may be applied to the degree from the two (2) options listed below. Students may elect to take 0 hours from the options below.						
Option 1: EDN 1023 Keys to College Success <b>OR</b>		3				
Option 2: Up to 3 hours of any combination of HPR course(s). <i>Note: Physical activities courses may be repeated. See the catalog for more information.</i>		Up to 3				
<b>Total Advisor Approved Electives</b>		<b>0-3</b>				
<b>IV. Directed Electives</b>						
Select 16-19 credit hours from courses with the following prefixes to reach a minimum total of 60 hours.						
<b>Only courses with the following prefixes may be used as electives in the AA degree.</b>						
ART-Art	DRA-Drama	GEO-Geography	MTH-Math (Except	PHS-Physical Science	SOC-Sociology	
BIO-Biology	ECO- Economics	HIS-History	MTH 1073, MTH 1093,	PHY-Physics	SPA-Spanish	
CHE- Chemistry	ENG-English	JPN-Japanese	MTH 2403, & MTH 2423	PSY-Psychology	SPE-Speech	
CJS-Criminal Justice (CJS 1003 only)	(Except ENG 1053) FRE- French	JRN-Journalism	MUS- Music	PSC-Political Science	SSC-Social Science (Except SSC 0913)	
			PHL- Philosophy	REL- Religion		
<b>Prefix</b>	<b>Number</b>	<b>Name</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
<b>Total Degree Credit Hours</b>			<b>60-62</b>			

\*ACTS Transfer Course - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students> -select Arkansas Course Transfer System for Students. See the current academic catalog for more information.



## East Arkansas Community College Certificate of Proficiency in Art as a Small Business

The Certificate of Proficiency in Art as a Small Business serves to develop applied skills in a variety of mediums and as a basis for continued study in Art. Completion of this credential lends to not only potential employment as a freelance artist, but also serves to develop transferable skills for the workplace, such as communication, problem-solving, and critical thinking. This certificate is designed for application toward the Associate of Arts degree program.

I. Required Courses	Credit Hours	Semester	Year	Grade
ART 1003 Art Appreciation	3			
II. Applied Art Courses- <i>Select two courses from:</i>	Credit Hours	Semester	Year	Grade
Any combination of 3-hour applied art course(s), including ART 1023 Drawing I; ART 1013 Basic Design I; ART 1103 Computer Applications in Art; ART 1803 Introduction to Studio Art; ART 2013 Painting I; ART 2023 Art History I; ART 2323 Art History II; ART 2043 Photography; ART 2113 Pottery I	6			
III. Business Course	Credit Hours	Semester	Year	Grade
BUS 1003 Introduction to Business	3			
<b>Total Certificate Hours</b>	<b>12</b>			

## East Arkansas Community College Certificate of Proficiency in General Education

The Certificate of Proficiency in General Education serves as a benchmark of academic recognition of completion of specific general education courses. This credential fosters progression toward the Certificate of General Studies and/or the Associate of Arts or Associate of Science, and it also serves as preparation for workplace readiness by developing transferable skills such as critical thinking, problem-solving, communication, and intercultural awareness.

I. Required Courses	Credit Hours	Semester	Year	Grade
*ENG 1013 English Composition I	3			
<b>Humanities</b> – select one Humanities course from those with the following prefixes: *ART; *DRA; *ENG (other than ENG 1013); HPR; *MUS; *SPA; *SPE	3			
<b>Social Sciences</b> – select <i>one</i> Social Science course from those with the following prefixes: CJS (1003 only); *GEO; *HIS; *PSC; *PSY; *SOC	3			
<b>Total Required Hours</b>	<b>9</b>			
II. Elective Courses	Credit Hours	Semester	Year	Grade
<b>Directed elective</b> – select one course with any of the following prefixes except those used as fulfillment of Required Course(s) unless approved for repeat (see Catalog): ART; BIO; BUS; CHE; CJS; DRA; ECO; ENG (except ENG 1053); GEO; HIS; MTH (except 0873, 0893, 2403, or 2423); MUS; PHL; PHS; PHY; PSY; PSC; REL; SOC; SPA; SPE; SSC (except 0913)	3-4			
<b>Total Elective Hours</b>	<b>3-4</b>			
<b>Total Certificate Hours</b>	<b>12-13</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

**East Arkansas Community College**  
**Certificate of Proficiency in Science, Technology, Engineering, and Mathematics**  
**(STEM)**

The Certificate of Proficiency in Science, Technology, Engineering, and Mathematics (CP-STEM) provides recognition of completion of specific core STEM general education courses. The CP in STEM serves as a bridge to various pathways toward higher-level credentials, including but not limited to certificates and degrees in allied health, education, and business.

I. Required Courses	Credit Hours	Semester	Year	Grade
<b>Lab Science- <i>Select one course from:</i></b>				
*BIO 1014 General Biology <b>OR</b> *BIO 2114 Anatomy & Physiology I <b>OR</b> *BIO 2504 Microbiology	4			
<b>Lab Science- <i>Select one course from:</i></b>				
*PHS 1104 Earth Science <b>OR</b> *PHS 1214 Physical Science <b>OR</b> *PHY 2114 General Physics I <b>OR</b> *PHY 2134 General Physics II <b>OR</b> *CHE 1214 College Chemistry I <b>OR</b> *CHE 1234 College Chemistry II	4			
<b>Math- <i>Select one course from:</i></b>				
*MTH 1113 College Algebra <b>OR</b> *MTH 1213 Quantitative Literacy <b>OR</b> *MTH 2103 Introduction to Statistics <b>OR</b> *MTH 2114 Survey of Calculus <b>OR</b> MTH 2143 Business Calculus <b>OR</b> *MTH 2214 Calculus I <b>OR</b> MTH 2403 Math I <b>OR</b> MTH 2423 Math II	3-4			
<b>Total Certificate Hours</b>	<b>11-12</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

# Associate of Science in Liberal Arts and Sciences

## ASSOCIATE OF SCIENCE IN LIBERAL ARTS AND SCIENCES

The Associate of Science degree in Liberal Arts and Sciences (ASLAS) is designed for students who wish to take the first two years of a four-year program with specific requirements before transferring to a four-year college or university. The ASLAS offers the most flexibility for these students, who take a 35-hour general education core and 25 elective hours chosen from any discipline to fit their planned baccalaureate degree program.

Students who plan to pursue an ASLAS should begin working with an EACC advisor as soon as possible to determine where they will transfer and what their major will be in order to design a degree plan that will maximize transfer hours.

The ASLAS at EACC meets the state minimum general education core curriculum approved by the Arkansas Department of Higher Education. In order to receive an ASLAS from EACC, students must complete a minimum of 60 hours, must choose a specific four-year college or university and a specific major, and must earn a cumulative grade point average of at least a 2.0. Students should note that some majors at some baccalaureate institutions require minimum grades in certain courses and a cumulative GPA that may be higher than 2.0, and students are responsible for meeting these requirements.

### I. GENERAL EDUCATION CORE (35 hours)

**Some baccalaureate degree programs require specific courses in the general education core. A student should discuss his or her planned transfer institution with an EACC advisor, and the two should consult the specific major the student plans to complete before enrolling in courses.**

#### 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 or higher math course

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

1. Select 1 course:
  - PHS 1104 Earth Science
  - 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 (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 2243 American Literature Before 1865

#### 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: Social Science or History elective chosen from the following prefixes: ECO, GEO, HIS, PSC, PSY, SOC. Consult baccalaureate major requirements and an EACC advisor before enrolling.

## II. ELECTIVES

Generally speaking, the 25 hours of electives may come from any discipline. However, before enrolling in courses, students should consult an EACC advisor, and the two should review the requirements of the specific baccalaureate program and major that the student plans to complete in order to select appropriate courses for transfer.

**Students who do not consult an advisor and the requirements of the specific program and major at the baccalaureate institution they plan to attend are warned that upon transfer, they may lose credits, or may be required to take additional courses or re-take courses already completed.**

**All of the specific courses listed in the general education core section of this degree plan are part of the Arkansas Course Transfer System (ACTS).** Many other EACC courses not listed here are part of 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)).

EACC has written agreements with the University of Central Arkansas to accept the Associate of Science in Liberal Arts and Sciences as the first two years of study for numerous Bachelor of Arts and Bachelor of Science degrees, including those with an emphasis on Addiction Studies, History, Mathematics, and Sociology. Please see your advisor and explore the following link for additional information. [www.uca.edu/2plus2/eacc/](http://www.uca.edu/2plus2/eacc/)

## East Arkansas Community College

### Associate of Science in Liberal Arts and Sciences (ASLAS)

The Associate of Science in Liberal Arts and Sciences (ASLAS) is designed for students who wish to take the first two years of a four-year program with specific requirements before transferring to a four-year college or university. The ASLAS offers the most flexibility for these students, who take a 35-hour general education core and 25 elective hours chosen from any discipline to fit their planned baccalaureate degree program. EACC has written transfer agreements with some state colleges and universities to accept the ASLAS degree. Students who plan to pursue an ASLAS should begin working with an EACC advisor as soon as possible to determine where they will transfer and what their major will be in order to design a degree plan that will maximize transfer hours.

I. General Education Courses		Credit Hours	Semester	Year	Grade	
*ENG 1013 English Composition I		3				
*ENG 1023 English Composition II		3				
*SPE 1003 Introduction to Oral Communication		3				
*MTH 1113 College Algebra or higher math course		3				
<b>Lab Science- Select one course from:</b>						
*BIO 1014 General Biology OR *BIO 2114 Anatomy & Physiology I OR *BIO 2504 Microbiology		4				
<b>Lab Science- Select one course from:</b>						
*CHE 1024 General Education Chemistry OR *CHE 1214 College Chemistry I OR *CHE 1234 College Chemistry II OR PHS 1104 Earth Science OR *PHS 1214 Physical Science OR *PHY 2114 General Physics I OR *PHY 2134 General Physics II		4				
<b>Fine Arts- Select one course from:</b>						
*ART 1003 Art Appreciation OR *MUS 1003 Music Appreciation OR *DRA 1003 Theatre Appreciation		3				
<b>Humanities- Select one course from:</b>						
*ENG 2073 World Literature I OR *ENG 2243 American Literature I		3				
<b>Social Sciences- Select one course from:</b>						
*HIS 2033 US History Before 1865 OR *HIS 2043 US History Since 1865 OR *PSC 2003 American Government		3				
<b>Social Sciences- Select one course from:</b>						
*HIS 1013 Western Civilization I OR *HIS 1023 Western Civilization II		3				
<b>Social Sciences or History Elective</b>						
ECO, GEO, HIS, PSC, PSY, SOC <i>Consult baccalaureate major requirements and with an EACC advisor before enrolling</i>		3				
<b>Total General Education Required Hours</b>		<b>35</b>				
<b>II. Electives</b>						
<i>Select 25 credit hours to reach a minimum total of 60 hours.</i>						
<i>Electives may come from any discipline. However, before enrolling, students should consult an EACC advisor, and the two should review the requirements of the specific baccalaureate program and major that the student plans to complete in order to select appropriate courses for transfer.</i>						
Prefix	Number	Name	Credit Hours	Semester	Year	Grade
<b>Total Elective Required Hours</b>			<b>25</b>			
<b>Total Degree Credit Hours</b>			<b>60</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

## East Arkansas Community College Certificate of Proficiency in Social Work

The Certificate of Proficiency in Social Work serves to develop applied skills in social work and foster progression toward an Associate of Science in Liberal Arts and Science (ASLAS). Completion of this credential lends to potential employment in social work and serves to develop transferable skills for the workplace.

I. Required Courses	Credit Hours	Semester	Year	Grade
*SOC 1013 Introduction to Sociology	3			
SOC 2203 Introduction to Social Work	3			
<b>Select two of the following courses:</b>				
*PSY 1003 General Psychology <b>OR</b> *PSY 2003 Developmental Psychology <b>OR</b> *SOC 2003 Social Problems <b>OR</b> *SOC 2043 Cultural Anthropology <b>OR</b> *CJS 1003 Introduction to Criminal Justice	6			
<b>Total Certificate Hours</b>	<b>12</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer System <http://acts.adhe.edu> -select Course Transfer. See the current academic catalog for more information.



# 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)).

## East Arkansas Community College Certificate in General Studies

The Certificate in General Studies provides recognition of completion of a body of knowledge in general education. It serves as an intermediate step toward obtaining 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.

I. General Education Courses	Credit Hours	Semester	Year	Grade
<b>English Composition:</b>				
*ENG 1013 English Composition I	3			
*ENG 1023 English Composition II	3			
<b>Mathematics:</b>				
*MTH 1113 College Algebra -or- Higher	3			
<b>Communication:</b>				
*SPE 1003 Introduction to Oral Communication	3			
<b>Technology:</b>				
*BUS 1603 Computer Fundamentals	3			
<b>Lab Science- <i>Select one course from:</i></b>				
*BIO 1014 General Biology <b>OR</b> *BIO 2114 Anatomy & Physiology I <b>OR</b> *BIO 2504 Microbiology <b>OR</b> *CHE 1024 General Education Chemistry <b>OR</b> *CHE 1214 College Chemistry I <b>OR</b> *CHE 1234 College Chemistry II <b>OR</b> *PHS 1214 Physical Science <b>OR</b> *PHY 2114 General Physics I <b>OR</b> *PHY 2134 General Physics II	4			
<b>Fine Arts: <i>Select one course from:</i></b>				
*ART 1003 Art Appreciation <b>OR</b> *MUS 1003 Music Appreciation <b>OR</b> *DRA 1003 Theatre Appreciation	3			
<b>Social Sciences- <i>Select one course from:</i></b>				
*HIS 2033 US History Before 1865 <b>OR</b> *HIS 2043 US History Since 1865 <b>OR</b> *PSC 2003 American Government	3			
<b>Social Sciences- <i>Select one course from:</i></b>				
*PSY 1003 General Psychology <b>OR</b> *SOC 1013 Introduction to Sociology	3			
<b>Social Sciences- <i>Select one course from:</i></b>				
*HIS 1013 Western Civilization I <b>OR</b> *HIS 1023 Western Civilization II <b>OR</b> *PSY 1003 General Psychology <b>OR</b> *PSY 2003 Developmental Psychology <b>OR</b> *SOC 1013 Introduction to Sociology <b>OR</b> *SOC 2003 Social Problems <b>OR</b> *SOC 2043 Cultural Anthropology <b>OR</b> *HIS 2033 US History Before 1865 <b>OR</b> *HIS 2043 US History Since 1865 <b>OR</b> *PCS 2003 American Government	3			
<b>Total Certificate Hours</b>	<b>31</b>			

\*ACTS Transfer Course - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

## 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)

## ARTICULATION AGREEMENTS

In addition to the standard transferability of ACTS courses and the various degree transfer options, EACC has entered into a number of articulation agreements with several private and public four-year colleges and universities. These agreements are designed for students who wish to take the first two years of coursework toward a baccalaureate degree.

EACC has 2+2 partnerships with several private and public colleges and universities. These 2+2 agreements provide a seamless path of transfer and transition from EACC to private and public four year colleges and universities. All agreements give detailed information about specific requirements for the particular degree program, including what credits are accepted. Students who plan to transfer should begin working with an EACC advisor at admission to identify their chosen major and plan their degree pathway to maximize transfer hours. Information about transfer opportunities can be found on the EACC website. <https://www.eacc.edu/pages?id=373>.

For more information about EACC's 2+2 degree options, follow the links below:

EACC to Arkansas State University-Jonesboro: [https://www.eacc.edu/plugins/show\\_image.php?id=2282](https://www.eacc.edu/plugins/show_image.php?id=2282) or <http://www.astate.edu/info/admissions/undergraduate/transferring-to-asu/>

EACC to University of Arkansas at Fayetteville: or <https://online.uark.edu/programs/bachelor-science-education-human-resource-development.php>

EACC to University of Arkansas at Fort Smith: [https://www.eacc.edu/plugins/show\\_image.php?id=1805](https://www.eacc.edu/plugins/show_image.php?id=1805); <https://cast.uafs.edu/applied-science/bachelor-applied-science>; <https://cast.uafs.edu/organizational-leadership/bachelor-science-organizational-leadership>; <https://academics.uafs.edu/sites/academics.uafs.edu/files/Departments/Records/document/East%20Arkansas%20Community%20College.pdf>

EACC to University of Central Arkansas: [https://www.eacc.edu/plugins/show\\_image.php?id=2284](https://www.eacc.edu/plugins/show_image.php?id=2284) or <https://uca.edu/2plus2/eacc/>

EACC to John Brown University: [https://www.eacc.edu/plugins/show\\_image.php?id=2263](https://www.eacc.edu/plugins/show_image.php?id=2263)

EACC to UALR: <https://ualr.edu/transfer/eacc/>



# Administrative Office Technology

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.

## Career Opportunities

- Office Clerks
- Insurance Policy Processing or Claim Clerks
- Word Processor or Typists
- Logistic Agent
- Procurement Agent

## Annual Salary

**Arkansas Median Salary: \$28,370**

**National Median Salary: \$35,590**

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/43-6014.00>

## Cost of Program

**Associate of Applied Science: \$5,790.00\***

**Technical Certificate: \$2,920.00\***

\*Approximate cost of program for in-county residents

## Program Outcomes

Students will communicate effectively in a business environment.

Students will use data for business decision-making.

Students will develop a global business perspective.

Students will acquire business vocabulary and demonstrate workplace skills.

Students will communicate effectively in a technology environment.

Students will use a disciplined process to identify, evaluate, analyze, and conceptualize technology solutions.

Students will develop a global technology perspective.

Students will acquire technology vocabulary and demonstrate professional workplace skills.



## East Arkansas Community College

### Technical Certificate in Administrative Office Technology

The Technical Certificate (TC) in Administrative Office Technology program of study is a planned and coherent program of classroom and laboratory work at the collegiate level that recognizes the completion of a specified level of competency in Administrative Office Technology. This degree includes 30 semester hours. Upon completion, students will demonstrate mastery of skills and knowledge against specified performance standards.

The Technical Certificate in Administrative Office Technology is designed to help prepare students for administrative office positions. Software covered in computer-based courses includes fundamental word processing applications and basic office skills. Students may apply the Technical Certificate Administrative Office Technology, toward the Associate of Applied Science in Administrative Office Technology (AAS-AOT). See the College catalog for more information or log on to [www.eacc.edu](http://www.eacc.edu).

I. General Education Courses	Credit Hours	Semester	Year	Grade
*ENG 1013 English Composition I	3			
*SPE 1003 Introduction to Oral Communication	3			
*BUS 1603 Computer Fundamentals	3			
<b>Total General Education Required Hours</b>	<b>9</b>			
II. Administrative Office Technology Core	Credit Hours	Semester	Year	Grade
*BUS 1003 Introduction to Business	3			
BUS 1023 College Business Math	3			
BUS 1133 Intro to Accounting <b>OR</b> *BUS 2113 Prin Accounting I	3			
*BUS 1343 Computer Keyboarding I	3			
BUS 1373 Computer Keyboarding II	3			
BUS 2453 Word Processing Concepts and Apps	3			
*BUS 2553 Business Communication	3			
<b>Total Business Required Hours</b>	<b>21</b>			
<b>Total Certificate Hours</b>	<b>30</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students> -select Arkansas Course Transfer System for Students. See the current academic catalog for more information.



# Auto Body Repair

Auto Body Repair technicians fix everything from small scratches in a car's finish to major damage following an accident. In this program, you will learn to repair newer vehicles and restore older cars to their original condition. You will also learn specialized areas in the automotive repair field, such as fiberglass body repair.

## Career Opportunities

- Auto Body Technicians
- Auto Glass Installers
- Automotive Paint Technicians

## Annual Salary

**Arkansas Median Salary: \$37,840**

**National Median Salary: \$41,970**

\*Bureau of Labor Statistics accessed through  
<https://www.onetonline.org/link/summary/49-3021.00>

## Cost of Program

**Technical Certificate: \$4,964.00\***

**Certificate of Proficiency: \$1,189.00\***

## Program Outcomes

Students will demonstrate an understanding of contemporary auto-body repair techniques.

Students will effectively communicate on topics related to auto-body repair.

Students will demonstrate critical thinking skills by maintaining a safe working environment.

**East Arkansas Community College**  
**Technical Certificate in Auto Body Repair**

The Technical Certificate in Auto Body Repair- Students completing the Auto Body Repair program may seek employment as Auto Body Technicians, Insurance Appraisers, Auto Glass Installers, Automotive Paint Technicians, etc. Many students seek employment as general Auto Body Technicians, where you may be responsible for repairing or refinishing automotive bodies, or straighten vehicle frames.

I. Term I	Credit Hours	Semester	Year	Grade
ENG 1033 Communication Skills I -or- Higher	3			
ABR 1103 Basic Metal Repair I	3			
ABR 1202 Application Lab I	2			
ABR 1203 Body and Frame Alignment I	3			
ABR 1303 Painting and Estimating I	3			
<b>Total Semester Hours</b>	<b>14</b>			
II. Term II	Credit Hours	Semester	Year	Grade
MTH 1083 Technical Mathematics -or- Higher	3			
ABR 2302 Application Lab II	2			
ABR 2402 Color Matching	2			
ABR 2502 Basic Metal Repair II	2			
ABR 2602 Body and Frame Alignment II	2			
ABR 2702 Painting and Estimating II	2			
<b>Total Semester Hours</b>	<b>13</b>			
III. Term III	Credit Hours	Semester	Year	Grade
ABR 2905 Related Body Repair	5			
<b>Total Semester Hours</b>	<b>5</b>			
<b>Total Certificate Hours</b>	<b>32</b>			

**East Arkansas Community College**  
**Certificate of Proficiency in Auto Body Painting and Refinishing**

The Certificate of Proficiency (CP) in Auto Body Painting and Refinishing is awarded for completion of the program designed for one semester. It recognizes completion of courses that are designed for students who want to focus on automotive painting specifically. In addition to the CP-Auto Body Painting and Refinishing, EACC offers the Technical Certificate (TC) in Auto Body Repair that can be completed in less than one year. See the College catalog for more information or log on to [www.eacc.edu](http://www.eacc.edu).

I. Required Courses	Credit Hours	Semester	Year	Grade
ABR 1202 Application Lab I	2			
ABR 1103 Basic Metal Repair I	3			
ABR 1302 Painting and Estimating I	2			
<b>Total Certificate Hours</b>	<b>7</b>			



# Auto Service Technology

The Automotive Service Technology program will get you on the right path toward becoming an ASE Certified Master Technician. Your time will be spent acquiring knowledge and experience in engine repair, automotive transmission/transaxle, manual drive train and axles, suspension and service, brakes, electrical/electronic systems, heating and air conditioning, and engine performance.

## Career Opportunities

- Automotive Master Mechanic
- Other Specialty Mechanic

## Annual Salary

**Arkansas Median Salary: \$34,240**

**National Median Salary: \$39,550**

\*Bureau of Labor Statistics accessed through

<https://www.onetonline.org/link/summary/49-3023.01>

## Cost of Program

**Technical Certificate: \$5,345.00\***

**Certificate of Proficiency: \$1,951.00\***

## Program Outcomes

Students will demonstrate an understanding of contemporary auto-service techniques.

Students will effectively communicate on topics related to auto-service technology.

Students will demonstrate critical thinking skills by maintaining a safe working environment.

**East Arkansas Community College**  
**Technical Certificate in Automotive Service Technology**

The Automotive Service Technology program will get you on the right path toward becoming an ASE Certified Master Technician. Your time will be spent acquiring knowledge and experience in engine repair, automotive transmission/transaxle, manual drive train and axles, suspension and service, brakes, electrical/electronic systems, heating and air conditioning, and engine performance. Your time will be divided between the classroom and the shop. In the shop, you will gain hands-on experience in repairing all mechanical aspects of a vehicle from bumper to bumper. The classroom is equipped with training software that will allow you an "inside view" of the workings of a vehicle.

I. Term I	Credit Hours	Semester	Year	Grade
ENG 1033 Communication Skills I -or- Higher	3			
AST 1202 Application Lab I	2			
AST 1102 Engine Performance	2			
AST 1103 Automotive Engine Repair	3			
AST 1203 Automotive Brake Systems	3			
<b>Total Semester Hours</b>	<b>13</b>			
II. Term II	Credit Hours	Semester	Year	Grade
MTH 1083 Technical Mathematics -or- Higher	3			
AST 2302 Application Lab II	2			
AST 2402 Automatic Transmissions	2			
AST 2503 Electronic/ Electrical Systems	3			
AST 2703 Automotive Computer Systems	3			
AST 2903 Suspension and Steering	3			
<b>Total Semester Hours</b>	<b>16</b>			
III. Term III	Credit Hours	Semester	Year	Grade
AST 2103 Automotive Climate Control	3			
AST 2303 Automotive Power Trains	3			
<b>Total Semester Hours</b>	<b>6</b>			
<b>Total Certificate Hours</b>	<b>35</b>			

**East Arkansas Community College**  
**Certificate of Proficiency in Automotive Service Technology**

I. Required Courses	Credit Hours	Semester	Year	Grade
ENG 1033 Communication Skills I -or- Higher	3			
AST 1202 Application Lab I <b>OR</b> AST 1211 Brakes Systems Application Lab <b>and</b> AST 1201 Engines Application Lab	2			
AST 1102 Engine Performance	2			
AST 1103 Automotive Engine Repair	3			
AST 1203 Automotive Brake Systems	3			
<b>Total Certificate Hours</b>	<b>13</b>			





# 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.

## Career Opportunities

- General and Operations Managers
- Sales Managers
- Administrative Service Managers
- Marketing, Management, and Accounting

## Annual Salary

**Arkansas Median Salary: \$52,030**

**National Median Salary: \$64,100**

\*Bureau of Labor Statistics accessed through

<https://www.onetonline.org/link/summary/11-9151.00>

## Cost of Program

**Associate of Science: \$8,044.00\***

**Associate of Applied Science-Management: \$7,620.00\***

## Program Outcomes

Students will communicate effectively in a business environment.

Students will use data for business decision-making.

Students will develop a global business perspective.

Students will acquire business vocabulary and demonstrate workplace skills.

## ASSOCIATE OF SCIENCE IN BUSINESS

The Associate of Science in Business is designed for students wishing to transfer into a specified 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 specific 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 specified 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)).

In addition to the standard transferability of ACTS courses and the various AS degree transfer options in the Arkansas Statewide Articulation agreement, EACC has 2 + 2 agreements with Arkansas State University-Jonesboro, the University of Central Arkansas, the University of Arkansas at Fort Smith, and John Brown University to accept the Associate of Science in Business as the first two years of study for numerous bachelor's degrees. Please see your advisor and explore the following links for additional information. <https://www.astate.edu/a/academic-affairs-and-research/agreements/files/AS-Business-Curriculum-and-Participants-listed-in-April-2010-LON.pdf> ; [www.uca.edu/2plus2/eacc/](http://www.uca.edu/2plus2/eacc/); <https://cast.uafs.edu/applied-science/bachelor-applied-science/>; <https://cast.uafs.edu/organizational-leadership/bachelor-science-organizational-leadership/>; <http://www.astate.edu/info/admissions/undergraduate/transferring-to-asu/>; [www.jbu.edu](http://www.jbu.edu)

## East Arkansas Community College Associate of Science in Business

The Associate of Science in Business is designed for students wishing to transfer into a specified bachelor's degree program in business. The program includes courses from the state minimum general education core curriculum approved by the Arkansas Department of Higher Education. At least a 2.25 GPA is required. To assist students in transferring into specified bachelor's degree programs, a statewide transfer agreement exists between EACC and several four-year institutions. There are also several 2+2 transfer agreements for students planning to transfer into a baccalaureate program. For the most updated information, see the College catalog, consult with an advisor, or log on to [www.eacc.edu](http://www.eacc.edu).

I. General Education Courses	Credit Hours	Semester	Year	Grade
<b>English Composition/ Communication:</b>				
*ENG 1013 English Composition I	3			
*ENG 1023 English Composition II	3			
*SPE 1003 Introduction to Oral Communications	3			
<b>Mathematics:</b>				
*MTH 1113 College Algebra	3			
MTH 2143 Business Calculus	3			
<b>Lab Science:</b>				
*BIO 1014 General Biology	4			
*PHS 1214 Physical Science	4			
<b>Fine Arts- <i>Select one course from:</i></b>				
*ART 1003 Art Appreciation <b>OR</b> *MUS 1003 Music Appreciation <b>OR</b> *DRA 1003 Theatre Appreciation	3			
<b>Humanities- <i>Select one course from:</i></b>				
*ENG 2073 World Literature I <b>OR</b> *ENG 2083 World Literature II	3			
<b>Social Sciences</b>				
*SOC 1013 Introduction to Sociology	3			
<b>Social Sciences- <i>Select one course from:</i></b>				
*HIS 1013 Western Civilization I <b>OR</b> *HIS 1023 Western Civilization II	3			
<b>Social Sciences- <i>Select one course from:</i></b>				
*HIS 2033 US History Before 1865 <b>OR</b> *HIS 2043 US History Since 1865 <b>OR</b> *PSC 2003 American Government	3			
<b>Total General Education Required Hours</b>	<b>38</b>			
II. Business Courses	Credit Hours	Semester	Year	Grade
*BUS 1603 Computer Fundamentals	3			
*ECO 2103 Principles of Macroeconomics	3			
*ECO 2203 Principles of Microeconomics	3			
*BUS 2113 Principles of Accounting I	3			
*BUS 2123 Principles of Accounting II	3			
*BUS 2073 Business Statistics	3			
*BUS 2033 Legal Environment of Business	3			
<b>Total Business Required Hours</b>	<b>24</b>			
<b>Total Degree Credit Hours</b>	<b>62</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

**East Arkansas Community College**  
**Associate of Applied Science in Management- Business**

The Associate of Applied Science in Management is designed to meet the needs of students who wish to enter into management, business, or entrepreneurship. For more information, see the College catalog or log on to [www.eacc.edu](http://www.eacc.edu).

<b>I. General Education Core Courses</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
<b>English Composition/ Communication:</b>				
ENG 1013 English Composition 1 <b>OR</b> ENG 1033 Communication Skills I -or- Higher	3			
BUS 1023 College Business Math	3			
*BUS 1603 Computer Fundamentals	3			
*BUS 2553 Business Communications	3			
*Social Science Elective (PSY, SOC, HIS, PSC)	3			
<b>Total General Education Required Hours</b>	<b>15</b>			
<b>II. Business Core Required Courses</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
*BUS 1003 Introduction to Business	3			
BUS 1133 Intro to Accounting <b>OR</b> BUS 2113 Principles of Accounting I	3			
*BUS 2013 Technical Communications	3			
BUS 2183 Electronic Spreadsheet Applications	3			
BUS 2393 Administrative Office Procedure <b>OR</b> BUS 2453 Word Processing Concepts and Applications	3			
*BUS 2513 Fundamentals of Marketing	3			
BUS 2523 Salesmanship	3			
BUS 2813 Basic Management	3			
BUS 2863 Continuous Quality Improvement	3			
BUS 2903 Internship in Business Management	3			
BUS 2933 Leadership Skills and Ethics	3			
<b>Total Business Required Hours</b>	<b>33</b>			
<b>III. Business Electives</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
Select four (4) courses from the list below.				
*BUS 2113 Principles of Accounting I	3			
*BUS 2123 Principles of Accounting II	3			
*BUS 2033 Legal Environment of Business	3			
*BUS 2073 Business Statistics	3			
*ECO 2103 Principles of Macroeconomics	3			
*ECO 2203 Principles of Microeconomics	3			
<b>Total Business Elective Hours</b>	<b>12</b>			
<b>Total Degree Credit Hours</b>	<b>60</b>			

\*ACTS Transfer Course - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

## East Arkansas Community College Technical Certificate in Business

The Technical Certificate (TC) in Business program is for Business students who wish to enter into the fields of Management or Sales and Retail. It provides training and skill development in business communications, accounting, computer applications, management, salesmanship and more. The Technical Certificate in Business is designed for application toward the Associate of Applied Science Business. For more information, see the College catalog or log on to [www.eacc.edu](http://www.eacc.edu).

I. General Education Courses	Credit Hours	Semester	Year	Grade
ENG 1033 Communication Skills I -or- Higher	3			
*BUS 1003 Introduction to Business	3			
BUS 1023 College Business Math	3			
*BUS 1133 Intro to Accounting	3			
*BUS 1603 Computer Fundamentals	3			
BUS 2183 Electronic Spreadsheet Applications	3			
*BUS 2553 Business Communication	3			
<b>Option 1: Management</b>				
BUS 2813 Basic Management	3			
BUS 2863 Continuous Quality Improvement	3			
BUS 2933 Leadership Skills and Ethics	3			
<b>Option 2: Sales and Retail</b>				
BUS 2393 Administrative Office Procedures	3			
BUS 2513 Fundamentals of Marketing	3			
BUS 2523 Salesmanship	3			
<b>Total Certificate Hours</b>	<b>30</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

## East Arkansas Community College Certificate of Proficiency in Business

The Certificate of Proficiency (CP) in Business is for students who wish to enter into fields of Management, Sales, or Retail. The CP provides training in skills essential for entry level employees in a business environment. It provides training and skills development in basic business practices, bookkeeping, professional communications, customer relations, and entry level business technology.

I. General Education Courses	Credit Hours	Semester	Year	Grade
*BUS 1003 Introduction to Business	3			
ENG 1033 Communication Skills I -or- Higher	3			
*BUS 1603 Computer Fundamentals	3			
<b>Total Certificate Hours</b>	<b>9</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.



## East Arkansas Community College Technical Certificate in Entrepreneurship

The Technical Certificate in Entrepreneurship prepares students in the role of entrepreneurial business in the U. S. Students will learn to develop an advertising program for products and services and the appropriate medium to use. The students will learn various types of funding mechanisms available to the entrepreneurial company.

I. Term I	Credit Hours	Semester	Year	Grade
*ENG 1013 English Composition	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			
<b>Total Semester Hours</b>	<b>15</b>			
II. Term II				
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 (BUS or ECO)	3			
<b>Total Semester Hours</b>	<b>15</b>			
<b>Total Certificate Hours</b>	<b>30</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students> -select Arkansas Course Transfer System for Students. See the current academic catalog for more information.



# Certified Nursing Assistant

EACC's Certified Nursing Assistant program is designed to help students enter the workforce within two-months of beginning their training. The CNA program is a short-term training program that gives students the foundation necessary to secure employment within the healthcare industry.

## Day-to-Day Tasks

- Provide basic patient care under direction of nursing staff.
- Perform duties such as feed, bathe, dress, groom, move patients, or change linens.
- Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising.
- Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.

## Annual Salary

**Arkansas Median Salary: \$23,320**

**National Median Salary: \$27,520**

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/31-1014.00>

## Cost of Program

**Certificate of Proficiency: \$960.00\***

\*Approximate cost for in-county residents

## Program Outcomes

Understand the scope and practice of the Nursing Assistant
Demonstrate basic nursing skills
Demonstrate comprehension and understanding of medical technology
Successfully pass the Certified Nursing Assistant state examination

## Admission Requirements

1. Be admitted to East Arkansas Community College
2. Be at least 18 years of age
3. Complete the Nursing Assistant application
4. Have an overall grade point average of 2.0
5. Take the Next Generation Accuplacer with score of Writing 235, Reading 235, and Math 224

**East Arkansas Community College**  
**Certificate of Proficiency in Nursing Assistant**

The Certificate of Proficiency in Nursing Assistant prepares students in 8 weeks for a career as a Nursing Assistant. A Nursing Assistant is trained to provide basic patient care under the direction of nursing staff. Examples of basic patient care duties are to feed, bathe, dress, groom, move patients, or change linens.

<b>I. Required Courses</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
*NA 1007 Nursing Assistant	7			
<b>Total Certificate Hours</b>	<b>7</b>			

\* This course is structured to exceed the minimum curriculum requirements mandated by the federal government with the passage of the Omnibus Budget Reconciliation Act (OBRA) in 1987; which included the Nursing Home Reform Act mandating that Nursing Assistants be trained and setting forth minimum requirements pertaining to this training.



# Child Care

East Arkansas Community College's Childcare Program prepares students with the skills necessary to care for children from birth to school age in under two years. From taking care of the physical needs of young children to creating a safe, healthy, developmentally-appropriate learning environment, our program is designed to provide you with the background and practical skills to succeed in a competitive field.

## Skills Learned

- Establish and enforce rules for behavior and procedures for maintaining order.
- Teach basic skills, such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Observe and evaluate children's performance, behavior, social development, and physical health.

## Annual Salary

**Arkansas Median Salary: \$29,650**  
**National Median Salary: \$28,990**  
 \*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/25-2011.00>

## Cost of Program

**\*Associate of Applied Science: \$8,000.00**  
 \*Approximate cost for in-county residents

## Program Outcomes

Students will demonstrate an understanding of contemporary theories related to childhood development. Students will communicate effectively in a business environment.
Students will effectively communicate on topics related to childcare.
Students will demonstrate critical thinking skills by maintaining a safe working environment appropriate for young children.

## East Arkansas Community College Associate of Applied Science in Child Care

The Associate of Applied Science (AAS) in Child Care provides recognition of completion of specific general education and education courses. The AAS in Child Care can be earned in two years. The coursework offered in this degree may also serve as the formal education requirement to apply for the Child Development Associate (CDA) credential awarded by the Council for Professional Recognition.

<b>I. General Education Courses</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
*ENG 1013 English Composition I	3			
*ENG 1023 English Composition II	3			
*BUS 1603 Computer Fundamentals	3			
*PSY 1003 General Psychology	3			
*SOC 1013 Introduction to Sociology	3			
*SPE 1003 Introduction to Oral Communications	3			
MTH 1083 Technical Mathematics	3			
<b>Total General Education Required Hours</b>	<b>21</b>			
<b>II. Child Care Courses</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
CCS 2503 Foundations of Early Childhood Education	3			
CCS 1303 Environments for Young Children	3			
CCS 1103 Practicum I	3			
*EDN 2083 Child Growth & Development	3			
*HPR 2113 Personal Health and Safety	3			
CCS 2003 Infants and Toddlers	3			
CCS 2203 Business Management of Child Care Programs	3			
CCS 2303 Day Care Curriculum	3			
CCS 2603 Child Care Nutrition	3			
EDN 2203 Exceptional Child	3			
CCS 2913 Child Care Practicum I	3			
CCS 2919 Child Care Practicum II	9			
<b>Total Child Care Required Hours</b>	<b>42</b>			
<b>Total Degree Credit Hours</b>	<b>63</b>			

\*ACTS Transfer Course - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.



## East Arkansas Community College Technical Certificate in Child Care

The Technical Certificate (TC) in Child Care provides recognition of completion of specific general education and education courses. The TC in Child Care can serve as an intermediate step toward obtaining Associate of Applied Science (AAS) in Child Care. Additionally, completion of specific coursework within this certificate serves as a portion of the formal education, which is one requirement to apply for the Child Development Associate (CDA) credential awarded by the Council for Professional Recognition. This certificate allows students to earn an award after approximately one year of study.

I. General Education Courses	Credit Hours	Semester	Year	Grade
<b>Communications:</b>				
*ENG 1013 English Composition I	3			
*SPE 1003 Introduction to Oral Communications	3			
<b>Mathematics: **</b>				
MTH 1083 Technical Mathematics	3			
<b>Social Sciences:</b>				
*PSY 1003 General Psychology	3			
<b>Total General Education Required Hours</b>	<b>12</b>			
<b>II. Child Care Courses</b>				
CCS 2503 Foundations of Early Childhood Education	3			
CCS 1303 Environments for Young Children	3			
CCS 1103 Practicum I	3			
EON 2083 Child Growth & Development <b>OR</b> CCS 1503 Child Growth and Development	3			
CCS 2003 Infants and Toddlers	3			
CCS 2603 Child Care Nutrition	3			
<b>Total Education Required Hours</b>	<b>18</b>			
<b>Total Certificate Hours</b>	<b>30</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

**\*\*Consult with your advisor to enroll in the math course that is appropriate to your major.**

## East Arkansas Community College Certificate of Proficiency in Child Care

The Certificate of Proficiency (CP) in Child Care provides recognition of completion of specific core education courses. The CP in Education is can serve as an intermediate step toward obtaining a Technical Certificate (TC) in Child Care and ultimately an Associate of Applied Science (AAS) in Child Care. The 12 hours offered in this certificate may also serve as a portion of the formal education, which is one requirement to apply for the Child Development Associate (CDA) credential awarded by the Council for Professional Recognition.

I. Required Courses	Credit Hours	Semester	Year	Grade
CCS 2503 Foundations of Early Childhood Education	3			
CCS 2003 Infants and Toddlers	3			
CCS 1103 Practicum I	3			
CCS 2603 Child Care Nutrition	3			
<b>Total Certificate Hours</b>	<b>12</b>			



# Commercial Driver Training (CDL)

Commercial Driver Training teaches prospective students the basic knowledge and skills needed to obtain a class A, B, or C commercial driver's license. This includes: learning the rules of the road, driver requirements and procedures, state and federal requirements of commercial drivers, laws and other information needed to pass the written portion of your CDL examination.

## Career Opportunities

- Tractor Trailer Operator
- Production Truck Driver
- Over the Road Driver
- Line Haul Driver
- Log Truck Driver
- Grain Trailers
- Tankers

## Program Outcomes

Students will be eligible to sit for the Commercial Driver Licensure test in the State of Arkansas.

Students will effectively communicate on topics related to commercial truck driving.

Students will demonstrate critical thinking skills by maintaining a safe working environment.

## Annual Salary

**Arkansas Median Salary: \$37,930**

**National Median Salary: \$42,480**

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/53-3032.00>

## Cost of Program

**\*Certificate of Proficiency-Standard: \$2,489.00**

**\*Certificate of Proficiency-Restricted: \$1,962.00**

## Admission Requirements

1. Be admitted to East Arkansas Community College.
2. Submit an application for Commercial Driver Training.
3. Must have a valid State of Arkansas Driver's License.
4. Must have a DOT physical prior to first day of class.
5. Must have a certified Birth Certificate or passport and name must match Driver's License.
6. Have a negative drug screening. (Taken at EACC)

**East Arkansas Community College**  
**Certificate of Proficiency in Commercial Driver Technology**

The Certificate of Proficiency in Commercial Driver Training of Proficiency (CP) in Commercial Driver Training is awarded for completion of the program designed to be completed in one semester. It is designed to prepare students to become skilled drivers in the commercial truck driving field. See the College catalog for more information or log on to [www.eacc.edu](http://www.eacc.edu).

I. Required Courses	Credit Hours	Semester	Year	Grade
CDT 1107 Commercial Driver Training	7			
<b>Total Certificate Hours</b>	<b>7</b>			

**East Arkansas Community College**  
**Certificate of Proficiency in Commercial Driver Technology (Restricted)**

This course will provide training to test for a restricted (automatic only) CDL license. The course covers motor vehicle operations such as; drive trains, brake, fuel, exhaust, cooling, electrical, suspension, steering, coupling, securing, principles of maneuvering, laws and regulations, log books, bills of lading, and trip reports. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips. See the College catalog for more information or log on to [www.eacc.edu](http://www.eacc.edu).

I. Required Courses	Credit Hours	Semester	Year	Grade
CDT 1106 Commercial Driver Training- Restricted	6			
<b>Total Certificate Hours</b>	<b>6</b>			



# Cosmetology

Cosmetology encompasses a broad range of specialty areas including hair styling, nail technology, and aesthetics. For example, you can set your sights on becoming a color or texture specialist within your own salon or work for a product manufacturer. You may choose to seek a career as a salon trainer for a product company or large salon chain. Training can range from technical training, management, or interpersonal skills training. Once you complete your cosmetology training and obtain your license, the possibilities are limitless.

## Skills Learned

- Bleach, dye, or tint hair, using applicator or brush.
- Cut, trim and shape hair or hairpieces, based on customers' instructions, hair type and facial features, using clippers, scissors, trimmers and razors.
- Operate cash registers to receive payments from patrons.
- Order, display, and maintain supplies

## Annual Salary

**Arkansas Median Salary: \$20,470**

**National Median Salary: \$24,850**

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/details/39-5012.00>

## Cost of Program

**\*Technical Certificate: \$6,788.00**

\*Approximate cost for in-county residents

## Program Outcomes

- |   |
|---|
| Students will be eligible to seek Cosmetology licensure under State of Arkansas requirements.   |
| Students will effectively communicate on topics related to cosmetology.   |
| Students will demonstrate critical thinking skills by maintaining a safe working environment for themselves and their future clients. |

## Admission Requirements

1. Be admitted to East Arkansas Community College.
  2. Pay \$20 permit fee.
  3. Submit a copy of high school transcript or GED scores.
  4. Submit a copy of social security card.
  5. Submit a copy of state issued photo I.D. (driver's license)
  6. If under 18 years of age, submit a copy of birth certificate.
- Fee and documents need to be submitted to the Cosmetology Department.

## East Arkansas Community College Technical Certificate in Cosmetology

Cosmetology encompasses a broad range of specialty areas including hair styling, nail technology, and esthetics. For example, you can set your sights on becoming a color or texture specialist within your own salon or work for a product manufacturer. You may choose to seek a career as a salon trainer for a product company or large salon chain. Training can range from technical training, management, or interpersonal skills training. Maybe a job as a consultant or salon manager peaks your interest or the title "salon owner" has a pleasant ring. Once you complete your cosmetology training and obtain your license, the possibilities are limitless.

I. Term I	Credit Hours	Semester	Year	Grade
COS 1105 Cosmetology I	5			
COS 1108 Cosmetology Clinical Experience I	8			
<b>Total Semester Hours</b>	<b>13</b>			
II. Term II	Credit Hours	Semester	Year	Grade
COS 1205 Cosmetology II	5			
COS 1208 Cosmetology Clinical Experience II	8			
<b>Total Semester Hours</b>	<b>13</b>			
III. Term III	Credit Hours	Semester	Year	Grade
COS 2705 Theory & Practical Application	5			
<b>Total Semester Hours</b>	<b>5</b>			
IV. Term IV	Credit Hours	Semester	Year	Grade
COS 1305 Cosmetology III	5			
COS 1308 Cosmetology Clinical Experience III	8			
<b>Total Semester Hours</b>	<b>13</b>			
<b>Total Certificate Hours</b>	<b>44</b>			

## East Arkansas Community College Certificate of Proficiency in Cosmetology Instructor

The Cosmetology Instructor Trainee program provides instruction for those who currently have a cosmetology license and wish to be certified to teach cosmetology. To be eligible for an Arkansas Cosmetology Instructor License, the Arkansas Department of Health requires 600 hours of training beyond the 1,500 hours required for an Arkansas Cosmetology License. The instructor trainee shall be under the direct supervision of a full-time licensed instructor at all times.

I. Term I	Credit Hours	Semester	Year	Grade
COS 2303 Special Problems	3			
COS 2409 Directed Teaching	9			
COS 2501 Student Records	1			
<b>Total Semester Hours</b>	<b>13</b>			
II. Term II	Credit Hours	Semester	Year	Grade
COS 2103 Cosmetology Education	3			
COS 2203 Theory and Method	3			
<b>Total Semester Hours</b>	<b>6</b>			
<b>Total Certificate Hours</b>	<b>19</b>			



**East Arkansas Community College  
Certificate of Proficiency in Hair Care**

The Certificate of Proficiency in Hair Care provides fundamental concepts necessary to conduct services in a safe environment and take measures to prevent the spread of infections and contagious diseases, have product knowledge for all types of hair, as well as hair care principles and practices needed for success in the beauty industry. The Certificate of Proficiency in Hair Care is a 13-credit-hour program designed to be completed in as little as one semester. Graduates of the program will be able to demonstrate knowledge of the beauty industry and application in the workplace.

<b>I. Required Courses</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
COS 1205 Cosmetology II	5			
COS 1208 Cosmetology Clinical Experience II	8			
<b>Total Certificate Hours</b>	<b>13</b>			

**East Arkansas Community College  
Certificate of Proficiency in Skin Care**

The Certificate of Proficiency in Skin Care provides skills training to prepare students for employment in the Cosmetology field. Emphasis are on basic skin care principles and practices including skin analysis, hair removal, facials and make-up. The Certificate of Proficiency in Skin Care is a 13-credit-hour program designed to be completed in as little as one semester. Graduates of the program will be able to demonstrate knowledge of the beauty industry and application in the workplace.

<b>I. Required Courses</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
COS 1105 Cosmetology I	5			
COS 1108 Cosmetology Clinical Experience I	8			
<b>Total Certificate Hours</b>	<b>13</b>			



# Criminal Justice

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 local and regional law enforcement and correctional agencies. The goals of the program are: (1) to enhance the skills of current and prospective law enforcement, correctional personnel, and other public service practitioners (2) to promote a professional perspective toward the justice professions.

## Day-to-Day Tasks

- Maintaining order to promote public safety and security
- Enforcing law, ordinances, rules, or regulations to protect people and property
- Patrolling, monitoring, or securing assigned areas or crime scenes
- Observing and appropriately documenting incidents
- Engaging in effective report writing

## Annual Salary

**Arkansas Median Salary: \$37,070**

**National Median Salary: \$61,050**

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/33-3051.01>

## Cost of Program

**Associate of Science: \$7,790\***

**Associate of Applied Science: \$7,620\***

**Technical Certificate: \$4,190\***

\*Approximate cost for in-county residents

## Program Outcomes

Use techniques within the criminal justice field to integrate the effective use of written and oral communication skills.

Develop the ability to gather, analyze, and interpret information within the context of criminal justice related issues.

Promote personal and global awareness by relating criminal justice concepts to the study of local, regional, and international concerns.

Acquisition and application of theoretical and practical criminal justice oriented knowledge and workplace skills.

## 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.

### 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.

In addition to the standard transferability of ACTS courses and the various AS degree transfer options, EACC has 2 + 2 agreements with the University of Arkansas at Fort Smith and Arkansas State University at Jonesboro to accept the Associate of Science in Criminal Justice as the first two years of study for numerous bachelor's degrees. Please see your advisor and explore the following links for additional information. <https://academics.uafs.edu/majors-minors/criminal-justice>; <http://www.astate.edu/info/admissions/undergraduate/transferring-to-asu/22-partner-institutions/east-arkansas-community-college/index.dpt>;

<https://williamsbu.edu/wp-content/uploads/2018/09/Online-B.S.-Criminal-Justice-Degree-Plan-1.pdf>  
(approval pending)

## East Arkansas Community College

### Associate of Science in Criminal Justice

The Associate of Science in Criminal Justice (AS-CJ) is designed for students planning to pursue a bachelor's degree in criminal justice. The program may also meet the needs of those currently employed in the field or desiring training before entering the field. Students learn to understand the components of a successful criminal justice career. The program 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 to graduate. The AS-CJ requires 60-61 credit hours and is designed to be completed in two years. In addition to the AS-CJ, EACC offers the Associate of Applied Science in Criminal Justice (AAS-CJ), the Technical Certificate in Criminal Justice (TC-CJ), and the Certificate of Proficiency in Criminal Justice (CP-CJ). EACC also provides students the opportunity to earn a Bachelor of Science in Criminal Justice (BS-CJ) through a partnership with the University of Arkansas at Fort Smith. See the College catalog for more information or log on to [www.eacc.edu](http://www.eacc.edu).

I. General Education Courses	Credit Hours	Semester	Year	Grade
*ENG 1013 English Composition I	3			
*ENG 1023 English Composition II	3			
*SPE 1003 Introduction to Oral Communications	3			
*MTH 1113 College Algebra	3			
<b>Lab Science:</b>				
*BIO 1014 General Biology	4			
<b>Select an additional lab science from the following:</b>				
*PHS 1214 Physical Science	4			
*CHE 1024 General Education Chemistry	4			
<b>Fine Arts- Select one course from:</b>				
*ART 1003 Art Appreciation <b>OR</b> *MUS 1003 Music Appreciation <b>OR</b> *DRA Theatre Appreciation	3			
<b>Humanities- Select one course from:</b>				
*ENG 2073 World Literature I	3			
*ENG 2083 World Literature II	3			
<b>Social Sciences:</b>				
*PSC 2003 American Government	3			
*PSY 1003 General Psychology	3			
*SOC 1013 Introduction to Sociology	3			
<b>Total General Education Required Hours</b>	<b>35</b>			
II. Criminal Justice Courses	Credit Hours	Semester	Year	Grade
*CJS 1003 Introduction to Criminal Justice	3			
CJS 1013 Criminal Evidence/Court Procedures	3			
CJS 1023 Criminal Investigation	3			
CJS 2093 Using Technology in Criminal Justice	3			
SOC 2063 Criminology	3			
<b>Total Criminal Justice Required Hours</b>	<b>15</b>			
III. Criminal Justice Electives	Credit Hours	Semester	Year	Grade
(Select 10 or more credit hours to reach a total of 60-62 hours.)				
BUS 2073 Business Statistics	3			
CJS 1053 Juvenile Delinquency	3			
CJS 2003 Substantive Criminal Law	3			
CJS 2023 Principles of Police Patrol	3			
CJS 2033 Introduction to Corrections	3			
CJS 2063 Crime Scene Photography	3			
*4 hours of a foreign language	4			
<b>Total Criminal Justice Elective Hours</b>	<b>10-12</b>			
<b>Total Degree Credit Hours</b>	<b>60-62</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

## East Arkansas Community College

### Associate of Applied Science in Criminal Justice

The Associate of Applied Science in Criminal Justice (AAS-CJ) 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. The AAS-CJ requires 60-61 credit hours and is designed to be completed in approximately two years.

In addition to the AAS-CJ, EACC offers the Associate of Science in Criminal Justice (AS-CJ), the Technical Certificate in Criminal Justice (TC- CJ), and the Certificate of Proficiency in Criminal Justice (CP-CJ). EACC also provides students the opportunity to earn a Bachelor of Science in Criminal Justice (BS-CJ) through a partnership with the University of Arkansas at Fort Smith. See the College catalog for more information or log on to [www.eacc.edu](http://www.eacc.edu).

I. General Education Courses	Credit Hours	Semester	Year	Grade
*BUS 1603 Computer Fundamentals	3			
*ENG 1013 English Composition I	3			
*ENG 1023 English Composition II	3			
*SPE 1003 Introduction to Oral Communications	3			
*PSY 1003 General Psychology	3			
*SOC 1013 Introduction to Sociology	3			
*PSC 2003 American Government	3			
MTH 1083 Technical Math -or- Higher	3			
<b>Total General Education Required Hours</b>	<b>24</b>			
II. Criminal Justice Courses	Credit Hours	Semester	Year	Grade
*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 1073 Investigative Report Writing	3			
CJS 2003 Substantive Criminal Law	3			
CJS 2043 Criminal Justice Internship	3			
SOC 2063 Criminology	3			
<b>Total Criminal Justice Required Hours</b>	<b>24</b>			
III. Criminal Justice Electives	Credit Hours	Semester	Year	Grade
Select four (4) courses to reach a total of 60-61 hours.	(select 4 courses)			
CJS 1033 Municipal Police Administration	3			
CJS 1053 Juvenile Delinquency	3			
CJS 1083 Traffic Accident Investigation	3			
CJS 2013 Comparative Criminal Justice	3			
CJS 2023 Principles of Police Patrol	3			
CJS 2033 Introduction to Corrections	3			
CJS 2053 Constitutional Rights of Inmates	3			
CJS 2063 Crime Scene Photography	3			
CJS 2093 Using Technology in Criminal Justice	3			
CJS 2103 Ethical Issues in the Justice Profession	3			
SPA 1114 Elementary Spanish I	4			
<b>Total Criminal Justice Elective Hours</b>	<b>12-13</b>			
<b>Total Degree Credit Hours</b>	<b>60-61</b>			

\*ACTS Transfer Course - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.



## East Arkansas Community College Technical Certificate in Criminal Justice

The Technical Certificate in Criminal Justice (TC-CJ) 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. The 33-credit-hour program may be completed in as little as one year.

In addition to the TC-CJ, EACC offers the Associate of Applied Science in Criminal Justice (AAS-CJ), the Certificate of Proficiency in Criminal Justice (CP-CJ), and the Associate of Science in Criminal Justice (AS-CJ). EACC also provides students the opportunity to earn a Bachelor of Science in Criminal Justice (BS-CJ) through a partnership with the University of Arkansas at Fort Smith. For more information, see the College catalog or log on to [www.eacc.edu](http://www.eacc.edu).

<b>I. General Education Courses</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
*BUS 1603 Computer Fundamentals	3			
*PSY 1003 General Psychology	3			
*SOC 1013 Introduction to Sociology	3			
*PSC 2003 American Government	3			
<b>Mathematics:</b>				
MTH 1083 Technical Math -or- Higher	3			
<b>Total General Education Required Hours</b>	<b>15</b>			
<b>II. Criminal Justice Courses</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</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			
CJS 1073 Investigative Report Writing	3			
<b>Total Criminal Justice Required Courses</b>	<b>15</b>			
<b>III. Criminal Justice Electives</b> (Select one (1) 3-credit hour elective course)	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
CJS 1033 Municipal Police Administration	3			
CJS 1053 Juvenile Delinquency	3			
CJS 1083 Traffic Accident Investigation	3			
CJS 2003 Substantive Criminal Law	3			
CJS 2013 Comparative Criminal Justice	3			
CJS 2023 Principles of Police Patrol	3			
CJS 2033 Introduction to Corrections	3			
CJS 2053 Constitutional Rights of Inmates	3			
CJS 2063 Crime Scene Photography	3			
CJS 2093 Using Technology in Criminal Justice	3			
CJS 2103 Ethical Issues in the Justice Profession	3			
SOC 2063 Criminology	3			
<b>Total Criminal Justice Elective Hours</b>	<b>3</b>			
<b>Total Degree Credit Hours</b>	<b>33</b>			

\*ACTS Transfer Course - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

## East Arkansas Community College Certificate of Proficiency in Criminal Justice

The Certificate of Proficiency in Criminal Justice (CP-CJ) 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. The Certificate of Proficiency in Criminal Justice is a 15-credit-hour program designed to be completed in as little as one semester. In addition to the CP-CJ, EACC offers the Technical Certificate in Criminal Justice (TC-CJ), the Associate of Applied Science in Criminal Justice (AAS-CJ), and the Associate of Science in Criminal Justice (AS-CJ). EACC also provides students the opportunity to earn a Bachelor of Science in Criminal Justice (BS-CJ) through a partnership with the University of Arkansas at Fort Smith or Arkansas State University. For more information, see the College catalog or log on to [www.eacc.edu](http://www.eacc.edu).

I. Criminal Justice Courses	Credit Hours	Semester	Year	Grade
*CJS 1003 Introduction to Criminal Justice	3			
CJS 1013 Criminal Evidence/Court Procedures	3			
CJS 1043 Police Community Relations	3			
<b>Select one course from:</b>				
CJS 1023 Criminal Investigation	3			
CJS 1073 Investigative Report Writing	3			
<b>Total Criminal Justice Required Hours</b>	<b>12</b>			
II. Criminal Justice Elective	Credit Hours	Semester	Year	Grade
Select one (1) 3-credit hour elective course. <i>(Cannot be a required course you have already taken)</i>				
CJS 1023 Criminal Investigation	3			
CJS 1033 Municipal Police Administration	3			
CJS 1053 Juvenile Delinquency	3			
CJS 1073 Investigative Report Writing	3			
CJS 1083 Traffic Accident Investigation	3			
CJS 2003 Substantive Criminal Law	3			
CJS 2013 Comparative Criminal Justice	3			
CJS 2023 Principles of Police Patrol	3			
CJS 2033 Introduction to Corrections	3			
CJS 2053 Constitutional Rights of Inmates	3			
CJS 2063 Crime Scene Photography	3			
SOC 2063 Criminology	3			
<b>Total Criminal Justice Elective Hours</b>	<b>3</b>			
<b>Total Certificate Hours</b>	<b>15</b>			

\*ACTS Transfer Course - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.



# Diesel Technology

EACC's Diesel Technology program prepares students for entry level positions needed in medium and heavy truck service and repair, fleet management, or agricultural applications. Throughout the program, learners will use troubleshooting techniques to make a quick and accurate diagnosis of problems and make necessary adjustments and repairs. Topics will include diesel engines, preventative maintenance, electrical and electronic systems, drive train, and hydraulic and pneumatic systems.

## Career Opportunities

- Diesel Technician
- Fleet Maintenance Technician
- Fuel Injection Technician

## Annual Salary

**Arkansas Median Salary: \$38,250**

**National Median Salary: \$46,360**

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/49-3031.00>

## Cost of Program

**Technical Certificate: \$5,866.00\***

**Certificate of Proficiency \$2,000.00\***

\*Approximate cost for in-county residents

## Program Outcomes

Students will demonstrate the safe and skillful use of common tools and technology for preventative maintenance and service of diesel engines and power train.

Students will effectively communicate and apply the terminology common to heavy diesel mechanics.

Students will demonstrate critical thinking skills through troubleshooting and diagnostic technique.

**East Arkansas Community College**  
**Associate of Applied Science in General Technology**  
**Diesel Technology Option**

The Associate of Applied Science (AAS) in General Technology is designed to prepare students to prepare for jobs in the technical areas. The program consists of general education core courses, major technical discipline courses, & courses in support areas. Students choose an option in which to specialize. A minimum of 60 hours is required for the degree. In addition to the AAS-General Technology Diesel Option, EACC offers the Technical Certificate and the Certificate of Proficiency in Diesel Technology. See the College catalog for more information or log on to [www.eacc.edu](http://www.eacc.edu).

<b>I. General Education Courses</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
ENG 1033 Communications Skills or Higher	3			
*ENG 1013 English Composition I	3			
*BUS 1603 Computer Fundamentals	3			
MTH 1083 Technical Mathematics or Higher	3			
*SOC 1013 Introduction to Sociology	3			
<b>Total Semester Hours</b>	<b>15</b>			
<b>II. Technical Education Courses</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
DST 1004 Introduction to Diesel Engines	4			
DST 1012 Brakes and ABS	2			
DST 1023 Service Maintenance	3			
DST 2004 Diesel Engine Diagnostics and Repair	4			
DST 1014 Introduction to Fuel Systems	4			
DST 1102 Trailer Suspension and Brakes	2			
DST 2124 Advanced Diesel Engine Diagnostics and Repair	4			
DST 2113 Heavy Duty Transmissions	3			
<b>Total Semester Hours</b>	<b>26</b>			
<b>III. Supporting Directed Electives</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
CDT 1107 Commercial Driver Training	7			
ELE 1004 Electrical Technology I	4			
<b>Advisor Approved Elective</b> ABR, AST, BUS, ELE, ETR, ENG, HIS, MCH, MTH, MFG, SOC, or SFT (other courses approved on an individual basis)				
<b>Total Semester Hours</b>	<b>19</b>			
<b>Total Degree Credit Hours</b>	<b>60</b>			

\*All courses in this degree plan are part of the Arkansas Course Transfer System (ACTS). \* 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer System <https://adhe.edu/students-parents/transfer-info-for-students> -select Arkansas Course Transfer System for Students. See the current academic catalog for more information.

## East Arkansas Community College Technical Certificate in Diesel Technology

EACC's Diesel Technology program prepares students for entry-level positions needed in medium and heavy truck service and repair, fleet management, or agricultural applications. Throughout the program, learners will use troubleshooting techniques to make a quick and accurate diagnosis of problems and make necessary adjustments and repairs. Topics will include diesel engines, preventative maintenance, electrical and electronic systems, drive train, and hydraulic and pneumatic systems. Potential occupations include, Diesel Technician, Fleet Maintenance Technician, Fuel Injection Technician, and Alignment Specialist.

I. Term I	Credit Hours	Semester	Year	Grade
ENG 1033 Communication Skills I or Higher	3			
DST 1004 Introduction to Diesel Engines	4			
DST 1012 Brakes and ABS	2			
DST 1023 Service Maintenance	3			
DST 2004 Diesel Engine Diagnostics and Repair	4			
<b>Total Semester Hours</b>	<b>16</b>			
II. Term II	Credit Hours	Semester	Year	Grade
MTH 1083 Technical Mathematics	3			
DST 1014 Introduction to Fuel Systems	4			
DST 1102 Trailer Suspension and Brakes	2			
DST 2113 Heavy Duty Transmissions	3			
DST 2124 Advanced Diesel Engine Diagnostics and Repair	4			
<b>Total Semester Hours</b>	<b>16</b>			
III. Term III	Credit Hours	Semester	Year	Grade
DST 2133 HVAC Service and Diagnostics	3			
DST 2243 Diesel Service Technology Capstone <b>OR</b> DST 2253 Internship	3			
<b>Total Semester Hours</b>	<b>6</b>			
<b>Total Certificate Hours</b>	<b>38</b>			



**East Arkansas Community College**  
**Certificate of Proficiency in Diesel Technology**

The Certificate of Proficiency (CP) in Diesel Technology is awarded for completion of the program designed for less than one year. It recognizes completion of courses that are designed to prepare students to become skilled technicians in diesel technology.

In addition to the CP-Diesel Technology, EACC offers the Associate of Applied Science (AAS) and the Technical Certificate (TC) in Diesel Technology. See the College catalog for more information or log on to [www.eacc.edu](http://www.eacc.edu).

<b>I. Required Courses</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
DST 1004 Introduction to Diesel Engines	4			
DST 1012 Brakes and ABS	2			
DST 1023 Service Maintenance	3			
DST 2004 Diesel Engine Diagnostics and Repair	4			
<b>Total Certificate Hours</b>	<b>13</b>			



# Education

With three distinct pathways to help you prepare for an exciting career in teaching, EACC stands ready to provide the education necessary to reach your career goals. Complete your first two-years here with our Associates of Science in Education (K-6 Elementary, Middle Level, or Secondary Level), and transfer to one of our approved 2+2 partner institutions to complete your bachelors degree.

## Career Opportunities

Students completing one of EACC's three education pathways go on to become paraprofessionals, teaching aides, teachers, vice-principals, principals, or superintendents.

## Annual Salary

**Arkansas Median Salary: \$55,080**

**National Median Salary: \$64,480**

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/25-1199.00>

## Associate of Science

- K-6 Elementary**
- Middle Level (Language Arts & Math)**
- Middle Level (Language Arts & Science)**
- Middle Level (Language Arts & Social Science)**
- Middle Level (Math and Science)**
- Middle Level (Science and Social Studies)**
- Secondary Level Social Studies (History)**

## Program Outcomes

Communicate effectively and efficiently to inform, instruct, motivate, and persuade verbally and in writing; effectively listen.

Develop the abilities needed to problem solve, reason, and make judgements and decisions.

Learn from and work with diverse groups of individuals with different cultures and backgrounds.

Develop reasoning skills, content knowledge, and social and emotional competencies to navigate through life and work environments.

## 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.

In addition to the standard transferability of ACTS courses and the various AS degree transfer options, EACC has 2 + 2 agreements with the University of Central Arkansas to accept the Associate of Science in Education as the first two years of study for numerous Bachelor of Science degrees. Please see your advisor and explore the following link for additional information.  
[www.uca.edu/2plus2/eacc/](http://www.uca.edu/2plus2/eacc/)

## East Arkansas Community College

### 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 to graduate. 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. EACC also offers an Associate of Science in Education Degree – Middle Level. In addition to the two associate of science degrees, EACC offers students the opportunity to earn a Bachelor of Science in Education (BSE) through a partnership with the University of Central Arkansas (UCA). See the College catalog for more information or log on to [www.eacc.edu](http://www.eacc.edu). For more information on the 2+2 partnership with UCA, please visit <http://uca.edu/2plus2/eacc/>

I. General Education Courses	Credit Hours	Semester	Year	Grade
<b>Communications:</b>				
*ENG 1013 English Composition I	3			
*ENG 1023 English Composition II	3			
*SPE 1003 Introduction to Oral Communication	3			
<b>Mathematics:</b>				
*MTH 1113 College Algebra -or- Higher	3			
<b>Lab Science:</b>				
*BIO 1014 General Biology	4			
*PHS 1214 Physical Science	4			
<b>Fine Arts- <i>Select one course from:</i></b>				
*ART 1003 Art Appreciation <b>OR</b> *MUS 1003 Music Appreciation <b>OR</b> *DRA 1003 Theatre Appreciation	3			
<b>Humanities- <i>Select one course from:</i></b>				
*ENG 2073 World Literature I	3			
*ENG 2083 World Literature II	3			
<b>Social Sciences:</b>				
*PSC 2003 American Government	3			
<b><i>Select one course from:</i></b>				
*HIS 2033 US History Before 1865	3			
*HIS 2043 US History Since 1865	3			
<b><i>Select one course from:</i></b>				
*HIS 1013 Western Civilization I	3			
*HIS 1023 Western Civilization II	3			
<b>Total General Education Core Hours</b>	<b>35</b>			
II. Education Required Courses	Credit Hours	Semester	Year	Grade
EDN 2053 Introduction to Education	3			
EDN 2083 Child Growth and Development	3			
EDN 2193 K-12 Educational Technology	3			
EDN 2203 Exceptional Child	3			
HIS 2053 Arkansas History	3			
MTH 2403 Math I	3			
MTH 2423 Math II	3			
PHS 1104 Earth Science	3			
<b>Total Education Required Hours</b>	<b>25</b>			
<b>Total Degree Credit Hours</b>	<b>60</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

## 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.

In addition to the standard transferability of ACTS courses and the various AS degree transfer options, EACC has 2 + 2 agreements with the University of Central Arkansas to accept the Associate of Science in Education as the first two years of study for numerous Bachelor of Science degrees. Please see your advisor and explore the following link for additional information.

[www.uca.edu/2plus2/eacc/](http://www.uca.edu/2plus2/eacc/)



## East Arkansas Community College

### 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. For this degree, students must pick two (2) specialty areas and take enough courses therein to reach a minimum of 60 hours. 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 Courses	Credit Hours	Semester	Year	Grade
<b>Communications:</b>				
*ENG 1013 English Composition I	3			
*ENG 1023 English Composition II	3			
*SPE 1003 Introduction to Oral Communication	3			
*MTH 1113 College Algebra -or- Higher	3			
<b>Lab Science (8 credits):</b>				
*BIO 1014 General Biology	4			
*PHS 1214 Physical Science	4			
<b>Fine Arts- Select one course from:</b>				
*ART 1003 Art Appreciation <b>OR</b> *MUS 1003 Music Appreciation <b>OR</b> *DRA 1003 Theatre Appreciation	3			
<b>Humanities- Select one course from:</b>				
*ENG 2073 World Literature I <b>OR</b> *ENG 2083 World Literature II	3			
<b>Social Sciences- Select one course from:</b>				
*HIS 1013 Western Civilization I <b>OR</b> *HIS 1023 Western Civilization II	3			
<b>Social Sciences- Select one course from:</b>				
*HIS 2033 US History Before 1865 <b>OR</b> *HIS 2043 US History Since 1865	3			
<b>Social Sciences:</b>				
*PSC 2003 American Government	3			
<b>Total General Education Required Hours</b>	<b>35</b>			
II. Education Courses	Credit Hours	Semester	Year	Grade
EDN 2053 Introduction to Education	3			
EDN 2083 Child Growth and Development	3			
EDN 2193 K-12 Educational Technology	3			
HIS 2053 Arkansas History	3			
<b>Total Education Required Hours</b>	<b>12</b>			
III. Specialty Requirements: (13 or more hours)	Credit Hours	Semester	Year	Grade
<i>Must pick two (2) areas from A-D</i>				
<b>A. Specialty of English/Language Arts</b>				
*ENG 2243 American Literature Before 1865	3			
*ENG 2253 American Literature Since 1865	3			
Directed Elective: *ENG 2073 World Literature I <b>OR</b> *ENG 2083 World Literature II (If needed to reach 60 hours choose course not taken to fulfill degree requirement)	3			
<b>B. Specialty of Science</b>				
*CHE 1214 College Chemistry I	4			
*PHS 1104 Earth Science	4			
<b>C. Specialty of Mathematics</b>				
*MTH 2403 Math I	3			
*MTH 2423 Math II	3			
Directed Elective: MTH 2114 Survey of Calculus <b>OR</b> *MTH 2214 Calculus I (If needed to reach a minimum total of 60-degree hours)	4			
<b>D. Specialty of Social Studies</b>				
*HIS 1013 Western Civilization I <b>OR</b> *HIS 1023 Western Civilization II (Choose course not taken to fulfill previous History requirement)	3			
*HIS 2033 US History Before 1865 <b>OR</b> *HIS 2014 US History Since 1865 (Choose course not taken to fulfill previous History requirement)	3			
Directed Elective: *GEO 2103 World Geography (if needed to reach minimum total of 60 hours)	3			
<b>Total Specialty Required Hours</b>	<b>13 or more</b>			
<b>Total Degree Credit Hours</b>	<b>60</b>			

\***ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

## 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.

**\*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 [www.adhe.edu](http://www.adhe.edu).

### 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.

## East Arkansas Community College

### Associate of Science in Education- Secondary Level Social Sciences (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 transferrable towards 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 Courses	Credit Hours	Semester	Year	Grade
*ENG 1013 English Composition I	3			
*ENG 1023 English Composition II	3			
*SPE 1003 Introduction to Oral Communication	3			
*MTH 1113 College Algebra <b>OR</b> *MTH 1213 Quantitative Literacy	3			
<b>Lab Science (8 credits):</b>				
*BIO 1014 General Biology and Lab	4			
*PHS 1104 Earth Science	4			
<b>Fine Arts- Select one course from:</b>				
*ART 1003 Art Appreciation <b>OR</b> *MUS 1003 Music Appreciation <b>OR</b> *DRA 1003 Theatre Appreciation	3			
<b>Humanities- Select one course from:</b>				
*ENG 2073 World Literature I <b>OR</b> *ENG 2083 World Literature II	3			
<b>Social Sciences:</b>				
*PSC 2003 American Government	3			
*PSY 1003 General Psychology	3			
*SOC 1013 Introduction to Sociology	3			
<b>Total General Education Required Hours</b>	<b>35</b>			
II. Social Science (History) Education Courses	Credit Hours	Semester	Year	Grade
EDN 2053 Introduction to Education	3			
EDN 2083 Child Growth and Development	3			
EDN 2193 K-12 Educational Technology	3			
*HIS 1013 Western Civilization I	3			
*HIS 1023 Western Civilization II	3			
*HIS 2033 US History Before 1865	3			
*HIS 2043 US History Since 1865	3			
*HIS 2053 Arkansas History	3			
Social Science or History Elective to reach minimum of 60 hours Choose from these prefixes: ECO, EDN, GEO, HIS, PSC, PSY, SOC, SSC	1			
<b>Total Education Required Hours</b>	<b>25</b>			
<b>Total Degree Credit Hours</b>	<b>60</b>			

\*ACTS Transfer Course - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

## East Arkansas Community College Technical Certificate in Education Studies

The Technical Certificate (TC) in Education Studies provides recognition of completion of specific general education and education courses. The TC in Education Studies is designed to serve as an intermediate step toward obtaining an Associate of Science in Education (ASE). This certificate allows students to earn an award after approximately one year of study. EACC offers several Education certificate and degree options that can be found on the EACC website.

I. General Education Courses	Credit Hours	Semester	Year	Grade
<b>Communications:</b>				
*ENG 1013 English Composition I	3			
*ENG 1023 English Composition II	3			
*SPE 1003 Introduction to Oral Communication	3			
<b>Mathematics:</b>				
*MTH 1113 College Algebra <b>OR</b> *MTH 1213 Quantitative Literacy	3			
<b>Lab Science:</b>				
*BIO 1014 General Biology	4			
<b>Social Sciences:</b>				
*PSC 2003 American Government	3			
<b>Social Sciences: <i>Select one course from:</i></b>				
*PSY 1003 General Psychology	3			
*SOC 1013 Introduction to Sociology	3			
<b>Total General Education Required Hours</b>	<b>22</b>			
II. Education Courses	Credit Hours	Semester	Year	Grade
EDN 2053 Introduction to Education	3			
EDN 2083 Child Growth and Development	3			
EDN 2193 K-12 Educational Technology	3			
<b>Total Education Required Hours</b>	<b>9</b>			
<b>Total Certificate Hours</b>	<b>31</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information. \*

**\*Consult with your advisor to enroll in the math course that is appropriate to your major.**

## East Arkansas Community College Certificate of Proficiency in Education Studies

The Certificate of Proficiency (CP) in Education Studies provides recognition of completion of specific core education courses. The CP in Education Studies is designed to serve as an intermediate step toward obtaining a Technical Certificate (TC) in Education Studies and ultimately an Associate of Science in Education (ASE). This certificate allows students to earn an award after successful completion of one semester of coursework. EACC offers several Education certificate and degree options that can be found on the EACC website.

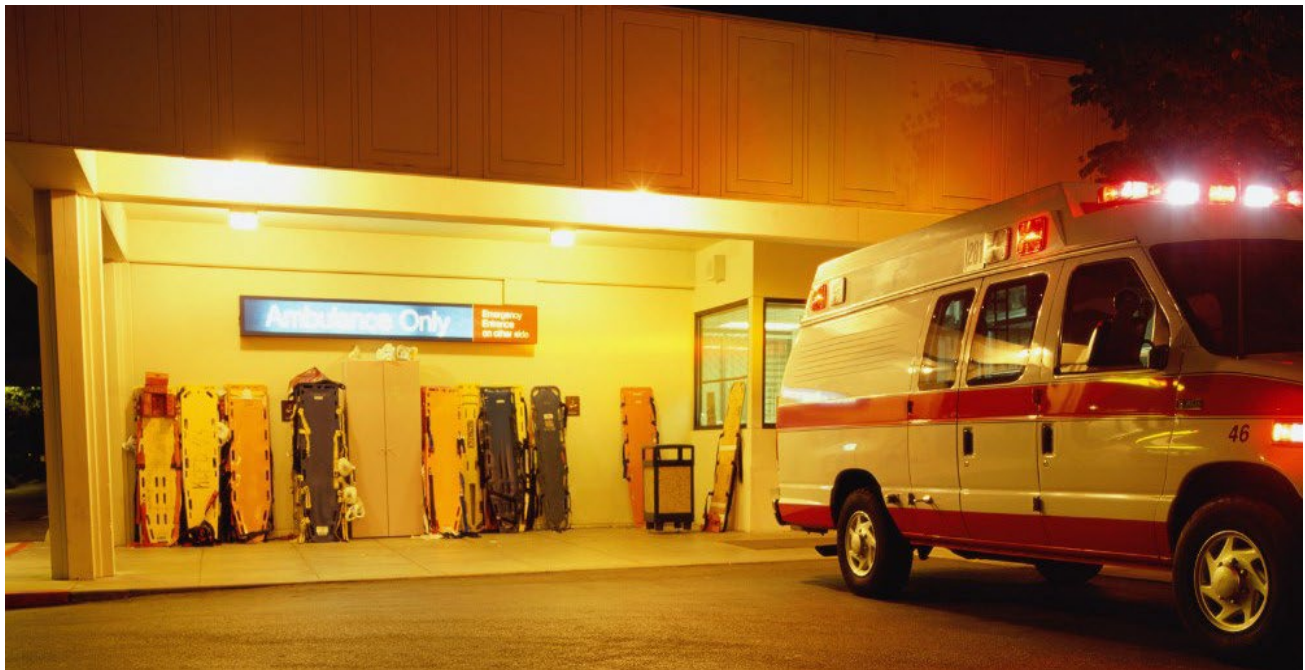
I. Required Courses	Credit Hours	Semester	Year	Grade
EDN 2053 Introduction to Education	3			
EDN 2083 Child Growth and Development	3			
<b>Total Certificate Hours</b>	<b>6</b>			

**East Arkansas Community College**  
**Certificate of Proficiency in Instructional Design**

The Certificate of Proficiency (CP) in Instructional Design program develops instructional technology skills for future and current educators in both higher education and K-12 settings. The CP in Instructional Design is designed to serve as an intermediate step toward obtaining an Associate of Science in Education (ASE) or an Associate of Arts in Teaching (AAT). This certificate allows students to earn an award after approximately one semester of study. EACC offers several Education certificate and degree options that can be found on the EACC website.

<b>I. Required Courses</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
EDN 2053 Introduction to Education	3			
EDN 2193 Educational Technology	3			
EDN 2113 Instructional Design & Engaging E-Learning Activities	3			
<b>Total Certificate Hours</b>	<b>9</b>			





# Emergency Medical Technology (EMT)

## Paramedic

EACC'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 12 months to earn a Technical Certificate, and eighteen (18) months to earn a Associate of Applied Science degree, 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. The EMT Program is one semester and is offered in the Fall and Spring.

### Annual Salary

**Arkansas Median Salary: \$27,220**

**National Median Salary: \$33,380**

### Cost of Program

**Associate of Applied Science: \$8,157\***

**Technical Certificate: \$5,756\***

**Certificate of Proficiency- EMT: \$1,388\***

\*Approximate cost for in-county residents

### Program Outcomes

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.

Apply for the certifying exam administered by the National Registry of Emergency Medical Technician-Paramedic

Perform as an entry-level Emergency Medical Technician-Paramedic within the established "Scope of Practice" as defined by the Department of Transportation's National Standard Curriculum and in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

## East Arkansas Community College

### Associate of Applied Science in Emergency Medical Technology- Paramedic

The Associate of Applied Science (AAS) in the EMT-Paramedic Program is for currently certified Arkansas EMT's who wish to advance to the Paramedic level. Once accepted, students are required to participate in both classroom and clinical settings. 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.

EACC's EMT-P program offers two tracks: an Associate of Applied Science in Paramedic and a Technical Certificate in Paramedic. This program is designed to be completed in eighteen (18) months, based on full time enrollment.

I. Term I	Credit Hours	Semester	Year	Grade
BIO 2014 Anatomy and Physiology from EMT-P	4			
EMT 1001 Emergency Medical Systems	1			
EMT 1131 Prehospital Assessment	1			
EMT 1017 Fundamentals for Paramedic	7			
EMT 1010 Clinical Applications I	0			
EMT 2303 Pharmacology for Paramedic	3			
<b>Semester Hours</b>	<b>16</b>			
II. Term II	Credit Hours	Semester	Year	Grade
EMT 1028 Medical Emergencies	8			
EMT 1020 Clinical Applications II	0			
EMT 2037 Traumatology	7			
EMT 2043 Operations for Paramedic	3			
<b>Semester Hours</b>	<b>18</b>			
III. Term III	Credit Hours	Semester	Year	Grade
EMT 2023 Concepts of Paramedic Care Management	3			
EMT 2046 Field Internship	6			
<b>Semester Hours</b>	<b>18</b>			
General Education Courses				
*BUS 1603 Computer Fundamentals	3			
*ENG 1013 English Composition I	3			
<b>Select one course from:</b>				
BUS 2013 Technical Communications <b>OR</b> *ENG 1023 English Composition II	3			
<b>Select one course from:</b>				
MTH 1083 Technical Mathematics <b>OR</b> MTH 1093 Mathematical Applications or Higher	3			
*PSY 1003 General Psychology	3			
*SPE 1003 Introduction to Oral Communication	3			
<b>Total General Education Hours</b>	<b>18</b>			
<b>Total Degree Credit Hours</b>	<b>61</b>			

\*ACTS Transfer Course - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

## East Arkansas Community College Technical Certificate in Paramedic

The Technical Certificate (TC) in the EMT-Paramedic Program is for currently certified Arkansas EMT's who wish to advance to the Paramedic Level. Once accepted into the Program, students are required to participate in both classroom and clinical settings. 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.

EACC's EMT-P program offers two tracks: an Associate of Applied Science in Paramedic and a Technical Certificate in Paramedic, the Technical Certificate is designed to be completed in twelve (12) months, based upon full time enrollment.

I. Term I	Credit Hours	Semester	Year	Grade
BIO 2014 Anatomy and Physiology from EMT-P	4			
EMT 1001 Emergency Medical Systems	1			
EMT 1131 Prehospital Assessment	1			
EMT 1017 Fundamentals for Paramedic	7			
EMT 1010 Clinical Applications I	0			
EMT 2303 Pharmacology for Paramedic	3			
<b>Semester Hours</b>	<b>16</b>			
II. Term II	Credit Hours	Semester	Year	Grade
EMT 1028 Medical Emergencies	8			
EMT 1020 Clinical Applications II	0			
EMT 2037 Traumatology	7			
EMT 2043 Operations for Paramedic	3			
<b>Semester Hours</b>	<b>18</b>			
III. Term III	Credit Hours	Semester	Year	Grade
EMT 2023 Concepts of Paramedic Care Management	3			
EMT 2046 Field Internship	6			
<b>Semester Hours</b>	<b>9</b>			
<b>Total Certificate Hours</b>	<b>43</b>			

## East Arkansas Community College Certificate of Proficiency in 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

I. Required Courses	Credit Hours	Semester	Year	Grade
EMT 1009 Emergency Medical Technician Basic	9			
<b>Total Certificate Hours</b>	<b>9</b>			

# EMT-PARAMEDIC PROGRAM

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## 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.)

## 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 12 or 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. Communicate 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. 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.
5. 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

**July 1<sup>st</sup> for Fall Admission**

**All information must be received by July 1<sup>st</sup>**

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 July 1<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 II, if unsuccessful in one course within Term II.
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
Textbooks	~\$800	~\$000	~\$X
ACLS Card	X	\$10	X
Malpractice Insurance	\$80	X	X
Criminal Background & Drug Screen for Clinical	~\$150	X	X
Uniforms, shoes, stethoscope, penlight, etc.	~\$300	X	X
Health Insurance	Varies	Varies	Varies
Travel/Parking Fees for Clinical	~\$350	~\$350	~\$350
CPR Certification	\$45	X	X
Immunization Requirements	~\$350	X	X
Criminal Background for Licensure	\$48	X	X
State Certification Fee	X	X	\$20
NREMT Licensure Fee	X	X	\$125
College Matriculation Fee	\$50	X	X

Costs are approximate and may change.  
X = No cost during that term.

## 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.



## Health Professions (Radiologic Technology or Nursing)

The Technical Certificate in Health Professions or the Certificate of Proficiency in Medical Professions Education 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.

### Skills Learned

- Use computers for various applications, such as database management or word processing.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.

### Annual Salary

**Arkansas Median Salary: \$28,370**

**National Median Salary: \$35,590**

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/43-6014.00>

### Cost of Program

**Technical Certificate in Nursing: \$4,391\***

**Technical Certificate in Radiologic Technology: \$3,235\***

\*Approximate cost for in-county residents

### Program Outcomes

Incorporate knowledge and principles from the sciences and humanities and be able to apply them to health professions

Assume responsibility and accountability for seeking life-long learning opportunities for professional growth

Understand basic principles of anatomy and physiology and be able to apply these to health professions

Cultural understanding and appreciation for the diversity of the population and be able to apply the understanding to health professions

## East Arkansas Community College Technical Certificate in Health Professions

The Technical Certificate (TC) in Health Professions will provide students with the preliminary background necessary for opportunities in allied health professions. Credits received within this certificate may be applied toward the Associate of Science degree for the College's programs within the Allied Health Science Department.

Select from the following options:

**Option 1:** Nursing + General Education Core Courses

**Option 2:** Radiologic Technology + General Education Core Courses

I. General Education Courses	Credit Hours	Semester	Year	Grade
*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 General Education Core Hours</b>	<b>16</b>			
II. Option 1: Nursing Interest + General Education Courses				
*BIO 2134 Anatomy and Physiology II	4			
*BIO 2504 Microbiology	4			
*PSY 1003 General Psychology	3			
*PSY 2003 Developmental Psychology	3			
<b>Social Science- Select one course from:</b>				
*SOC 1013 Introduction to Sociology <b>OR</b> *SOC 2043 Cultural Anthropology	3			
<b>Total Hours for Option 1</b>	<b>17</b>			
<b>Total Certificate Hours</b>	<b>33</b>			
III. Option 2: Radiologic Technology Interest + General Education Courses				
HSC 1003 Medical Terminology	3			
Fine Arts or Humanities Elective: <i>Select from one of the following prefixes</i> ART, DRA, ENG, GEO, HIS, MUS, SPA, SPE, PSY	3			
<b>Social Science- Select one course from:</b>				
*SOC 1013 Introduction to Sociology	3			
*SOC 2043 Cultural Anthropology	3			
<b>Total Hours for Option 2</b>	<b>9</b>			
<b>Total Certificate Hours</b>	<b>25</b>			

\*ACTS Transfer Course - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.



# Industrial Equipment Technology

By choosing to pursue Industrial Equipment Technology, you will be able to solve most of the technical and industrial problems experienced by today's industries. EACC's IET program will give you the background and skills necessary to troubleshoot, repair, and maintain electrical, mechanical, hydraulic, and pneumatic equipment used in a manufacturing or facilities environment.

## Career Opportunities

- Industrial Electrician
- Industrial machinery mechanic
- Installation Technician
- Industrial Technician
- Building Maintenance Mechanic

## Annual Salary

**Arkansas Median Salary: \$45,190**

**National Median Salary: \$54,280**

\*Bureau of Labor Statistics accessed through  
<https://www.onetonline.org/link/summary/17-3026.00>

## Cost of Program

**Technical Certificate: \$4,964\***

**Certificate of Proficiency: \$2,378\***

## Program Outcomes

Students will demonstrate an understanding of contemporary industrial equipment troubleshooting and repair techniques.

Students will effectively communicate on topics related to industrial equipment repair.

Students will demonstrate critical thinking skills by maintaining a safe working environment.



**East Arkansas Community College**  
**Technical Certificate in Industrial Equipment Technology**

By choosing to pursue Industrial Equipment Technology, you will be able to solve most of the technical and industrial problems experienced by today's industries. EACC's IET program will give you the background and skills necessary to troubleshoot, repair, and maintain electrical, mechanical, hydraulic, and pneumatic equipment used in a manufacturing or facilities environment. Entry-level positions in industrial maintenance and manufacturing jobs include: Industrial Electrician, Industrial Machinery Mechanic, Installation Technician, Industrial Technician, and Building Maintenance Mechanic.

I. Term I	Credit Hours	Semester	Year	Grade
ENG 1033 Communication Skills I -or- Higher	3			
IET 1202 Application Lab I	2			
IET 1112 Robotics and Controllers	2			
IET 1302 Fundamentals of Small Gas Engines	2			
IET 1402 Basic Electricity for I.E.T.	2			
IET 1503 Fundamentals of Mechanics I	3			
<b>Total Semester Hours</b>	<b>14</b>			
II. Term II	Credit Hours	Semester	Year	Grade
MTH 1083 Technical Mathematics -or- Higher	3			
IET 2302 Application Lab II	2			
IET 2503 Fundamentals of Mechanics II	3			
IET 2602 Industrial Electricity	2			
IET 2702 Industrial Wiring Methods	2			
IET 2801 Mechanics	1			
<b>Total Semester Hours</b>	<b>13</b>			
III. Term III	Credit Hours	Semester	Year	Grade
IET 2001 Basic Welding	1			
IET 2103 Fluid Power	3			
IET 2901 Machine Shop	1			
<b>Total Semester Hours</b>	<b>5</b>			
<b>Total Certificate Hours</b>	<b>32</b>			

**East Arkansas Community College**  
**Certificate of Proficiency in Industrial Equipment Technology**

The Certificate of Proficiency (CP) in Industrial Equipment Technology is awarded for completion of the program designed for one semester. It recognizes completion of courses that are designed to prepare students with skills to be used in a manufacturing or facilities environment.

I. Required Courses	Credit Hours	Semester	Year	Grade
ENG 1033 Communication Skills I -or- Higher	3			
IET 1202 Application Lab I	2			
IET 1112 Robotics and Controllers	2			
IET 1302 Fundamentals of Small Gas Engines	2			
IET 1402 Basic Electricity for I.E.T.	2			
IET 1503 Fundamentals of Mechanics I	3			
<b>Total Certificate Hours</b>	<b>14</b>			





# Internet Technology/Webpage Design

The Technical Certificate in Internet Technology/Website Design develops students' technology skills for technical positions such as Multimedia Artist and Animators, Graphic Design, and Environmental Engineering Technicians. The Internet Technology/Website Design field is very diverse.

## Skills Learned

- Design, create, and modify Web sites.
- Analyze user needs to implement website content, graphics, performance, and capacity.
- May integrate Web sites with other computer applications.
- May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.

## Annual Salary

**Arkansas Median Salary: \$50,310**  
**National Median Salary: \$67,990**

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/15-1134.00>

## Cost of Program

**Technical Certificate: \$3,810\***  
**Certificate of Proficiency: \$1,905\***

\*Approximate cost for in-county residents

## Program Outcomes

Students will communicate effectively in a technology environment.
Students will use a disciplined process to identify, evaluate, analyze, and conceptualize technology solutions.
Students will develop a global technology perspective.
Students will acquire technology vocabulary and demonstrate professional workplace skills.

**East Arkansas Community College**  
**Technical Certificate in Internet Technology/ Website Design**

The Technical Certificate in Internet Technology/Website Design develops students' technology skills for technical positions such as Multimedia Artist and Animators, Graphic Design, and Environmental Engineering Technicians. The Internet Technology/Website Design field is very diverse. For further information on occupations in this field, see online occupational resource O\*Net at [www.onetonline.org](http://www.onetonline.org).

I. Term I	Credit Hours	Semester	Year	Grade
ENG 1013 English Composition I	3			
MTH 1093 Mathematical Applications II <b>OR</b> 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			
<b>Total Semester Hours</b>	<b>15</b>			
II. Term II	Credit Hours	Semester	Year	Grade
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			
<b>Total Semester Hours</b>	<b>15</b>			
<b>Total Certificate Hours</b>	<b>30</b>			

**East Arkansas Community College**  
**Certificate of Proficiency in Internet Technology/ Website Design**

The Certificate of Proficiency in Internet Technology/ Webpage Design program develops technology skills for occupations such as Graphic Designer and Multimedia Artist. For additional occupations in this field, see occupational resource O\*Net at [www.onetonline.org](http://www.onetonline.org).

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



# Major Appliance Service

The Major Appliance Service Program will train you to service, diagnose, and repair all major appliances (washers, dryers, refrigerators, etc). We provide classroom and laboratory training. In the lab, you will work on actual non-working appliances. You will learn when and how to use the proper tools, where to locate needed parts, how to remove or repair broken parts, and how to attach new parts. Students are instructed on the proper way to handle refrigerants. Before completing the program, all students will take the EPA608 and G-Cap certification.

## Skills Learned

- Observe and test system operation, using gauges and instruments.
- Test lines, components, and connections for leaks.
- Dismantle malfunctioning systems and test components, using electrical, mechanical, and pneumatic testing equipment.
- Adjust or replace worn or defective mechanisms and parts and reassemble repaired systems.

## Annual Salary

**Arkansas Median Salary: \$29,660**

**National Median Salary: \$38,160**

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/49-9031.00>

## Cost of Program

**Technical Certificate: \$4,837\***

**Certificate of Proficiency: \$1,824\***

\*Approximate cost for in-county residents

## Program Outcomes

Students will demonstrate an understanding of contemporary major appliance service and repair techniques.

Students will effectively communicate on topics related to major appliance service and repair.

Students will demonstrate critical thinking skills by maintaining a safe working environment.

**East Arkansas Community College**  
**Technical Certificate in Major Appliance Service**

The Major Appliance Service Program will train students to service, diagnose, and repair all major appliances. We provide classroom and laboratory training. In the lab, you will work on actual non-working appliances. You will learn when and how to use the proper tools, where to locate needed parts, how to remove or repair broken parts, and how to attach new parts. In order to protect our environment, students are instructed on the proper way to handle refrigerants. Before completing the program, all students will take the EPA certification.

I. Term I	Credit Hours	Semester	Year	Grade
ENG 1033 Communication Skills I -or- Higher	3			
MAS 1202 Application Lab I	2			
ELE 1014 Basic Electricity	4			
MAS 1503 Domestic Refrigeration <b>OR</b> RHA 1103 Introduction to Air Conditioning	3			
RHA 2202 Electrical Components and Motors	2			
<b>Total Semester Hours</b>	<b>14</b>			
II. Term II	Credit Hours	Semester	Year	Grade
MTH 1083 Technical Mathematics -or- Higher	3			
MAS 2302 Application Lab II	2			
MAS 1303 Resistance Heating and Gas Appliances	3			
MAS 2402 Laundry	2			
MAS 2602 Refrigeration Servicing	2			
III. Term III	Credit Hours	Semester	Year	Grade
MAS 2803 Convenience Appliances	3			
MAS 2902 Refrigeration/Air Conditioning	2			
<b>Total Semester Hours</b>	<b>5</b>			
<b>Total Certificate Hours</b>	<b>31</b>			

**East Arkansas Community College**  
**Certificate of Proficiency in Refrigeration and Heat Exchange Technology**

I. Required Courses	Credit Hours	Semester	Year	Grade
ENG 1033 Communication Skills -or- Higher	3			
ELE 1014 Basic Electricity	4			
MAS 1503 Domestic Refrigeration <b>OR</b> RHA 1103 Introduction of Air Conditioning	3			
RHA 2202 Electrical Components and Motors	2			
<b>Total Certificate Hours</b>	<b>12</b>			



# Practical Nursing (LPN)

## Annual Salary

**Arkansas Median Salary: \$45,990**  
**National Median Salary: \$55,860**  
 \*Per [https://www.bls.gov/oes/current/oes\\_ar.htm](https://www.bls.gov/oes/current/oes_ar.htm) on May 30, 2023  
 \*Per [https://www.bls.gov/oes/current/oes\\_nat.htm#31-0000](https://www.bls.gov/oes/current/oes_nat.htm#31-0000) on May 30, 2023

## Cost of Program

**Technical Certificate: \$5,282\***  
 \*Approximate cost for in-county residents

## Program Graduate Competencies

1. Communicate with the patient, the patient's family, and other health care workers using therapeutic communication.
2. Utilize the Nursing Process to plan and give care to the patient throughout his/her lifespan.
3. Respect cultural differences when planning care for the patient.
4. Demonstrate basic knowledge and basic nursing skills to safely give care to patients.
5. Practice within the framework of the Nurse Practice Act for the Practical Nurse.
6. Seek out opportunities for increased knowledge to meet lifelong learning goals in the field of nursing.
7. Implement teaching based on identified learning needs of the patient.
8. Utilize knowledge gained to meet the community's nursing needs.
9. Delegate care to the unlicensed assistive personnel.



## East Arkansas Community College Technical Certificate in Practical Nursing

### Mission Statement

The Practical Nursing Program’s mission is to prepare PNs who are competent to function as members of the health care team in acute care settings, long term care facilities, and community clinics. We believe since nursing is an art, a science, and a service, that the practical nurse should be skilled in all three areas to be a successful member of the healthcare team. We recognize that each complex living human being has physical, mental, emotional, and social needs that must be met to maintain one’s own self-image, dignity, and self-worth. Each person has the basic right to maintain and enjoy the best level of health possible. We believe individuals across the life span have the right to the best possible nursing care. To accomplish this, the practical nurse should communicate therapeutically to the patient, the patient’s family, and other members of the health care team. Care should be implemented based on the Nursing Process and should incorporate the patient’s cultural differences. Our mission includes training a practical nurse who demonstrates basic knowledge and skill to safely render or delegate nursing care. An essential component of this nursing care will be teaching the patient and the patient’s family. It is our goal to instill a desire to learn so that the PN student can easily make the transition from student to a practicing nurse who seeks out opportunities for increased knowledge that meets lifelong learning goals in the field of nursing. *Approved by the Arkansas State Board of Nursing Fall 2002*

I. Term I	Credit Hours	Semester	Year	Grade
PN 1205 Basic Fundamentals	5			
<b>Total Semester Hours</b>	<b>5</b>			
II. Term II	Credit Hours	Semester	Year	Grade
PN 1216 Nursing I	6			
PN 1328 Nursing II	8			
<b>Total Semester Hours</b>	<b>14</b>			
III. Term III	Credit Hours	Semester	Year	Grade
PN 1204 Mental Health	4			
PN 1338 Nursing III	8			
PN 1325 Pediatric & Obstetric Nursing	5			
<b>Total Semester Hours</b>	<b>17</b>			
<b>Total Certificate Hours</b>	<b>36</b>			

**Graduation Requirements: NCLEX-PN Review (Vendor may vary)**

**Credit Hours Ratios: Classroom: 1:1, 15 hours of class (theory) = 1 credit hour; Clinical: 3:1, 45 hours of clinical = 1 credit hour**

**Approved by ARSBN May 18, 2023; HLC July 28, 2018**

### EACC Practical Nursing Program Schedule, July 5, 2023 – May 9, 2024

PN Orientation .....	Wednesday, July 5
First Day of Classes for Basic Fundamentals.....	Thursday, July 6
End of Course .....	Thursday, August 3
First Day of Classes for Nursing I.....	Monday, August 21
End of Course .....	Tuesday, September 21
First Day of Classes for Nursing II.....	Monday, September 25
End of Course .....	Thursday, November 30
IV Workshop Start .....	Monday, December 4
End of Course .....	Thursday, December 14
First Day of Classes for Mental Health .....	Tuesday, January 16
End of Course .....	Monday, February 12
First Day of Classes for Nursing III .....	Wednesday, February 14
End of Course .....	Friday, April 5
First Day of Classes for Pediatric & Obstetric Nursing.....	Monday, April 8
End of Course .....	Friday, May 3
Final Comprehensive Exam (Content over the year).....	Monday, May 6
Quick Medicine Guide (Exit Exam) .....	Tuesday, May 7

# PRACTICAL NURSING

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## Mission Statement

The Practical Nursing Program's mission is to prepare PNs who are competent to function as members of the health care team in acute care settings, long term care facilities, and community clinics. We believe since nursing is an art, a science, and a service, that the practical nurse should be skilled in all three areas to be a successful member of the health care team. We recognize that each complex living human being has physical, mental, emotional, and social needs that must be met to maintain one's own self-image, dignity, and self-worth. Each person has the basic right to maintain and enjoy the best level of health possible. We believe individuals across the life span have the right to the best possible nursing care. To accomplish this, the practical nurse should communicate therapeutically to the patient, the patient's family, and other members of the health care team. Care should be implemented based on the Nursing Process and should incorporate the patient's cultural differences. Our mission includes training a practical nurse who demonstrates basic knowledge and skill to safely render or delegate nursing care. An essential component of this nursing care will be teaching the patient and the patient's family. It is our goal to instill a desire to learn so that the PN student can easily make the transition from student to a practicing nurse who seeks out opportunities for increased knowledge that meets lifelong learning goals in the field of nursing.

Approved by the Arkansas State Board of Nursing Fall 2002

## Program Graduate Competencies

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

1. Communicate with the patient, the patient's family, and other health care workers using therapeutic communication.
2. Utilize the Nursing Process to plan and give care to the patient throughout his/her lifespan.
3. Respect cultural differences when planning care for the patient.
4. Demonstrate basic knowledge and basic nursing skills to safely give care to patients.
5. Practice within the framework of the Nurse Practice Act for the Practical Nurse.
6. Seek out opportunities for increased knowledge to meet lifelong learning goals in the field of nursing.
7. Implement teaching based on identified learning needs of the patient.
8. Utilize knowledge gained to meet the community's nursing needs.
9. Delegate care to the unlicensed assistive personnel.

## Admission Process

To be eligible for admission, the applicant must:

1. Complete the EACC application and submit all required documents including immunization requirements of the school (Immunizations are required by nursing once accepted and may be more than required by the school), high school transcript, and transcript from any college previously attended. Please realize the school cannot require the Covid vaccination. Clinical agencies may.
  - **Complete the required testing at the Testing Center in the Hodges Student Services Building on the EACC main campus.**
2. Take the required entrance exam for nursing and make the required score. This can change so call the nursing secretary for any updated information.
3. After nursing testing is complete, the applicant must take their nursing required test score to the Practical Nursing secretary or faculty member to obtain an admission packet. This packet is available in January. Once the student receives an admission packet, it must be returned on or before the deadline. If the completed packet is not turned in by 3:00 PM on the assigned deadline, the student is removed from the list to be brought before the selection committee.
  - Students are ranked for selection based on test scores.
  - The selection committee will meet in May to choose 24 students for the class and 12 alternates. Students will be notified by certified mail after the committee meets of their acceptance, choice as an alternate, or denial. Make sure the address you turn in is correct and the address the school has on file is correct.

Applicants who speak English as a second language shall meet the same admission criteria as other students. They must submit a copy of the test of English as a foreign language (TOEFL) examination process.

\* Any student found guilty of part of ACA § 17-87-312 will never be allowed to practice Nursing in Arkansas, even if you successfully complete the EACC Practical Nursing Program. ACA § 17-87-312 is found in full in this EACC Practical Nursing Handbook and the Arkansas State Board of Nursing web site. You are also given a full copy of this bill at PN orientation. Acknowledgement of reading this document is signed at PN orientation.

## Readmission Process

Students may reapply for readmission to the program. Students wishing to reapply must complete the entire admission procedure again, come before the selection committee, and be chosen again for the class. Students dismissed for disciplinary reasons may not reapply.

## Transfer Students and Advanced Placement of Students

**Transfer students:** EACC PN Program at this time does not accept transfer students due to the shortness of the program.

**Advance Placement of Students:** EACC PN Program at this time does not award advance placement of students.

## Progression

Each course requires a 76% to continue in the program. Courses with a clinical component require a 76% in both the theory and clinical component to progress. Students must successfully complete the skills check offs in PN 1104, PN 1207, and PN 1210 to continue in the program. Students must also successfully complete American Heart Association Healthcare Provider CPR for continued progression in the program. The IV workshop and Quick Med Guide test must be passed for progression.

## Licensure

Students must pass the NCLEX-PN examination to obtain a license as a practical nurse.

## Graduation Policy

Students graduate from the EACC Practical Nurse Program with a Technical Certificate in Practical Nursing. The Practical Nursing Program subscribes to East Arkansas Community College's requirements for graduation. (See current East Arkansas Community College graduation information). Practical Nursing students must also attend a pinning ceremony. Practical Nursing students must take an NCLEX-PN review course offered on campus to be recommended by the director to take the licensure exam. Passage of the NCLEX-PN exam awards the PN graduate the status of LPN. **Remember, the student may graduate but, if guilty of anything in ACA § 17-87-312 may never practice as a nurse. Graduating from a nursing program does not assure ASBN's approval to take a licensure examination.**

## Withdrawal Policy

Students who no longer wish to be enrolled in the Practical 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 Practical 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 the classroom or clinical setting, 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 Procedures in the College Catalog. Procedures for disciplinary action and/or dismissal from the Practical Nursing Program and appeal procedures are listed in the Practical Nursing Program Student Handbook and the Practical Nursing Program Clinical Handbook. Violation of the specific policies listed below may result in dismissal from the program:

1. A student may be dismissed from the Practical Nursing Program when a grade of "D", "F", or "W" (withdrawn) has been received in any nursing course. The student can seek readmission the following year but must meet all current admission requirements and retest for the program.
2. Students dismissed from the Practical Nursing Program for **disciplinary** reasons, as outlined in the Practical Nursing Student Handbook or Practical Nursing Student Clinical Handbook, will be ineligible for readmission into East Arkansas Community College's Practical Nursing Program.

## 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:

<b>Credit Courses- Spring &amp; Fall Semester</b>	
Prior to First Day of Semester	100%
First Day of Classes Through 11th Class Day	80%
After the 11th Class Day	NONE
<b>Credit Courses- Summer</b>	
Prior to First Day of Semester	100%
First Day of Classes Through 4th Class Day	50%
After 4th Class Day	NONE

*\*Approval Status: EACC's Practical Nursing program is approved by the Arkansas State Board of Nursing.*



# Radiologic Technology

Radiographers are an important component of the healthcare team. Radiographers collect information that assists in diagnosis and treatment of disease. After completion of the program, students are awarded an Associate of Applied Science in Radiologic Technology and are eligible to take the American Registry of Radiologic Technology (ARRT) exam.

## Skills Learned

- Review and evaluate x-rays to determine if images are satisfactory for diagnostic purposes.
- Operate and oversee operation of radiology equipment to produce images of the body for diagnostic purposes.
- Position imaging equipment and adjust controls to set exposure time and distance, according to specification of examination.

## Annual Salary

**Arkansas Median Salary: \$46,260**

**National Median Salary: \$58,440**

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/29-2034.00>

## Cost of Program

**Associate of Applied Science: \$9,567\***

**Technical Certificate: \$3,235\***

\*Approximate cost for in-county residents

## Program Outcomes

Apply technical knowledge and clinical skills toward the practice of radiologic technology.

Utilize critical thinking and problem-solving skills in the practice of radiologic technology.

Communicate effectively in both oral and written form with patients, families, and all members of the healthcare team.

Perform all radiologic procedures and produce images of diagnostic value with providing quality patient care.

Continue professional growth and development by engaging in life-long learning activities.



## East Arkansas Community College

### Associate of Applied Science in Radiologic Technology

East Arkansas Community College Nursing Program offers an Associate of Applied Science in Radiologic Technology. The program is designed to produce competent, entry-level radiographers for the practice of diagnostic imaging and is designed to be completed in a 24-month period which includes full-time course and clinical work.

I. General Education Courses	Credit Hours	Semester	Year	Grade
*BIO 2114 Anatomy and Physiology I	4			
*BUS 1603 Computer Fundamentals	3			
*ENG 1013 English Composition I	3			
*ENG 1023 English Composition II	3			
HSC 1003 Medical Terminology	3			
*MTH 1113 College Algebra	3			
*SOC 2043 Cultural Anthropology	3			
<b>Total Semester Hours</b>	<b>22</b>			
II. Radiologic Technology Required Courses	Credit Hours	Semester	Year	Grade
RAD 1103 Introduction to Radiologic Technology	3			
RAD 1113 Radiologic Procedures I	3			
RAD 1110 Clinical Practice I	0			
RAD 1203 Radiologic Imaging	3			
RAD 1216 Radiographic Procedures II	6			
RAD 1210 Clinical Practice II	0			
RAD 1223 Radiologic Physics	3			
RAD 1315 Radiographic Procedures III	5			
RAD 1310 Clinical Practice III	0			
RAD 2103 Radiation Protection	3			
RAD 2113 Radiographic Pathology	3			
RAD 2116 Special Imaging Procedures	6			
RAD 2110 Clinical Practice IV	0			
RAD 2212 Seminar in Radiologic Technology	2			
RAD 2226 Radiographic Medical Image	6			
RAD 2220 Clinical Practice V	0			
<b>Total Radiologic Technology Required Hours</b>	<b>43</b>			
<b>Total Degree Hours</b>	<b>65</b>			

**\*ACTS Transfer Course** - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.



# RADIOLOGIC TECHNOLOGY

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## 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 process.

## 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 and 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 2.80 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 the HESI A2© (also known as the Evolve Reach Admissions Assessment) entrance test and score a minimum of 78% on selected topics. The HESI stands for Health Education This exam may be taken twice during the academic year. (Fee: approximately \$58 and is non-refundable.) The applicant pays the ~\$58 fee by computer to the testing site. The entrance tests covers Reading Comprehension, Vocabulary, Mathematics, Anatomy & Physiology. As well as Learning Profile, Personality Style, and Critical Thinking.

## Application Process

All applicants must:

1. Submit a Radiologic Technology Program Application. Applicants who misrepresent or 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.**

## Application Deadline

### 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:

- Accept in writing by the date indicated on the acceptance letter.
- 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.
- 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)
  - 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.
  - Flu Vaccine or must sign a waiver.
  - Varicella Vaccine or must sign a waiver.
- Submit proof of health insurance.
- Complete Criminal Background Check and Drug Screen process.

- Provide mandated reporter certificate. (Day of Orientation)
- Provide a copy of student's drivers license.

## 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.

## Readmission Policy

- The student seeking readmission must reapply to East Arkansas Community College's Associate of Applied Science Radiologic Technology (AASRT) Program.
- 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.
- 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 into East Arkansas Community College's Associate of Applied Science 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

## 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:

- Adhere to EACC and AASRT policies.
- 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.

- 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.
- 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.
- Adhere to the attendance and punctuality policies of East Arkansas Community College and the Radiologic Technology Program (classroom, clinical, and lab).
- Maintain current American Heart Association for Healthcare Providers Certification for the entire program of study.
- 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.
- Complete the AASRT program within a period of 4 years from time of entry into the first RAD course.
- Successfully complete the Radiologic Technology Comprehensive Predictor Exam during RAD 2212. The student will have two attempts to achieve a minimum national norm score on the comprehensive predictor exam prior to the end of RAD 2212. If unsuccessful after two 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:

- 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.

- 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.
- Submit a letter of reference from the Dean/Director of the previous radiologic technology program, which includes a statement of eligibility to return.
- Have an overall GPA of 2.80 and a grade of “C” or better in all required courses.
- Submit an application to the radiologic technology program.
- Take entrance exam and submit scores to the Department of Allied Health Sciences by the transfer application deadline.
- Successfully complete a radiologic skills competency check-off/simulation with 90% accuracy. Skills list will be provided. Student will have two opportunities to successfully complete each 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 students who meet the minimum requirements, but who are not offered admission. Admission is contingent on space availability.

### **Transfer Student Residency**

Transfer students must complete 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.





## Registered Nurse (RN)

Nursing functions independently, dependently, and 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 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. After completion of the program, students are awarded an Associate of Applied Science in Registered Nursing and are eligible to take the NCLEX. After successfully passing the NCLEX, graduates become registered nurses and obtain the credentials of RN.

### Annual Salary

**Arkansas Median Salary: \$64,130**

**National Median Salary: \$81,220**

\*Bureau of Labor Statistics accessed through  
<https://www.onetonline.org/link/summary/29-1141.00>

### Cost of Program

**Associate of Applied Science: \$10,614\***

\*Approximate cost for in-county residents

### Program Outcomes

Advocates for patients and families using effective interpersonal communication skills and concepts from human needs, growth and development, stress adaptation, family theory, and culture in ways that promote self-determination, integrity, and ongoing growth as human beings.

Examines best current evidence (that underlies clinical nursing practice) to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of health care for patients and families within their community.

Makes judgements in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.

Implement one's role as a nurse in ways that reflect integrity, responsibility, legal and ethical practices and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.



## East Arkansas Community College

### Associate of Applied Science in Nursing- Traditional Track

Nursing is a profession incorporating knowledge and principles of the humanities and sciences. Nursing functions independently, dependently, and interdependently with other health care providers to assist individuals and their families in meeting health care needs. The Associate of Applied Science (AAS) in Nursing is a five semester, 62-hour curriculum plan. Once accepted, students are required to participate in both classroom and clinical settings. Graduates may apply to take the National Council License Examination for Registered Nurses (NCLEX-RN).

EACC's AAS Nursing program offers two tracks: this Associate of Applied Science Traditional Track, and an Associate of Applied Science Nursing LPN/LPTN Accelerated Track. For more information, refer to the EACC catalog or [www.eacc.edu](http://www.eacc.edu).

I. Term I (Fall)	Credit Hours	Semester	Year	Grade
*BIO 2114 Anatomy and 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 Fundamental of Nursing	0			
*PSY 1003 General Psychology	3			
<b>Total Hours</b>	<b>17</b>			
II. Term II (Spring)				
*BIO 2134 Anatomy and 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			
<b>Total Hours</b>	<b>14</b>			
III. Term III (Summer)				
*BIO 2504 Microbiology	4			
NUR 2043 Mental Health Nursing	3			
NUR 2040 Clinical Applications of Mental Health Nursing	0			
<b>Total Hours</b>	<b>7</b>			
IV. Term IV (Fall)				
*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 <b>OR</b> *SOC 2043 Anthropology	3			
<b>Total Hours</b>	<b>14</b>			
V. Term V (Spring)				
NUR 2243 Nursing Concepts and Intervention	3			
NUR 2254 Medical Surgical Nursing II	4			
NUR 2250 Clinical Applications of Medical Surgical Nursing III	0			
NUR 2263 Nursing Leadership and Management	3			
NUR 2260 Clinical Apps of Nursing Leadership and Management	0			
<b>Total Hours</b>	<b>10</b>			
<b>Total Degree Credit Hours</b>	<b>62</b>			

\*ACTS Transfer Course - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic catalog for more information.

# REGISTERED NURSING PROGRAM-TRADITIONAL TRACK

## 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 the 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 Arkansas Code Annotated § 17-87-312 of the Arkansas Nurse Practice Act. Arkansas Code Annotated § 17-3-102 of the Arkansas Nurse Practice Act provides specific information regarding criminal background checks. For more information regarding criminal background checks, prospective students can access the Arkansas State Board of Nursing's website at [www.arsbn.org](http://www.arsbn.org).

Graduation from East Arkansas Community College's 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, and 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.

The East Arkansas Community College Associate of Applied Science Nursing Program supports the mission statement of the college. The faculty are devoted to providing opportunities through nursing education and nursing practice that promote student success and enable graduates to provide safe care to the community.

## Student Learning Outcomes

Upon completion of the program of study, the graduate is prepared to:

1. NLN Human Flourishing: Graduates should be prepared to promote and enhance the physical, spiritual, emotional, cultural and psychosocial needs of the patients and families as well as the community and themselves.  
ADN Competency: Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings (NLN, 2010).
2. NLN Nursing Judgment: The graduate should be prepared to incorporate nursing judgement with the knowledge and principles from the sciences and humanities into nursing process.  
ADN Competency: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context (NLN, 2010).
3. NLN Professional Identity: The graduate will be able

to function as part of the interdisciplinary health care team in selected health care setting with culturally diverse clients, families, and communities)

ADN Competency: Graduate will implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

4. NLN Spirit of Inquiry: The graduate should be prepared to provide evidence-based, clinically competent nursing care utilizing critical thinking and clinical decision making within the scope of the associate degree in nursing.

ADN Competency: Graduates will be able to examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

## Program Outcomes

### 1. Performance on NLCEX

80% or > of the AASN graduates will pass the NCLEX exam on the first attempt.

### 2. Program Completion Rates:

55% or > of the AASN students will complete the program in a traditional track, beginning with entrance into NUR 1014 (1st semester) on first attempt.

60% or > of the AASN students will complete the program in a LPN/LPTN accelerated track, beginning with entrance into NUR 1900 on first attempt.

### 3. Job Placement Rates:

85% or > of students report they are currently employed or offered a job as a graduate nurse at graduation. 90% of students' report that they are employed as a Registered Nurse 6 months post-graduation.

## 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 process).
2. Complete any required pre-college level courses.
3. Have an overall 2.80 grade point average (GPA) on the general education courses.
4. Earn a grade of "C" or better in any required general education courses taken prior to admission to the A.A.S.N. program.
5. Credit for college math and science courses must be no older than 5 years.
6. Take the HESI A2 entrance test. Applicants taking the HESI A2 exam will need a credit/debit card with them at the time of testing for online payment.

Note: Exam fees are not refunded and the exam can only be taken twice per application cycle.

7. 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 another 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 the registrar's office and the Registered Nursing Department. 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 HESI A2 entrance exam before the 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, 2024 for Fall Admission**

**All information must be received by May 31**

If the qualified applicant pool is not met by the application deadline, the deadline may be extended at the discretion of The Restricted Enrollment Committee.

## Application Review/Notification

Applicants whose files are completed by the May 3 deadline will be considered by the Restricted Enrollment Committee for admission to the nursing program. Notification of the committee's action will be made by letter during the month of June. Meeting all criteria and submitting an application does not guarantee admission into the Nursing Program. The number of students admitted will vary according to resources and space available. There is no provisional acceptance for applicants not meeting

the minimum requirements. East Arkansas Community College's Associate of Applied Science Nursing Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission.

## Acceptance

Once an applicant has been accepted to East Arkansas Community College's Associate of Applied Science Nursing Program, the candidate must:

1. Accept in writing by the date indicated on the acceptance letter.
2. Obtain CPR certification. Certification **must be** American Heart Association Healthcare Provider and include Adult, Child, Infant, Conscious, Unconscious, and Choking. Certification must be obtained prior to registration and must remain current for the entire program of study.
3. Have the following required immunizations with statement of proof:
  - a. Hepatitis B (The first shot in a series of three must be completed prior to registration or a waiver must be signed. Shots #2 and #3 must be completed as prescribed.)
  - b. Tetanus (Must be within the last 10 years)
  - c. Measles, Mumps, Rubella (MMR)
  - d. Flu Vaccine or must sign a waiver.
  - e. Varicella Vaccine or must sign a waiver.
  - f. Tuberculin Test (TB). Proof of a current, negative TB skin test (within the last 12 months) or a negative chest x-ray is a requirement for registration.
4. Submit proof of health insurance.
5. Complete Criminal Background Check and Drug Screen process.

## Costs Other Than Tuition

All costs are approximate and subject to change. All East Arkansas Community College students pay the same tuition rates subject to residency status as published in the Tuition and Fees section of the current East Arkansas Community College Catalog. The following are approximate costs other than tuition for the Nursing Program by Term. These costs are approximate and may change.

### Costs Other Than Tuition for the Nursing Program

Expense	Term I	Term II	Term III	Term IV	Term V
Textbooks	~\$450	~\$325	~\$200	~\$225	~\$155
Assessment Fee	\$300	\$300	\$300	\$300	\$300
Simulation Lab Fee	\$50	\$50	\$50	\$50	\$50
Program Maintenance Fee	\$250	X	X	\$250	X
Malpractice Insurance	\$20	X	X	\$20	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	~\$450	~\$400	~\$250	~\$300	~\$200
CPR Certification	~\$45	X	X	X	X
Immunization Requirements	~\$350	X	X	X	X
EACC Nursing Pin	X	X	X	X	~\$30
Nightingale Lamp	X	X	X	X	~\$30
NCLEX-RN	X	X	X	X	\$250
Licensure Fee for Arkansas	X	X	X	X	\$100
Temporary Permit (optional)	X	X	X	X	\$30
RN T-Shirt	\$14.50	X	X	X	X
Criminal Background & Drug Screen for Clinical	~\$25	X	X	~\$25	X
Background Check for Licensure	X	X	X	X	\$44

**The Criminal Background and Drug Screen for clinicals will be approximately \$25 annually in August.**

## Retention/Progression Policy

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

1. Adhere to EACC and AASN policies.
2. Earn a grade of "C" or better in all required general education courses to progress to the next term and must complete all general education courses in designated term before progressing to next term.
3. Earn a grade of "C" or better in all nursing theory courses to progress to the next term.
4. 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.
5. Adhere to the attendance and punctuality policies of East Arkansas Community College and the Nursing Program (classroom, clinical, and lab).
6. 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.
7. 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.
8. 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. Successfully complete a Content Mastery Examination that contains content presented in all successfully completed nursing courses. Students will have only one attempt to attain the required competency score. The cost of the examination is the responsibility of the student. The test must be taken by the end of the fall semester if a student fails or withdraws from a spring nursing course; the test must be taken by the end of the spring semester if a student fails or withdraws from a summer or fall nursing course.
  - b. Successfully complete a skills competency checkoff that includes all nursing skills covered in all of the successfully completed nursing courses.
  - c. Students failing or withdrawing from a nursing course can only re-enroll in that course one time.
9. 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). Test scores must be used within one academic year for



- the admission process to the nursing program.
10. a. 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.
  - b. If a student is dismissed from the Nursing Program with a grade of “D”, “F”, or “W” and returns to the program in the LPN/LPTN Accelerated Track, they will be dismissed from the Nursing Program when a grade of “D”, “F”, or “W” ) has been received in the same nursing course once or one separate nursing course and may seek readmission after a period of four years.
  11. Successfully complete the HESI RN Exit Examination during the final semester of the program. At the beginning of the final semester, the student will take the HESI RN Exit Examination Predictor. The student will receive individualized remediation in any area where a score of less than 900 is achieved. The student will take the HESI RN Exit Examination prior to the completion of the semester and must achieve a minimum score of 900 as a component of program completion. If unsuccessful on the HESI RN Exit Examination, the student will receive an “Incomplete” or “I” in the corresponding nursing course. After course completion, the student will have two additional attempts to score a 900 on the HESI RN Exit Examination after meeting all remediation requirements set forth by the Director of Registered Nursing. If the student is unable to achieve a minimum score of 900 after the final attempt, the student will meet with the Nursing and Allied Health Retention/ Progression Committee for further assistance.

### Transfer Student Policy

Students withdrawing (“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 a Content Mastery Examination that contains content presented in all successfully completed nursing courses. Students will have only one attempt to attain the required competency score. The cost of the examination is the responsibility of the student. The test must be taken by the end of the fall semester if a student fails or withdraws from a spring nursing course; the test must be taken by the end of the spring semester if a student fails or withdraws from a summer or fall nursing course.
6. Successfully complete a skills competency checkoff that includes all nursing skills covered in all of the successfully completed nursing courses.

### Transfer Student Application Deadlines

Deadline to apply and meet all Transfer Requirements for Term II is October 1<sup>st</sup> 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.
4. Any student who is denied clinical access for justifiable causes by the clinical facility will not be eligible for readmission in East Arkansas Community College's Associate of Applied Science Nursing Program.
5. Any student who has been dismissed from the nursing program with a grade of "D", "F", or "W" (Withdrawn) from the same course twice or two separate nursing courses may seek readmission after a period of four years from the first admission to the traditional track nursing program and two years for the accelerated track. However, students must meet all current admission requirements and begin in Term I of the Traditional Track or Term III of the Accelerated Track.

- of "D", "F", or "W" ) has been received in the same nursing course once or one separate nursing course and may seek readmission after a period of four years
2. Students dismissed from the Nursing Program for disciplinary reasons, as outlined in the Nursing Student Handbook, will be ineligible for readmission into the East Arkansas Community College's Nursing Program.
  3. Students must maintain current certification in CPR (American Heart Association Healthcare Provider), immunization records, and 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.

## Graduation Policy

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

## Withdrawal Policy

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

## Dismissal Policy

Violation of classroom or clinical policies and procedures or personal misconduct will result in disciplinary actions and can result in immediate dismissal from the Nursing Program and the College. Actions subject to discipline include, but are not limited to: conduct dangerous to others, disorderly conduct, disruption of teaching in classroom or clinical settings, misuse of or damages to property, misuse of documents or identification cards or violations of state or federal laws. See also the Student Misconduct Policies and Procedure in the College Catalog. Procedures for disciplinary action and/or dismissal from the Nursing Program and appeal procedures are listed in the Nursing Student Handbook. Violation of the specific policies listed below may result in dismissal from the program:

1. a. 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.
- b. If a student is dismissed from the Nursing Program with a grade of "D", "F", or "W" and returns to the program in the LPN/LPTN Accelerated Track, they will be dismissed from the Nursing Program when a grade

## East Arkansas Community College

### Associate of Applied Science in Nursing- LPN/LPTN-RN Accelerated Track

Nursing is a profession incorporating knowledge and principles of the humanities and sciences. Nursing functions independently, dependently, and interdependently with other health care providers to assist individuals and their families in meeting health care needs. The Associate of Applied Science (AAS) in Nursing LPN/LPTN is a five semester, 62-hour curriculum plan. Once accepted, students are required to participate in both classroom and clinical settings. Graduates may apply to take the National Council License Examination for Registered Nurses (NCLEX-RN). EACC's AAS Nursing program offers two tracks: this Associate of Applied Science Traditional Track, and an Associate of Applied Science Nursing LPN/LPTN Accelerated Track. For more information, refer to the EACC catalog or [www.eacc.edu](http://www.eacc.edu).

<b>I. General Education Courses</b> (Required before admission to the LPN/LPTN Accelerated Track)	Credit Hours	Semester	Year	Grade
*BIO 2114 Anatomy and Physiology I	4			
*BIO 2134 Anatomy and 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			
<b>Total General Education Hours</b>	<b>23</b>			
<b>II. Term III (Summer)</b>				
*BIO 2504 Microbiology	4			
NUR 1904 Role Transition for LPN/LPRNs	4			
NUR 1900 Clinical Applications of Role Transition for LPN/LPRNs	0			
NUR 2043 Mental Health Nursing	3			
NUR 2040 Clinical Applications of Mental Health Nursing	0			
<b>Total Hours</b>	<b>11</b>			
<b>III. Term IV (Fall)</b>				
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 <b>OR</b> *SOC 2043 Anthropology	3			
<b>Total Hours</b>	<b>14</b>			
<b>IV. Term V (Spring)</b>	Credit Hours	Semester	Year	Grade
NUR 2243 Nursing Concepts and Intervention	3			
NUR 2254 Medical Surgical Nursing II	4			
NUR 2250 Clinical Applications of Medical Surgical Nursing III	0			
NUR 2263 Nursing Leadership and Management	3			
NUR 2260 Clinical Apps of Nursing Leadership and Management	0			
<b>Total Hours</b>	<b>10</b>			
<b>Total Degree Credit Hours</b>	<b>62</b>			

**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.

\*ACTS Transfer Course - 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 of the application of credits for the admissions and degree requirements. ACTS-Arkansas Course Transfer <https://adhe.edu/students-parents/transfer-info-for-students-select-Arkansas-Course-Transfer-System-for-Students>. See the current academic

# REGISTERED 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. Exams fees are not refunded and can only be taken twice per academic cycle.
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:

<u>Time</u>	<u>Validation of Recent Work Experience</u>
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 ("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 the qualified applicant pool is not met by the application deadline, the deadline may be extended at the discretion of The Restricted Enrollment Committee.

Current LPN students that are applying for the transition program must turn in all required documentation by the deadline with the exception of the current transcript. An official transcript must be turned in to the Registered Nursing Department and the Registrar's Office upon program completion.

## 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.

## 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.

## 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.



## Residential Construction and Carpentry

The Residential Construction/Carpentry program will prepare you to gain entry level employment in the residential construction industry. With additional training or job experience, you will be eligible for promotion to the position of Construction Supervisor, responsible for supervising and coordinating activities of construction or extraction workers.

### Day-to-Day Tasks

- Supervise, coordinate, or schedule the activities of construction or extraction workers.
- Read specifications, such as blueprints, to determine construction requirements or to plan procedures
- Inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are met.
- Locate, measure, and mark site locations or placement of structures or equipment, using measuring and marking equipment.
- Coordinate work activities with other construction project activities.

### Annual Salary

**Arkansas Median Salary: \$34,240**

**National Median Salary: \$45,170**

\*Bureau of Labor Statistics accessed through

<https://www.onetonline.org/link/summary/47-2031.01>

### Cost of Program

**Technical Certificate: \$3,937\***

\*Approximate cost for in-county residents

### Program Outcomes

Students will demonstrate an understanding of contemporary residential construction/carpentry techniques.

Students will effectively communicate on topics related to residential construction/carpentry.

Students will demonstrate critical thinking skills by maintaining a safe working environment.



**East Arkansas Community College**  
**Technical Certificate in Residential Construction/Carpentry**

The Residential Construction/Carpentry program is designed to prepare students for a career in the building trades through a blend of classroom theory and hands-on experience. Students will become adept at using hand tools, portable power tools and other equipment common in the carpentry profession as well as working with lumber, panel products, roofing materials, fasteners and a variety of hardware. The skills needed for rough framing, roof framing, and exterior and interior finish will be taught along with blueprint reading, math and estimating.

<b>I. Term I</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
ENG 1033 Communication Skills I -or- Higher	3			
CON 1202 Application Lab I	2			
CON 1103 Blueprint Reading for Residential Construction/Carpentry	3			
CON 1203 Preconstruction	3			
CON 1302 Floor and Wall Framing	2			
<b>Total Semester Hours</b>	<b>13</b>			
<b>II. Term II</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
CON 2302 Application Lab II	2			
CON 2402 Roof Framing	2			
CON 2503 Cabinet Making	3			
CON 2403 Cabinet Making Lab	3			
CON 2603 Interior Finish	3			
<b>Total Semester Hours</b>	<b>13</b>			
<b>III. Term III</b>	<b>Credit Hours</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
CON 2705 Exterior Finish	5			
<b>Total Semester Hours</b>	<b>5</b>			
<b>Total Certificate Hours</b>	<b>31</b>			

**East Arkansas Community College**  
**Certificate of Proficiency in Residential Construction**

I. Required Courses	Credit Hours	Semester	Year	Grade
CON 1103 Blueprint Reading for Residential Construction	3			
CON 1203 Preconstruction	3			
CON 1302 Floor and Wall Framing	2			
CON 1202 Application Lab I	2			
<b>Total Certificate Hours</b>	<b>9</b>			

**East Arkansas Community College**  
**Certificate of Proficiency in Finishing and Cabinet Making**

I. Required Courses	Credit Hours	Semester	Year	Grade
CON 2503 Cabinet Making	3			
CON 2403 Cabinet Making Lab	3			
CON 2603 Interior Finish	3			
<b>Total Certificate Hours</b>	<b>9</b>			



# Residential Heat and Air Conditioning

The Residential Heat & Air Conditioning program offers training in all aspects of heat and air conditioning. You will learn about brazing, basic electricity (as applied in the HVAC industry), how to use meters, how to troubleshoot units, and much more. During the occasions spent in the shop, you will be given ample time to apply what you have learned in the classroom.

## Day-to-Day Tasks

- Test pipe or tubing joints or connections for leaks, using pressure gauge or soap-and-water solution.
- Test electrical circuits or components for continuity, using electrical test equipment.
- Repair or replace defective equipment, components, or wiring.
- Repair or service heating, ventilating, and air conditioning (HVAC) systems to improve efficiency, such as by changing filters, cleaning ducts, or refilling non-toxic refrigerants.

## Annual Salary

**Arkansas Median Salary: \$36,850**

**National Median Salary: \$47,080**

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/49-9021.01>

## Cost of Program

**Technical Certificate: \$4,837\***

**Certificate of Proficiency: \$1,824\***

\*Approximate cost for in-county residents

## Program Outcomes

Students will demonstrate the safe and skillful use of common tools and technology for preventive maintenance and service of residential heat and air conditioning systems.

Students will effectively communicate the topics and terminology common to residential heat and air conditioning trade.

Students will demonstrate critical thinking skills through troubleshooting and diagnostic technique.

**East Arkansas Community College**  
**Technical Certificate in Residential Heat and Air Conditioning**

The Residential Heat and Air Conditioning program offers training in all aspects of heat and air conditioning. You will learn about brazing, basic electricity (as applied in the HVAC industry), how to use meters, how to troubleshoot units, and much more. During the occasions spent in the shop, you will be given ample time to apply what you have learned in the classroom.

I. Term I	Credit Hours	Semester	Year	Grade
ENG 1033 Communication Skills I -or- Higher	3			
RHA 1202 Application Lab I	2			
ELE 1014 Basic Electricity	4			
RHA 1103 Introduction to Air Conditioning <b>OR</b> MAS 1503 Domestic Refrigeration	3			
RHA 2202 Electrical Components and Motors	2			
<b>Total Semester Hours</b>	<b>14</b>			
II. Term II	Credit Hours	Semester	Year	Grade
MTH 1083 Technical Mathematics -or- Higher	3			
RHA 2302 Application Lab II	2			
RHA 1302 Tubing, Pipe, and Brazing	2			
RHA 2603 Fundamentals of Gas and Electric Heat	3			
RHA 2702 Heat Gain and Loss	2			
<b>Total Semester Hours</b>	<b>12</b>			
III. Term III				
RHA 2805 Residential Systems	5			
<b>Total Semester Hours</b>	<b>5</b>			
<b>Total Certificate Hours</b>	<b>31</b>			

**East Arkansas Community College**  
**Certificate of Proficiency in Refrigeration and Heat Exchange Technology**

I. Required Courses	Credit Hours	Semester	Year	Grade
ENG 1033 Communication Skills I -or- Higher	3			
ELE 1014 Basic Electricity	4			
RHA 1103 Introduction to Air Conditioning <b>OR</b> MAS 1503 Domestic Refrigeration	3			
RHA 2202 Electrical Components and Motors	2			
<b>Total Certificate Hours</b>	<b>12</b>			



# Welding

The Technical Certificate in Welding is designed to prepare students for entry level positions in welding manufacturing by producing students with welding skills applicable in a number of industrial settings. Welding prepares students for a variety of positions, including: Aluminum Welder, Fabricator, Fitter/Welder, Maintenance Welder, Mig Welder, or Sub Arc Operator.

## Day-to-Day Tasks

- Welding components in flat, vertical, or overhead positions.
- Lay out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers, and rulers.
- Examine work-pieces for defects and measure work-pieces with straightedges or templates to ensure conformance with specifications.
- Recognize, set up, and operate hand and power tools common to the welding trade, such as shielded metal arc and gas metal arc welding equipment.

## Annual Salary

**Arkansas Median Salary: \$36,620**

**National Median Salary: \$40,240**

\*Bureau of Labor Statistics accessed through <https://www.onetonline.org/link/summary/51-4121.06>

## Cost of Program

**Technical Certificate: \$5,070\***

**Certificate of Proficiency: \$1,643\***

\*Approximate cost for in-county residents

## Program Outcomes

Students will demonstrate an understanding of contemporary welding techniques required by various industrial sectors.

Students will effectively communicate on topics related to welding.

Students will demonstrate critical thinking skills by maintaining a safe working environment.



## East Arkansas Community College Technical Certificate in Welding

The Technical Certificate in Welding is designed to prepare students for entry-level positions in welding manufacturing by producing students with welding skills applicable in a number of industrial settings. Entry level positions include: Aluminum Welder, Fabricator, Fitter/Welder, Maintenance Welder, Mig Welder, or Sub Arc Operator.

I. Term I	Credit Hours	Semester	Year	Grade
ENG 1033 Communication Skills I -or- Higher	3			
MCH 1063 Welding Principles	3			
MCH 1072 Welding Operations	2			
MCH 1082 Purging, Piping, and Safety	2			
MCH 1112 Blueprints and Schematics for Welding	2			
<b>Total Semester Hours</b>	<b>12</b>			
II. Term II	Credit Hours	Semester	Year	Grade
MTH 1083 Technical Mathematics -or- Higher	3			
MCH 2064 Advanced Welding Principles	4			
MCH 2074 Advanced Welding Operations	4			
MCH 2213 Advanced Maintenance Welding	3			
<b>Total Semester Hours</b>	<b>14</b>			
III. Term III	Credit Hours	Semester	Year	Grade
MCH 2214 Advanced TIG Welding	4			
<b>Total Semester Hours</b>	<b>4</b>			
<b>Total Certificate Hours</b>	<b>30</b>			

## East Arkansas Community College Certificate of Proficiency in Welding

The Certificate of Proficiency in Welding 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.

I. Required Courses	Credit Hours	Semester	Year	Grade
MCH 1063 Welding Principles	3			
MCH 1072 Welding Operations	2			
MCH 1082 Purging, Piping, and Safety	2			
MCH 1112 Blueprints and Schematics for Welding	2			
<b>Total Certificate Hours</b>	<b>9</b>			



# **COURSE DESCRIPTIONS**

# COURSE DESCRIPTIONS

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## **ABR 1103 Basic Metal Repair I (3-0-3)**

The straightening, alignment, and fitting of major panels is taught. Procedures necessary to rough, shrink, bump, and finish are included. Emphasis in this course is on theory and practical application. Safety is emphasized.

## **ABR 1202 Application Lab I (0-4-2)**

This is a practical application lab that supports course objectives for ABR 1103 (Basic Metal Repair I), ABR 1203 (Body and Frame Alignment I), and ABR 1302 (Painting and Estimating I).

## **ABR 1203 Body and Frame Alignment I (3-0-3)**

Students will receive instruction in the use of frame equipment and frame construction, sectioning, and straightening. Experience working with unitized construction using frame alignment equipment will be provided. The fundamentals of welding, heating, cutting, and shaping are included. Emphasis in this course is on theory. Safety is emphasized.

## **ABR 1302 Painting and Estimating I (2-0-2)**

This course includes skills and technical knowledge in the preparation of metal for paint, chemical stripping of old finishes, use and maintenance of spray painting equipment, mixing and spraying of all types of automotive finishes, and identification of common materials used. Safety is emphasized.

## **ABR 2302 Application Lab II (0-4-2)**

This course is a practical application lab that supports course objectives for ABR 2402 (Color Matching), ABR 2502 (Basic Metal Repair II), ABR 2602 (Body and Frame Alignment II), and ABR 2702 (Painting and Estimating II).

## **ABR 2402 Color Matching (2-0-2)**

This course is a continuation of ABR 1302 (Painting and Estimating I) with emphasis on spraying techniques and tinting of paints to achieve color match. This course includes skills and technical knowledge in the mixing and spraying of all types of automotive finishes, and identification of common materials used. Safety is emphasized.

## **ABR 2502 Basic Metal Repair II (2-0-2)**

This course is a continuation of ABR 1103 with emphasis on practical application. The straightening, aligning, and fitting of major panels are taught. Procedures necessary to rough, shrink, bump, and finish are included. Safety is emphasized. Prerequisite: ABR 1103 Basic Metal Repair I.

## **ABR 2602 Body and Frame Alignment II (2-0-2)**

This course is a continuation of ABR 1203 (Body and Frame Alignment I) with emphasis on practical application. Students will receive instruction in the use of frame equipment and frame construction, sectioning, and straightening. Experience working with unitized construction using frame alignment equipment will be

provided. The fundamentals of welding, heating, cutting, and shaping are included. Prerequisite: ABR 1203 Body and Frame Alignment I.

## **ABR 2702 Painting and Estimating II (2-0-2)**

This course is a continuation of ABR 1302 (Painting and Estimating I) with emphasis on practical application. This course includes skills and technical knowledge in the preparation of metal for paint, chemical stripping of old finishes, use and maintenance of spray painting equipment, mixing and spraying of all types of automotive finishes, and identification of common materials used. Safety is emphasized. **Prerequisite: ABR 1302 Painting and Estimating (Grade > C)**

## **ABR 2905 Related Body Repair (0-10-5)**

This course includes the removal and replacement of glass, trim, electrical wiring, and the repair of plastic components. The basic principles of estimating are also taught.

## **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 (Grade > C)**

## **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: \$30-\$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: \$60**

**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: \$60**

**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: \$60**

**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: \$60**

**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: \$30-\$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: \$60**

**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: \$90**

**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: \$90**



**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:** \$60

**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.

**AST 1102 Engine Performance (2-0-2)**

The major systems of fuel and ignition are covered in this course. The course will cover engine performance, ignition, fuel systems, and alternative fuels. An understanding of these systems is essential to the successful maintenance and repair of most vehicles.

**AST 1103 Automotive Engine Repair (3-0-3)**

This course provides the student with an introduction to automobile engines along with the use and care of hand tools, precision tools, special tools, and equipment. Construction and theory of operation, with attention to engine components, are included. In addition, cooling and lubrication of modern engines as well as preventative maintenance and use of shop and flat-rate manuals are covered. Safety is emphasized.

**AST 1201 Engines Application Lab (0-2-1)**

A practical application lab that supports course objectives for AST 1103 Automotive Engine Repair and Performance.

**AST 1202 Application Lab I (0-4-2)**

This is a practical application lab that supports course objectives for AST 1103 (Automotive Engine Repair), AST 1102 (Engine Performance), and AST 1203 (Automotive Brake Systems).

**AST 1203 Automotive Brake Systems (3-0-3)**

This course concentrates on the theory and operation of disc and drum brake systems. Basic hydraulic principles as well as the operation and components of the brake foundation system are taught. The course includes an in-depth study of the various types of power systems and several types of anti-lock braking systems.

**AST 1211 Brake Systems Application Lab (0-2-1)**

A practical application lab that supports course objectives for AST 1203 Automotive Brake Systems.

**AST 2103 Automotive Climate Control (3-0-3)**

This course begins with a study of the theory of refrigeration, the refrigeration cycle, and the basic components of a typical automotive refrigeration system. The function and construction of compressors, lines, expansion valves, expansion tubes, condensers, evaporators, blower motors, and air distribution systems are covered. Time will be devoted to the study of automatic temperature control systems including the latest computer-monitored systems. Heating and ventilation, an important part of the vehicle's climate control system, will also be covered. Service and maintenance procedures as well as basic shop safety are heavily emphasized.

**AST 2302 Application Lab II (0-4-2)**

This is a practical application lab that supports course objectives for AST 2402 (Automatic Transmissions), AST 2503 (Electronic/Electrical Systems), AST 2703 (Automotive Computer Systems), and AST 2703 (Automotive Computer Systems).

**AST 2303 Automotive Power Trains (0-6-3)**

This course is designed to cover the entire powertrain on a late model vehicle with a standard transmission. Beginning with the flywheel, the course traces the flow of power from the engine, through the flywheel, to the transmission, through the differential assembly, and ending at the wheel hub. Included is the principle gear reduction as it applies to the theory, operation, and repair of manual transmissions, rear axles, and transaxles. Several types of four-wheel drive systems are also taught.

**AST 2402 Automatic Transmissions (2-0-2)**

The study of the automatic transmission begins with a review of gear theory and the introduction of the planetary gear set. It continues with a brief review of the basics of hydraulic theory. A study of the basic transmission components common to most automatic transmissions is covered to provide the student an overview of the operation and construction of a typical unit. Specific in-line transmissions and transaxle transmissions that will be covered in this course include the Chrysler 42LE and 46RE, General Motors TH350, TH125C, and 4L60, and Ford C-6, AXOD, and 4R70W.

**AST 2503 Electronic/Electrical Systems (3-0-3)**

This course includes Ohm's Law, basic electrical circuits, wiring diagrams, symbols, use of precision testing instruments, and analysis of opens, shorts, grounds, and related problems. Included are principles of the cranking circuit, charging systems, lighting circuits, and electrical accessories. Lab work includes diagnosis and repair of electrical malfunctions of live equipment under actual working conditions.

**AST 2703 Automotive Computer Systems (3-0-3)**

This course provides an in-depth study of the automotive computer systems currently being used in various makes and models of automobiles. Fault diagnosis using onboard computers will be emphasized. Safety is also emphasized.

**AST 2903 Suspension and Steering (3-0-3)**

This course is designed to introduce the student to the theory and operation of modern suspension and steering systems. The study of the suspension system includes wheels and tires, hubs, bearings, seals, springs, and the vehicle frame. Various designs and construction of each of the components are covered. Steering and steering systems start with the basic theory of steering geometry and all related factors. Wheel alignment of both front and rear wheels and the construction and operation of the various manual and power steering components are included.

**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: \$30- \$120**

**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: \$30**

**BIO 2014 Anatomy/Physiology for Paramedics (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: \$30**

**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: \$30**

**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: \$30**

**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: \$30**

**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: \$30- \$120**

**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 0873 (Grade  $\geq$  C) 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  $\geq$  C)

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

This course emphasizes skill development at a higher level and strengthens techniques in production problems, speed, and accuracy. Emphasis is placed on the production of business letters, statistical tables, manuscripts, business forms, and related projects.

**Prerequisite:** BUS 1343 (Grade  $\geq$  C)

**BUS 1603 Computer Fundamentals (3-0-3)**

*ACTS Equivalent Course Number = CPSI 1003*

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

**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.

**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 (Grade > C)

**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 (Grade > C)

**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 (Grade > C)

**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 ≥ C) or keyboarding skills. **Prerequisite or Corequisite:** BUS 1603 within the past 5 years with Grade ≥ C

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

This course presents a hands-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 ≥ C) **Corequisite:** BUS 2493

**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 OR ENG 1033 (Grade > C)**

**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 (Grade > C)**

**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 (Grade > C)**

**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.

**CCS 1103 Practicum 1 (3-0-3)**

This class is an instructional class in the theory aspects necessary to work in classroom/day care settings. Areas of learning will include classroom management, student behavior, and communication with families.

**CCS 1303 Environments for Young Children (3-0-3)**

The students will learn about classroom set up and arrangement for a variety of activities which includes programs designed to promote creative expression in the areas of art, creative play, and movement activities.

**CCS 2003 Infants and Toddlers (3-0-3)**

This course is based on the Child Development Associate (CDA) standards. The students will receive instruction in the care and teaching of infants and toddlers (age birth to three). Curriculum strategies are included based on sound developmental principles.

**CCS 2203 Business Management of Child Care Programs (3-0-3)**

This course includes general management competencies, regulations and legal concerns, personnel, and finances of childcare centers.

**CCS 2303 Day Care Curriculum (3-0-3)**

Students will plan, develop, and create classroom activities in the areas of science, music, language, art, mathematics, social studies, and nutrition.

**CCS 2503 Foundations of Early Childcare Education (3-0-3)**

This course includes communication with young children, facilitating work and play, classroom management, and methods of handling behavioral issues.

**CCS 2603 Child Care Nutrition (3-0-3)**

This course will provide knowledge concerning nutritional information in meeting the food needs of children. Topics include nutritional assessment, planning and serving meals to young children, and safety and sanitation.

**CCS 2913 Child Care Practicum 1 (0-9-3)**

This course will discuss and inform students of the different styles of observations, problems that may be encountered, and the responsibilities of the student teacher, cooperating teacher, and supervisor during the student teaching process.



Pending approval, this course CCS 2913 combined with CCS 2919 is the equivalent of CCS 2912: Child Care Practicum **Prerequisites: CCS 1103 (Grade  $\geq$  C); Corequisites: CCS 2919**

**CCS 2919 Child Care Practicum II (0-27-9)**

In this course, the student will engage in an extensive practicum at a child care facility where the student will receive training as an extension of the classroom. The student will spent approximately 14 weeks in the day care facility. This course will provide hands-on experience for the students. Pending approval, this course, CCS 2919 combined with CCS 2913 is the equivalent of CCS 2912: Child Care Practicum **Prerequisites: CCS 1103 (Grade  $\geq$  C); Corequisites: CCS 2913**

**CDT 1106 Commercial Driver Training (2-4-6) (Restricted)**

This course provides training to test for a restricted (automatic only) CDL license. The course covers motor vehicle operations such as; drive trains, brake, fuel, exhaust, cooling, electrical, suspension, steering, coupling, securing, principles of maneuvering, laws and regulations, log books, bills of lading, and trip reports. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips.

**CDT 1107 Commercial Driver Training (2-10-7)**

This course covers motor vehicle operations such as: drive trains, brake, fuel, exhaust, cooling, electrical, suspension, steering, coupling, shift patterns, securing, principles of maneuvering, laws and regulations, 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 (Grade  $>$  C), 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 (Grade  $>$  C), 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 (Grade  $>$  C), 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 0873 (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 0873 (Grade  $\geq$  C), or higher or appropriate placement score. Lab Fee: \$30**

**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.**

**Pre or Corequisite: MTH 1113 (Grade  $\geq$  C) or higher or appropriate placement score.), Lab Fee: \$30**

**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: CHE 1214 (Grade  $\geq$  C), Lab Fee: \$30**

**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 (Grade > C)

### **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 (Grade > C)

### **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 (Grade > C), 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 (Grade > C)

### **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 (Grade > C)

### **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 (Grade > C)

### **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 (Grade > C)

### **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 (Grade > C)**

**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.

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

A minimum of 100 contact hours is required.

**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**

**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 Advanced Police Administration (3-0-3)**

In conjunction with the University of Arkansas system Criminal Justice Institute, this course will cover advanced police administration and supervision theories, techniques and issues. Specifically, the course will focus on legal aspects of police discipline and labor problems, the Civil Rights Act of 1991, equal employment opportunity laws, discrimination claims, the Americans With Disabilities Act, and administrators' liability regarding selection, training, hiring and termination of employees. Course is restricted to CJI students. **Prerequisites:** completion of 45+ clock



hours of active Criminal Justice Institute coursework.

**Corequisites:** Pursuit of an A.A.S. degree in Criminal Justice and current employment with a federal, state or local criminal justice agency.

**CJS 1303 Special Topics in Criminal Justice (3-0-3)**  
**Correctional Management and Supervision**

In conjunction with the University of Arkansas System Criminal Justice Institute, this course focuses on the inmate management issues, correctional emergency response team concepts, security issues, stress management and civil liabilities of the correctional facility and its personnel. Course is restricted to CJI students. **Prerequisites:** completion of 45+clock hours of Criminal Justice Institute coursework. **Corequisites:** Active pursuit of an A.A.S. degree in Criminal Justice and current employment at a local criminal justice agency. This course may be repeated for a maximum of six hours.

**CJS 2003 Substantive Criminal Law (3-0-3)**

Modern criminal law is examined from historical and philosophical aspects of the criminal justice system. Emphasis is placed on leading case law and the application of recent Supreme Court rulings to present day law enforcement.

**CJS 2013 Comparative Criminal Justice (3-0-3)**

An analytical overview of crime in democratic societies is presented. Emphasis will be given to the study of crime in America and how the criminal justice process compares to other nations' political, economic, and social aspects of society.

**CJS 2023 Principles of Police Patrol (3-0-3)**

This course includes principles of police patrol including beat patrol, preliminary investigation, crimes in progress, report writing, and field note taking.

**CJS 2033 Introduction to Corrections (3-0-3)**

This course is designed to provide students with an overview of the historical and philosophical foundations of the American correctional system. Emphasis will be placed on the organizational and operational components of corrections, including jails, prisons, probation, parole, and community-based correction programs.

**CJS 2043 Internship in Criminal Justice (0-10-3)**

This course is designed to provide the student with theory and practical application of the criminal justice system. Students will be exposed to hands-on interaction with local, state, and federal law enforcement agencies, facilities, and the courts. Students work with their faculty advisor and internship employer to develop an education plan with meaningful learning objectives based on their program of study. **Prerequisites:** 45 credit hours toward graduation in the A.A.S. Criminal Justice program, 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.

**CON 1103 Blueprint Reading for Construction (3-0-3)**

This course is a study of plans, specifications, and codes used in the construction of residential structures. The course is designed for students who desire a knowledge of basic blueprint reading or increased knowledge of construction drawings. An introduction to building materials is included.

**CON 1202 Application Lab I (0-4-2)**

This is a practical application lab that supports course objectives for CON 1103 (Blueprint Reading for Construction), CON 1203 (Preconstruction), and CON 1302 (Floor & Wall Framing).

**CON 1203 Preconstruction (0-6-3)**

This course is designed to give students basic instruction in the tools of the occupation, shop safety, occupational terminology, and an introduction to construction principles. Form work for concrete walls, pillars, floors, steps, foundations, driveways, and patios is practiced. Also covered are the use of the transit and instruction in layout principles, characteristics of concrete, and the techniques of mixing and placing concrete. This course is designed to emphasize preconstruction principles on a daily basis.

**CON 1302 Floor and Wall Framing (0-4-2)**

This course is designed to develop basic construction skills. The layout principles of wall framing, flooring detail, ceiling joists, construction scaffolding, and methods for framing entire walls before erection are studied. Areas such as framing sills, floor joists, blocking and bridging, rough stairs and stair wells, wall layout, wall bracing, wall openings, ceiling joists, and scaffolding are constructed.

**CON 2302 Application Lab II (0-4-2)**

This is a practical application lab that supports course objectives for and CON 2402 (Roof Framing), CON 2403 (Cabinet Making Lab), CON 2503 (Cabinet Making), and CON 2603 (Interior Finish).

**CON 2402 Roof Framing (0-4-2)**

In this course, students learn roof construction of various types of residential structures, roof covering, use of the framing square, rafter and truss types, and elementary estimation principles.

**CON 2403 Cabinet Making Lab (0-6-3)**

This is a practical application lab that supports course objectives for CON 2503 (Cabinet Making).

**CON 2503 Cabinet Making (3-0-3)**

This course is designed to provide practical cabinet-making skills. The course teaches the construction, installation, trimming out, and finishing of cabinets, bookcases, and

other areas that require cabinets, bookcases, and other special installations. Students study the installation of built-in appliances and become familiar with standard measurements of all cabinet work. Sanding and the quality of the finished job are stressed.

**CON 2603 Interior Finish (3-0-3)**

In this course, students learn the skills of finish work carpentry. Practical experience is gained through the installation of baseboards, moldings, door and window trim and framing, and finishing staircases, doorjamb, and doors. The laying of floors may be included.

**CON 2705 Exterior Finish (0-10-5)**

This course provides students with basic skills in exterior finishes. Students study materials, exterior trim, and the selection and installation of exterior materials. Experience is gained through working on residential construction projects.

**COS 1105 Cosmetology I (5-0-5)**

This course provides basic concepts necessary to conduct services in a safe environment and take measures to prevent the spread of infections and contagious diseases. Students will be prepared to safely use a variety of salon products while providing client safety. Skills and theoretical concepts are covered including all basic and introductory levels of hygiene and sanitation, hairdressing, cosmetic therapy, and the study of histology of the skin and its disorders. Proper facial treatments, massages, masks and identification of special skin types are practiced. Manicuring, pedicures and massages are taught using proper safety procedures. The course also includes the study of human anatomy, bacteriology, physiology, and cells. The science of cosmetic chemistry, electricity, and light therapy are outlined. The course begins with draping, shampooing, and conditioning. The course then advances to all phases of cutting, wet styling, thermal styling, permanent waving, hair coloring, chemical relaxing, and working with artificial hair. The properties and disorders of the hair and scalp are included. All phases of salon operation; opening, operating and advertising, etc. are covered.

**COS 1108 Cosmetology Clinical Experience I (0-16-8)**

This course provides the practical application of cosmetology skills using mannequins, students, and outside patrons. The course also provides instruction and supervised experience in all aspects of cosmetology including the application of knowledge to give clients a full-service experience through management, salesmanship, and shop deportment. The laboratory is facilitated and operated as an actual beauty salon business.

**COS 1205 Cosmetology II (5-0-5)**

This is a continuation of COS 1105 Cosmetology I.

**COS 1208 Cosmetology Clinical Experience II (0-16-8)**

This is a continuation of COS 1108 Cosmetology Clinical Experience I.



**COS 1305 Cosmetology III (5-0-5)**

This is a continuation of COS 1205 Cosmetology I

**COS 1308 Cosmetology Clinical Experience III (0-16-8)**

This is a continuation of COS 1208 Cosmetology Clinical Experience II.

**COS 2103 Cosmetology Education (3-0-3)**

A general study of the principles and techniques of cosmetology education, including methods, materials, and evaluative procedures underlying teaching effectiveness in the various subjects.

**COS 2203 Theory and Methods (2-3-3)**

The student instructor, under supervision, observes, conducts theory classes, and participates in other activities.

**COS 2303 Special Problems (2-3-3)**

Training in subjects in which the student instructor may be deficient and/or the practice of cosmetology.

**COS 2409 Directed Teaching (0-18-9)**

A concentrated period of time is required in which the student, under supervision, observes, conducts practical classes in cosmetology, and participates in other activities involving the school, patrons, and the community.

**COS 2501 Student Records (1-0-1)**

Methods and practical application of keeping student records.

**COS 2705 Theory and Practical Application (0-10-5)**

This course includes instruction on all aspects of cosmetology. Theory and Practical application on live models are emphasized.

**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 (Grade > C), 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 (Grade > C), 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 (Grade > C), 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 (Grade > C), 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 (Grade > C), 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 (Grade > C), 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 (Grade > C), 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 (Grade > C)**

**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)**

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.

**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 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; however, students may not enroll more than four (4) times in any special topics drama course and have the credit count to meet graduation requirements.

**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 1012 Brake and ABS (2-0-2)**

In this course, students will learn the components of heavy truck and antilock braking systems. Students will explore how the systems are designed, how they operate, and how to troubleshoot, diagnose, and repair issues.

**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.

**DST 1023 Service and Maintenance (2-2-3)**

In this course, students will learn diagnostic techniques and specific service and maintenance procedures through a variety of hands-on activities and the use of technical service publications and manuals. Special emphasis will be placed on the use of specialty hand tools, diagnostic equipment and service maintenance resources and technical data.

**DST 1102 Trailer Suspension and Brakes (2-0-2)**

In this course, students will learn the various types of suspensions used on heavy trailers, how they relate to those found on the trucks, and the design differences between them.

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

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

**DST 2113 Heavy Duty Transmissions (2-2-3)**

This course is an introduction to heavy duty transmissions, mechanical transmissions and differentials. Special emphasis will be placed on the use of specialty hand tools, diagnostics, and service maintenance.

**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 (Grade > C)**

**DST 2133 HVAC Service Technology (1-4-3)**

In this class, students will train on proper refrigerant recovery and recycling procedures, safety precautions, purging, flushing, evacuation, recharging and performance testing of mobile air conditioning systems. This course also covers troubleshooting and diagnostic procedures for the various electronic controls systems for HVAC.

**DST 2243 Diesel Service Technology Capstone (1-4-3)**

This course introduces new concepts with advanced diagnostics and problem solving. Students solve given challenges requiring them to use troubleshooting,

diagnostic, and communication skills. This course requires the students to have a thorough understanding of all vehicle systems, diagnostic processes, tool usage, and repair techniques. **Prerequisite: DST 2124 (Grade > C)**

**DST 2253 Internship (0-10-3)**

The internship is a cooperative educational experience with local businesses designed to integrate the student's technical studies with work experience. This course requires the students to have a thorough understanding of all vehicle systems, diagnostic processes, tool usage, and repair techniques. Students will work with their faculty advisor and the internship employer to develop an education plan with learning objectives to mirror those of DST 2123. A minimum of 115 contact hours is required.

**Prerequisite: DST 2124 (Grade > C)**

**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 0873, or MTH 0893. 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 2013 Teaching the Adult Non-Reader (1-2-3)**

A course designed to train students to tutor adult non-readers using effective methods of teaching reading and life skills. Instruction includes lecture, role-playing, discussion, supervised practicum, and exams. Each student tutor will be assigned an adult non-reader for 3 hours a week in a supervised lab situation.

**EDN 2053 Introduction to Education (3-0-3)**

A course designed to help students gain a comprehensive understanding of teaching as a career, to prepare the college student to enter the public school setting as a responsible observer and to provide students with varied observation experience that will develop a foundation for subsequent professional course work (20 clock hours of elementary classroom observation and directed assignments required).

**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 2113 Instructional Design & Engaging E-Learning Activities (3-0-3)**

The focus of this course is instructional design for e-learning. The student will use established frameworks and models from the perspective of digital modalities plus explore professional standards and competencies related to instructional design and digital environments. Topics include interpreting necessary analyses, exploring principles and theories relevant to learning and ID across diverse communities of practice, and analyzing the influences of ethical, legal, and political trends on designing instructional and training solutions.

**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 (Grade > C), 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 (Grade > C), 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 (Grade > C), 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 (Grade > C), 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 (Grade > C), 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 (Grade > C), 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. Students 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 0893 or MTH 1083 (Grade  $>$  C), 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 1014 Basic Electricity (3-2-4)**

This course is an introduction to basic electrical terminology, units of measure, symbols, concepts and notation. An emphasis will be placed on the application of electrical fundamentals in a residential setting.

**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 (Grade  $>$  C), 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 (Grade > C), 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 0893 (Grade > C), 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 (Grade > C),

**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 (Grade > C), Lab Fee: \$15

**ELE 2144 Programmable Logic Controllers (3-2-4)**

This course describes the Programmable Logic Controller (PLC) and discusses its advantages over relay systems. It identifies the primary parts of the PLC and describes 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

(Grade > C), Lab Fee: \$15

**EMT 1001 Emergency Medical Systems (1-0-1)**

This course is an introduction to the EMS community. Topics covered include the well being of the paramedic, medical-legal concerns, ethical issues, therapeutic communications, and 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. **Malpractice Fee: \$65**

**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. **Corequisite EMT 1020**

**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 and II

**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, and medical incident command. **Prerequisites:** All EMT courses from Terms I and II

**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.

**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 1033 Communications Skills I (3-0-3)**

Communications Skills I is a course designed to help the student master the skills of written communication in the business field. The student will receive instruction in the various forms of workplace communication, including resumes, business memos, business letters, presentations, reports, and proposals. The emphasis of the course will be on practical application rather than on theory.

**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  $\geq$  C)**

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

*ACTS Equivalent Course Number = ENGL 2223*

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

**Prerequisite: ENG 1023 (Grade  $\geq$  C)**

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

*ACTS Equivalent Course Number = ENGL 2683*

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

**GIS 1303 Cartography for GIS (3-0-3)**

This course provides an introduction to cartography and geography. Topics of map design, map interpretation, and map analysis will be covered. Emphasis will be placed on the comprehensive study of history, map projections, map scale, type of maps, and map accuracy.

**GIS 2003 Remote Sensing and Data Acquisition (3-0-3)**

This course is an overview of theories and principles of remote sensing and data acquisition. It provides the background ability to input data from various sources for use in GIS projects. Students will learn how various satellites and sensor systems are used to identify how images are corrected and analyzed. Obtaining GIS data, formatting, and formal conversion of digital GIS data

management will also be covered. **Prerequisite: GIS 1003 and GIS 1303**

**GIS 2203 Advanced GIS (3-0-3)**

This course continues the hands-on use of GIS system using the ARCGIS 9.0 software. Advanced topics such as planning, management, and data quality issues will be addressed. **Prerequisite: GIS 1003 (Grade  $\geq$  C)**

**GIS 2303 Spatial Analysis and Modeling (3-0-3)**

This course provides the fundamentals of spatial analysis and modeling in GIS and a survey of quantitative techniques applicable to spatial data. Concepts of spatial modeling is covered and students learn how to use various modeling techniques available for solving complex environmental and management problems. Students use statistical models in the process of spatial analysis. **Prerequisite: MTH 1053 (Grade  $\geq$  C), GIS 1003, and GIS 1303**

**GIS 2503 Independent Project (3-0-3)**

This course will provide students with the opportunity to integrate knowledge used in previous courses for completion of an entire project. Work will begin with developing a proposal, obtaining the required data from numerous sources, performing analysis, and preparing final analysis. **Pre- or Co-requisite: GIS 2203**

**HEO 1104 Basic Operation Principles (2-2-4)**

This course presents students information relative to the basic operating of heavy equipment. Skills include starting and stopping, using clutches, brakes and power controls, basic operating, inspecting equipment, and using the operator's manual. Simulator time is included in this course and hands on experience. Safety is emphasized.

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

**Activity Fee: \$10**

<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 1322</b>	<b>Walking, Jogging, Running</b>	<b>(1-2-2)</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>

- HPR 1471 Basketball for Women (0-2-1)**  
**HPR 1491 Basketball for Men (0-2-1)**  
**HPR 1501 Recreational Riding (0-3-1)**  
**HPR 1511 Trail Riding (0-3-1)**  
**HPR 1721 Pickle Ball (0-2-1)**  
**HPR 1811 Weightlifting (0-2-1)**
- HPR 1732 Concepts of Physical Activity (2-1-2)**  
 Designed to provide knowledge of relationships among health, wellness, exercise, nutrition and fitness, this class shows students how to develop a lifetime fitness program.
- HPR 2113 Personal Health and Safety (3-0-3)**  
*ACTS Equivalent Course Number = HEAL 1003*  
 This course is designed to assist students in understanding and developing attitudes and behaviors necessary to establish healthful living practices.
- 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 1103 Math for Healthcare Providers (1-0-3)**  
 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 and 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 Basic Anatomy and Physiology (3-0-3)**  
 Designed to provide students with a basic overview of the human body, this class will include instruction in cell structure and function, body systems and functions, and principles of inheritance.
- HSC 1223 Human Diseases (3-0-3)**  
 Intended as a one-semester pathophysiology course, the health science course provides an introduction to the essential concepts of human diseases and related laboratory tests.
- HSC 1303 Intro to Medical Professions I (3-0-3)**  
 Experiences in the Introduction to Medical Professions course are designed to provide students with basic information and skills needed for a career in the health care field. In this comprehensive semester course, emphasis is given to the development of competencies related to Career and Technical Education Student Organizations (CTSOs), medical history and events, health care systems, health care careers, qualities of a successful health care worker, medical ethics, and legal responsibilities, and nutrition and health.
- HSC 1313 Intro to Medical Professions II (3-0-3)**  
 The course provides students with a general overview of the more crucial content areas of the Medical Professions Education program core courses. Areas covered are: Medical terminology, medical math, human growth and development, process of disease, and employability skills needed within the health care field. This course is recommended for students who will have the opportunity to take any additional Medical Professions Education program courses.
- HSC 1323 Medical Procedures I (3-0-3)**  
 This course allows students to develop specific skills needed in the health professions. Emphasis is given to the development of competencies related to the following areas: safety, infection control, vital signs, CPR and first aid medical math abbreviations, and charting.
- HSC 1333 Medical Procedures II (3-0-3)**  
 The Medical Procedures expanded course focuses on the specific skills needed in several different areas of entry-level positions in health care. The different skill areas addressed are: dental assisting, laboratory assisting, medical assisting, nurse assisting, physical therapy assisting, and veterinary assisting.
- HSC 2012 Introduction to Pathophysiology (2-0-2)**  
 This health science course presents an introduction to the basic principles of human physiological processes that lead to diseases and disorders. Risk factors, signs and symptoms, diagnostic tests, and treatments for common diseases are presented.
- HSC 2022 Introduction to Pharmacotherapy (2-0-2)**  
 This course emphasizes the principles of pharmacology, drug therapy, and therapeutic classes of drugs, clinically important prototype drug, and drug information sources. Pharmacologic treatment of major health problems will be explored. Principles of pharmacokinetics and pharmacodynamics will be examined. Basic and clinical concepts of pharmacology as it relates to allied health and medical practice will be explored.

**HSC 2123 Healthcare Law and Ethics (3-0-3)**

This course will present legal guidelines and requirements for healthcare. Medical ethics and related issues will also be presented. Emphasis will be on confidentiality and performance within the legal and ethical boundaries of healthcare. Also, federal and state healthcare legislation and regulations will be discussed.

**HSC 2223 Pathophysiology (3-0-3)**

The focus of pathophysiology is the abnormal functioning of diseased organs. The course includes descriptions of causes, signs and symptoms, diagnostic tests, and treatments dealing with patient care.

**Prerequisite:** BIO 2114

**IET 1112 Robotics and Controllers (2-0-2)**

This course provides the student with basic understanding of robotics and controllers in the industrial setting. The student will learn basic diagnostics, repair, and construction of robotics and controllers.

**IET 1201 Mechanical Applications Lab (0-2-1)**

This is a practical application lab that supports course objectives for IET 1102 (Blueprint Reading for IET) and IET 1502 (Fundamentals of Mechanics I).

**IET 1202 Application Lab I (0-4-2)**

This is a practical application lab that supports course objectives for IET 1112 (Robotics and Controllers), IET 1302 (Fundamentals of Small Gas Engines), IET 1402 (Basic Electricity for I.E.T.), and IET 1503 (Fundamentals of Mechanics I).

**IET 1211 Electrical Applications Lab (0-2-1)**

This is a practical application lab that supports course objectives for IET 1302 (Fundamentals of Small Engines) and IET 1402 (Basic Electricity for IET).

**IET 1302 Fundamentals of Small Gas Engines (2-0-2)**

This course covers the operation of small engines, minor repair procedures, and preventative maintenance for two- and four-cycle engines. Practical application is provided in the laboratory. Safety is emphasized.

**IET 1402 Basic Electricity for I.E.T. (0-4-2)**

This course is a study of the basic principles of electricity. Also included are the basic theory of operations for motors, transformers, motor controls, and the use of test equipment. Practical application is provided in the laboratory. Safety is emphasized.

**IET 1503 Fundamentals of Mechanics I (1-4-3)**

This course includes theory and practical application in general shop safety, identification and use of hand tools and power tools, identification of fasteners, and preventive maintenance.

**IET 2302 Application Lab II (0-4-2)**

This is a practical application lab that supports course objectives for IET 2503 (Fundamentals of Mechanics II), IET 2602 (Industrial Electricity), IET 2702 (Industrial Wiring Methods), and IET 2801 (Mechanics).

**IET 2503 Fundamentals of Mechanics II (3-0-3)**

This course is a continuation of IET 1503 (Fundamentals of Mechanics I). Advanced procedures and projects will be covered in class and in the lab.

**IET 2602 Industrial Electricity (0-4-2)**

This course is about the maintenance of industrial equipment and is a continuation of IET 1402 (Basic Electricity). This course also includes DC and AC single phase motors, motor controllers, single phase transformers, residential wiring, maintenance of rotating equipment, and the National Electrical Code. Practical application is provided in the laboratory with safety emphasized.

**IET 2702 Industrial Wiring Methods (0-4-2)**

This class emphasizes the National Electric Code and wiring techniques. Installation and programming of programmable controls are taught. Practical application is provided in the laboratory. Safety is a priority.

**IET 2801 Mechanics (0-2-1)**

This is a study of the drive components, bearings, seals, lubrication, pumps, valves and fittings, and piping systems. Electro-mechanics: Maintenance and repair of various control devices such as heating and air conditioning controls are taught. Practical application is provided in the laboratory. Safety is emphasized.

**IET 2901 Machine Shop (0-2-1)**

This course covers basic metallurgy and the operation of milling machines, lathes, and surface grinders. Metal fabrication may be included. Safety is emphasized. This course is designed for students enrolled in programs requiring a basic knowledge of machine shop applications.

**IET 2001 Basic Welding (0-2-1)**

This is a course in basic arc welding and metal cutting with the oxyacetylene torch. This course is designed for students enrolled in programs requiring a basic knowledge of welding. Safety is emphasized.

**IET 2103 Fluid Power (3-0-3)**

This course is a study of the theory of operation of fluid power (hydraulics and pneumatics) as well as repair of component parts. Practical application is provided in the laboratory. Safety is emphasized.

**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 0973 Language Enhancement (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 will co-enroll in this course and English Composition I. This course is a **co-requisite** for English Composition I.

**Prerequisite:** An appropriate placement test scores in English and reading as indicated by the College's placement test score table. Appropriate placement in LAN 0973 Language Enhancement is determined by the test scores indicated on the College's placement test score table. Test scores used for placement must be no older than five years. Any student with test scores or grades older than five years must retake a placement test.

**Co-requisite:** English Composition I. Students enrolled in LAN 0973 must co-enroll in English Composition I. They must be taken together. LAN 0973 cannot be taken as a stand-alone course. 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

**MAS 1103 Electricity for Appliance Service (3-0-3)**

This course includes instruction in safety, hand tools, fundamentals of electricity, electrical test equipment, wiring diagrams, AC/DC circuitry, and the fundamentals of microwave cooking with emphasis on installation and maintenance.

**MAS 1202 Applications Lab I (0-4-2)**

This is a practical application lab that supports course objectives for ELE 1014 (Basic Electricity), MAS 1503 (Domestic Refrigeration), RHA 1103 (Introduction to Air Conditioning), RHA 2202 (Electrical Components and Motors).

**MAS 1303 Resistance Heating and Gas Appliances (0-6-3)**

This course covers the installation and maintenance of resistance heating and gas appliances. Troubleshooting, repair, replacement of parts, customer relations, and safety precautions are also covered.

**MAS 1503 Domestic Refrigeration (2-2-3)**

This course covers basic refrigeration fundamentals, focusing on the mechanical system. The emphasis will be on electrical circuitry and sealed system diagnostics. Safety practices will be emphasized in the laboratory.

**MAS 2203 Motors for Electrical Appliances (3-0-3)**

This course is an introduction to the types of motors used in electrical appliances. Emphasis is on the electrical applications, schematics, and wiring diagrams of different types of induction motors. Practical application and safety in the laboratory is emphasized as it relates to testing motors, using related test equipment, and maintenance and repair of motors used on laundry and other domestic appliances.

**MAS 2302 Applications Lab II (0-4-2)**

This is a practical application lab that supports course objectives for MAS 1303 (Resistance Heating and Gas Appliances), MAS 2402 (Laundry), and MAS 2602 (Refrigeration Servicing).

**MAS 2402 Laundry (0-4-2)**

This course introduces the different types of motor driven appliances such as washers, dryers, and dishwashers. Proper installation and maintenance is emphasized in the laboratory.



**MAS 2602 Refrigeration Servicing (0-4-2)**

This course covers refrigeration applications. Sealed system repairs will be emphasized. Lab activities as they relate to installation, maintenance and repair of window air conditioners will also be taught.

**MAS 2701 Refrigeration/Air Conditioning I (0-2-1)**

This course covers controls, circuitry, and commercial refrigeration applications as well as air conditioning fundamentals. Emphasis is on troubleshooting and servicing window air conditioners. Safety practices are emphasized in the laboratory.

**MAS 2803 Convenience Appliances (0-6-3)**

This course introduces appliance service on water heaters, trash compactors, garbage disposals, under-the-counter ice makers, etc.

**MAS 2902 Refrigeration/Air Conditioning II (2-0-2)**

A continuation of MAS 2701 (Refrigeration/Air Conditioning I) with EPA 608 Certification. GCAP certification will also be given.

**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.

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

This course is an introduction to reading and interpreting schematics and 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 1063 Welding Principles (1-4-3)**

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

**MCH 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.



**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.

**MCH 2043 Mechanical Devices (2-2-3)**

This course is an overview of the principles, concepts, and applications of mechanisms found in an industrial plant. Topics covered include belt drive systems, chains, chain drives, conveyor belts, conveyor systems, bearings, sheaves, lubrication, sprockets, and mechanical fasteners. Lab will be used to emphasize practical maintenance, installation and procedures for repair and replacement.

**MCH 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 1063 (Grade > C)

**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 (Grade > C)

**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 1063, MCH 1072, MCH 1082 (Grade > C)

**MCH 2214 Advanced TIG Welding (2-4-4)**

This course is designed to provide students advanced practice and understanding for Tungsten Inert Gas or (TIG)

welding procedures. It prepares students to set up TIG welding equipment and perform welds in various positions.

**Pre or Corequisites:** MCH 2064, MCH 2074, & MCH 2213 (Grade > C)

**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.

**MFG 1011 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.

**MFG 1021 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, and 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**

**MFG1041 Understanding Basic Pneumatics (1-0-1)**

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

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

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

**Lab Fee: \$15**

**MFG1051 Pneumatic Troubleshooting Skills (1-0-1)**

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

**MFG 2013 Manufacturing Materials (2-2-3)**

This course introduces students to manufacturing materials, materials testing, and material science. Additionally, this course will introduce students to primary and secondary processing in manufacturing and allow the student to construct and conduct experiments with various manufacturing materials. **Prerequisite: MFG 1033 (Grade > C), 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 (Grade > C), 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, operation procedures, and control systems as well as leadership abilities in the field.

**Prerequisite: MFG 1043 (Grade > C), 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 through understanding of manufacturing materials, processes, and techniques.

**MNT1003 Maintenance Management (3-0-3)**

This course introduces the student to the processes that ensure that systems and plants continue to function at optimum levels through use of a totally supportive maintenance plan. Various maintenance techniques, including reliability, life cycle maintenance, and computerized maintenance management programs to enable a preventative and predictive approach in building reliability into the total production maintenance system are introduced. The course stresses maintenance planning within the corporate objectives, in particular considering cost factors, maintenance effectiveness, and how to define and present the plan.

**MSA 1113 Microsoft Server Operating (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 ≥ C), Pre- or Co-requisites: CIS 1013 and CIS 2213,**

**MSA 2123 Microsoft Server Operating (3-1-3) Systems II**

This course provides students with the knowledge and skills necessary to implement, manage, and maintain a Microsoft Windows 2003 Server network infrastructure. Emphasis is on managing IP addressing, name resolution, network security, and remote access.

**Prerequisite: MSA 1113**

**MSA 2243 Microsoft Workstation Operating (3-1-3) Systems**

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 ≥ C. Co-requisite: CIS 1013 and CIS 2213**

**MSC 1011 Introduction to ROTC (1-2-1)**

Self-confidence through team study and activities in basic drill, physical fitness, rappelling, first-aid, basic rifle marksmanship, and making presentations. Fundamental concepts of professional leadership in both classroom and outdoor lab environments. Leadership lab required and 1-hour physical fitness session.

**MSC 1021 Introduction to Leadership (1-2-1)**

Principles of effective leading. Self-confidence through physically and mentally challenging exercise with upper-division ROTC students and instructors. Individual and group communication skills and organizational ethical values for effective leadership. Leadership lab required and 1-hour physical fitness session. **Co-requisites: leadership lab and 1-hour physical fitness session.**

**Prerequisite: MSC 1011**

**MTH 0873 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. Based on placement scores, students will enroll in MTH 0873 alone or MTH 0873 with the co-requisite course MTH 0913. Students enrolled in the co-requisite MTH 0913 cannot withdraw from MTH 0913 without withdrawing from MTH 0873. **Prerequisite: appropriate placement score OR Corequisite: MTH 0913.**

**MTH 0893 Mathematical Applications II (3-0-3)**

A co-requisite course for MTH 1113 or MTH 1213 which covers but is not limited to: multi-step equations, exponents, functions and graphs, factoring, rational expressions, exponents and radicals, quadratic equations, and other topics necessary for success in MTH 1113 or MTH 1213. This course should only be taken with MTH 1113 or MTH 1213. **Prerequisites: MTH 0873 (Grade  $\geq$  C) or appropriate placement test score. Corequisite: MTH 1113 or MTH 1213**

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

A co-requisite course for MTH 0873 which covers beginning math concepts and basic operations necessary for success in MTH 0873. This course should not be taken alone. **Corequisite: MTH 0873**

**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.

**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. Based on placement scores students will enroll in MTH 1113 alone or MTH 1113 with the co-requisite course MTH 0893. Students who complete MTH 0873 with a grade of C or better who do not meet

the minimum placement score for MTH 1113 alone, must enroll in MTH 1113 AND the co-requisite course MTH 0893. Students enrolled in the co-requisite MTH 0893 cannot withdraw from MTH 0893 without withdrawing from MTH 1113. **Prerequisite: appropriate placement score; Co-requisite: MTH 0893**

**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. Based on placement scores students will enroll in MTH 1213 alone or MTH 1213 with the co-requisite course MTH 0893. Students who complete MTH 0873 with a grade of C or better who do not meet the minimum placement score for MTH 1213 alone, must enroll in MTH 1213 AND the co-requisite course MTH 0893. Students enrolled in the co-requisite MTH 0893 cannot withdraw from MTH 0893 without withdrawing from MTH 1213. **Prerequisite: Appropriate placement scores; Co-requisite: MTH 0893**

**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) or appropriate placement test score**

**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, regression, and analysis of variance. Course includes the use of statistical software.

**Prerequisite: MTH 1113 (Grade  $\geq$  C) or appropriate placement test score**

**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, integrals, and 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 (voice, piano, instrumental, etc.) 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, 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 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 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 to performances. 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, 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

**NA 1007 Nursing Assistant (3-8-7)**

This course is structured to exceed the minimum curriculum requirements mandated by the federal government with the passage of the Omnibus Budget Reconciliation Act (OBRA) in 1987, which included the Nursing Home Reform Act mandating that Nursing Assistants be trained and setting forth minimum requirements pertaining to this training.

**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:** \$20

**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 2043

**NUR 2043 Mental Health Nursing (2-6-3)**

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:** \$20

**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 2243 Nursing Concepts and Intervention (2-0-3)**  
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 2243, 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 2243, 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)**  
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 from 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 0893 (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 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 0893 (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: \$30**

**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: \$30**

**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**

**PN 1104 Mental Health (3-2-4)**

This course introduces the student to common mental illnesses and substance abuse. A clinical component completed in day treatment centers helps reinforce the

concepts that are taught in theory. Students are also introduced to basic computer usage and the development of concept maps, which help students link important concepts. This course has a clinical component. **Prerequisite: Admittance to the Practical Nursing Program.**

**PN 1207 Basic Fundamentals (7-0-7)**

Basic Fundamentals introduces the beginning student to many fundamental nursing concepts. These concepts provide the foundation for the student's nursing career. These concepts are utilized by the nurse in all clinical situations. The course begins with legal and ethical issues that surround nursing care. The course introduces the student to skills check offs with several basic skills, including calculation of medication dosages and administration, cleanliness, and environmental control. The clinical component of this course is completed in the skills lab. **Prerequisite: PN 1104**

**PN 1213 Nursing IA (2-2-3)**

**This course builds on the skills learned in PN 1207**

Basic Fundamentals. The skills increase in complexity. Students learn the theory behind these more complex skills. Students learn to chart each skill as it is taught. The course also includes basic principles in the care of elder clients. The clinical component of this course is completed in the nursing home, assisted living, and the lab. Simulation lab may also be utilized. **Prerequisite: PN 1207**

**PN 1217 Nursing IB (5-4-7)**

This course is a continuation of PN 1213 (Nursing IA). Co-requisite: PN 1213

**PN 1305 Nursing of Mothers & Children (4-2-5)**

This course gives the student an introduction to care of the expectant mother and the newborn. Students complete a clinical rotation with postpartum mothers in the hospital. Students also learn basic concepts related to pediatric nursing. To reinforce these concepts, students complete a rotation working in doctors' offices that see pediatric patients. Students work in these offices under a preceptor. Simulation lab may be utilized. **Prerequisite: PN 1335**

**PN 1323 Nursing II (2-2-3)**

Nursing II is an introduction to patients in an acute care setting. Students learn emergency care, pain control, care of cancer patients, and care of surgical patients. This course incorporates the anatomy of the system being covered. Pharmacology and nutritional concepts are also incorporated. This course has a clinical component in acute care. **Prerequisites: PN 1213 and PN 1217**

**PN 1335 Nursing III (3-4-5)**

Nursing III is a continuation of PN 1323 Nursing II with emphasis on more complex medical-surgical conditions. Anatomy, pharmacology, and nutritional concepts are incorporated into each unit. Students also learn about death and dying and care of the patient. Students must read Tuesdays with Morrie by Mitch Albom. This is a true story which depicts what it is like to die. Students also learn what is important in life, as told through the eyes of a



dying person. Videos of these interviews are also watched on YouTube. This course has a clinical component in acute care. **Prerequisite:** PN 1323

**PN 1345 Nursing IV (4-2-5)**

Nursing IV is the final nursing course for the program. This course teaches the most complex nursing conditions. Students function independently with the instructor present as a resource. This course has a clinical component in acute care. **Prerequisites:** PN 1335 and PN 1305.

**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*

An introduction to the constitutional framework of American government. The U.S. Constitution is studied in detail in relation to the basic principles, structure, processes, and functions of the United States federal government and other related political activities.

**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 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 1103 Introduction to Radiologic Technology(3-0-3)**

This course is an introduction to the basic aspects and principles of radiologic technology, and the health care system including but not limited to radiation protection, patient care including human diversity, healthcare agency structure and function, radiology ethics and legal issues. Emphasis will be placed on effective patient and peer communication. **Prerequisites:** ENG 1013, MTH 1113, and BIO 2114. **Pre or Corequisites:** RAD 1110 and HSC 1003

**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 1103

**RAD 1113 Radiologic Procedures I (3-9-3)**

This course provides an investigation of the procedures used in patient positioning and radiation safety instruction for radiographic demonstration of anatomical parts of the chest, abdominal area, upper extremity, pelvic girdle, lower extremity, and shoulder girdle; and includes topographical anatomy, patient and part positioning, equipment selection and use, and patient-film orientation of radiographic anatomy. **Prerequisites:** ENG 1013, MTH 1113 OR MTH 1013, BIO 2114. **Pre or corequisites:** RAD 1103, RAD 1110

**RAD 1203 Radiologic Imaging (2-0-3)**

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 1223

**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 1223

**RAD 1223 Radiologic Physics (2-0-3)**

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 1203, 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 1013 OR SOC 2043**

**RAD 2103 Radiation Protection (2-0-3)**

This course is a study of the principles and practices of safe application of radiation, in regards to personnel, patients, and the public. Emphasis will also be placed on the responses of biological systems to radiation and their acute and chronic affects. **Prerequisites: All required courses from Terms I, II, and III. Pre or Corequisites: ENG 1013, RAD 2113, RAD 2110, RAD 2116 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: ENG 1013, RAD 2103, RAD 2113, RAD 2115**

**RAD 2113 Radiographic Pathology (2-0-3)**

This course is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in body systems will be presented.

**Prerequisites: All required courses from Terms I, II, and III. Pre or Corequisites: ENG 1013, RAD 2103, RAD 2110, RAD 2116**

**Assessment Fee: \$50**

**RAD 2116 Special Imaging Procedures (2-10-6)**

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 2103, RAD 2110, RAD 2113**

**Malpractice Fee: \$20**

**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 V (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 (Grade > C), 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.

**RHA 1103 Introduction to Air Conditioning (3-0-3)**

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

**RHA 1202 Application Lab I (0-4-2)**

This is a practical lab that supports course objectives for ELE 1014 (Basic Electricity), RHA 1103 (Introduction to Air Conditioning), MAS 1503 (Domestic Refrigeration), and RHA 2202 (Electrical Components and Motors).

**RHA 1302 Tubing, Pipe, and Brazing (0-4-2)**

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

**RHA 1503 HVAC Electricity (0-6-3)**

This course provides a study of electricity, its effects, and its behavior. This knowledge of the fundamentals prepares students to understand the construction and operation of electric motors, controls, and circuits used for heat and air conditioning.

**RHA 2202 Electrical Components and Motors (2-0-2)**

This course teaches the characteristics of alternating current waves, phase relations, transfer action and its use with controls, and motors and relay resistors. In addition, the students study a wide variety of motors, single and three phase, used in the heat and air conditioning field.

**RHA 2302 Application Lab II (0-4-2)**

This is a practical lab that supports course objectives for RHA 1302 (Tubing, Pipe, and Brazing), RHA 2603 (Fundamentals of Gas and Electric Heat), and RHA 2702 (Heat Gain and Loss).

**RHA 2401 Schematics (0-2-1)**

Students learn to read, draw, and interpret wiring diagrams and place the circuitry in operative arrangements with electrical and electronic symbols. Students develop systems diagrams for a variety of heat and conditioning equipment.

**RHA 2603 Fundamentals of Gas and Electric Heat (0-6-3)**

This course provides the student with the basic components of gas and electric heating systems. Students are required to identify components and disassemble and reassemble the various systems.

**RHA 2702 Heat Gain and Loss (0-4-2)**

This course involves the study of air properties and the instrumentation to meet the environmental needs of structures, residential and commercial, and factors involved in the calculation of heating and cooling loads. The distribution mediums such as duct design and sizing are studied.

**RHA 2805 Residential Systems (0-10-5)**

This course is a study of the major components and control devices for cooling systems. The students are required to assemble components into an operative system. Practical application is provided in the laboratory.

**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.

**SOC 2203 Introduction to Social Work (3-0-3)**  
This course is designed to explore major concepts and principles of professional social work, including: the development of social welfare; the history of social work; the knowledge, skills, and value base of social work; models of social work methods; and current social work practice applications. This course looks at the basis of knowledge for theories of human rights, social justice, and diversity.

**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 pagecreation 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**

**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**

**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**

**WPR 1003 Workplace Readiness (3-0-3)**

In this course, students will learn a variety of skills essential to the workforce. Safety, material handling, mathematics, employability skills will be covered. Course objectives will be assessed through performance evaluation, written examination, and presentation. Course completers will be tested to earn certification in NCCER's Core Curriculum: Introductory Craft Skills.



# **EACC PERSONNEL**



# EACC PERSONNEL

<b>Dr. Cathie Cline</b> .....President B.A., University of Virginia M.A., Arkansas State University Ed.D., University of Arkansas at Little Rock	<b>Jenny Baskins</b> .....Instructor/ Medical Professions Education A.A.S., East Arkansas Community College B.S., Arkansas State University
<b>Jack Hill</b> .....Vice President for Academic Affairs/CAO A.S., B.S., Missouri Southern State University M.P.A., Arkansas State University	<b>Helen Bean</b> .....Administrative Specialist I/ Math/Science A.A.S., East Arkansas Community College
<b>Jim Huff</b> .....Vice President for Finance/CFO B.S., University of Arkansas in Fayetteville M.B.A., George Washington University	<b>Kevin Bingham</b> .....Academic Advisor/ Career Services Coordinator B.S., Oral Roberts University M.B.C., Oval Bible College D.B.C., Oval Bible College
<b>Ed Adams</b> .....Director of Computer Services/CIO B.B.A., Arkansas State University	<b>Bernice Bland</b> .....Institutional Services Assistant
<b>Greg Adams</b> .....Database Administrator & Programming Support Coordinator B.S., Arkansas State University	<b>Veronica Boyd</b> .....Student Advisor/ Career Pathways Initiative
<b>Keuna Adams</b> .....Assistant Registrar A.A., East Arkansas Community College B.S., Arkansas State University M.P.A., Arkansas State University	<b>Janet Brawner</b> .....Administrative Specialist III/ Finance and Administration B.S.E., University of Central Arkansas
<b>Mallory Adams</b> .....Dean of Allied Health A.A.S., Phillips Community College B.S.N., Henderson State University	<b>Shannon Bridges</b> .....Administrative Specialist I/ Humanities
<b>Jordan Alkaabi</b> .....Instructor/ Business B.S., University of Kentucky M.I.A., Pennsylvania State University	<b>Destinee Brock</b> .....Purchasing Specialist A.A., East Arkansas Community College
<b>Larry Allen</b> .....Maintenance Supervisor	<b>Jackson Brock</b> .....Instructor/ Welding Technology
<b>Tiffanie Anderson</b> .....SSS Tutorial Specialist A.A., East Arkansas Community College B.S., Arkansas State University	<b>Kevin Brown</b> .....Instructor/ Major Appliance Repair
<b>Krista Anthony</b> .....Instructor/ Emergency Medical Technology A.A.S., Roane State Community College	<b>Briana Byers</b> .....Transfer/Career & Advising Specialist SSS B.A., M.B.A., Harding University
<b>Dawn Austin- Copeland</b> .....Career Coach B.A., University of Arkansas at Pine Bluff	<b>Lynette Campbell</b> .....Instructor/ Licensed Practical Nursing A.A.S., East Arkansas Community College
<b>David Baldwin</b> .....Fiscal Support Supervisor B.S., Arkansas State University	<b>Carrie Carroll</b> .....Career Coach A.A., East Arkansas Community College B.S.E., M.S.E., Arkansas State University
<b>Marilyn Barton</b> .....Institutional Services Assistant	<b>Kandance Caughron</b> .....Instructor/ Licensed Practical Nursing A.A.S., A.S., Arkansas State University
<b>Daniel Baskins</b> .....Instructor/ Diesel Technology	<b>Jennifer Cole</b> .....Administrative Specialist I/ V.O.T.E. A.A.S., East Arkansas Community College

**Dennis Colvin**.....Physical Plant Coordinator

**Karen Colvin**.....Maintenance Assistant

**Joe Crowder**.....Security Officer  
A.S., Drury University

**Terry Davis**.....Director of Licensed Practical Nursing  
A.A.S., East Arkansas Community College  
B.S.N., Walden University

**Cory Deere**.....Maintenance Assistant

**Donna Dhority**.....Fiscal Support Specialist

**Carly Dillard**.....Director of Marketing & Events  
B.S., Arkansas State University

**Dr. Audrene Ellis**.....Instructor/  
Social Science  
M.S., Ph.D., Walden University

**Samuel Evans**.....Instructor/  
Auto Service Technology

**Debbie Feagin**.....Director of Adult Basic Education/  
Literacy, SNAP, & ABE Instructor  
A.A., East Arkansas Community College  
B.S.B.A., Arkansas State University  
M.B.A., University of North Alabama

**Tierney Fletcher**.....Administrative Specialist I/  
Student Services  
B.A., University of Memphis

**Robert Fowler**.....Computer Support Coordinator

**Tammy Frelich**.....Instructor/  
Humanities  
B.F.A., M.A., Ed.S., Arkansas State University

**Daniel R. Grantham**.....Lead Instructor/  
Humanities & Social Sciences  
B.A., M.A., University of Memphis

**Ashley Griffith**.....Instructor/  
Language Enhancement  
B.S., Arkansas State University  
M.S.E., Arkansas State University

**Christine Haggans**.....Payroll Services Specialist

**Thomas Hare**.....Maintenance Specialist

**David Harris**.....Instructor/  
Diesel Technology  
A.A.S., East Arkansas Community College

**Tonya Harris**.....Administrative Specialist II/  
Adult Basic Education

**Russell Hathcock**.....Instructor/  
Criminal Justice  
A.A., A.A.S., East Arkansas Community College  
B.A., M.A., Arkansas State University

**Lindsi Huffaker**.....Associate Vice President  
for People & Culture  
A.A., Northwest Arkansas Community College  
B.S.E., M.S., University of Arkansas in Fayetteville

**Marilyn Hunt**.....Instructor/  
Education  
B.S.E., M.S., M.S.E., E.D.S., Arkansas State University

**Christy Jackson**.....Controller  
B.A.S., University of Arkansas at Fort Smith  
M.B.A., University of the Southwest

**Lynn Ray Jackson**.....Maintenance Assistant

**Robert Jackson**.....Instructor/  
Residential Heat and Air Conditioning

**Errin James**.....Dean of Student Experience  
B.A., University of Arkansas at Monticello  
M.P.A., Arkansas State University

**Niki Jones**.....Director of Development/  
Arts Center Manager  
B.S., Arkansas State University

**Rhonda Jordan**.....Administrative Specialist II/  
Community Education and Workforce Development  
A.A.S., East Arkansas Community College

**Anne Kelso**.....Administrative Assistant to the President  
A.A., East Arkansas Community College

**Adam Kennedy**.....Website Developer and Programmer  
B.S., University of Arkansas at Fort Smith

**Shelly Laird**.....Academic Advisor/  
Technical Programs Coordinator  
A.A.S., East Arkansas Community College

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

**Jana Lloyd**.....Lead Instructor/  
Registered Nursing  
A.A.S., East Arkansas Community College  
B.S.N., Arkansas State University

**Katie Mason**.....Director of Registered Nursing  
B.S., Arkansas State University  
M.S., University of Arkansas Medical Sciences

**Bill Mathes**.....Instructor/  
Diesel Technology

**Heather McBride**.....Director of Auxiliary Services  
B.S., Arkansas State University

**Jodi Burrows McClain**.....Instructor/  
Science  
B.S., M.S., Arkansas State University

**Clarence McNeary**.....Maintenance Assistant

**Lindsay Midkiff**.....Associate Vice President of  
Public Relations/Community Programs  
B.B.A., University of Mississippi  
M.B.A., Arkansas State University

**Robert Miller**.....Instructor/  
Art  
B.F.A., University of Connecticut  
M.F.A., Bowling Green State University

**Richard Moore**.....Instructor/  
Auto Body Repair

**Travis Moore**.....Instructor/  
Commercial Driver Training

**Hannah Morris**.....Instructor/Coordinator  
Radiologic Technology  
A.A.S., East Arkansas Community College  
B.S., Arkansas State University

**Omar Mosby**.....Maintenance Assistant

**Steve Nesbitt**.....Maintenance Assistant

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

**Chantil Newmon**.....Literacy Coordinator/ ABE Instructor  
B.S., M.S., Arkansas State University

**Tobey Nichols**.....Director/Counselor  
of Concurrent Credit  
B.A., Arkansas State University  
M.S.E., Arkansas State University

**Adam O’Neal**.....Associate Vice President  
for Student Services/CSAO  
B.S.E., Arkansas State University  
M.S., Southern Arkansas University

**Victoria Padilla**.....Instructor/  
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A.A., East Arkansas Community College  
M.A., Arkansas State University

**Jim Parker**.....Instructor/  
Industrial Equipment Technology  
A.A.S., Southwest Technical Institute

**Nicholas Pickard**.....Instructor/  
Diesel Technology

**Cathy Pitts**.....Instructor/  
Radiologic Technology  
A.A., A.A.S., East Arkansas Community College  
B.S., Arkansas State University  
M.S., Walden University

**Anthony Renshaw**.....Instructor/  
Commercial Truck Driving

**Kenneth Richardson**.....Maintenance Assistant

**Dr. Laura Riddle**.....Dean of General Education  
B.M.E., Henderson State University  
M.M.E., University of Northern Colorado  
Ph.D., Northcentral University

**Carol Rodgers**.....Instructor/  
Math  
A.A., East Arkansas Community College  
B.S.E., Arkansas State University

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

**Craig Sandberg**.....PC Support Specialist  
A.S., Cameron University

**Danny Shaull**.....Director of Career Pathways  
B.S., Hannibal-LaGrange University  
M.S., Arkansas Tech University

**Lisa Siler**.....Payroll Administrator/  
HRAssistant

**Dennis Smith**.....Lead Instructor/  
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B.S.E., M.S., Arkansas State University  
M.S., University of Tennessee

**Jeanette Smith**.....Administrative Specialist II/  
Receptionist

**Yalonda Smith**.....Instructor/Humanities  
& Academic Advisor  
B.A., University of Arkansas at Pine Bluff  
M.Ed., University of West Alabama in Livingston

**Layla Stallings**.....Student Support Services Coordinator  
A.A., East Arkansas Community College  
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M.B.A., University of the Southwest

**Jerry Stegall**.....Assistant Director of Financial Aid  
A.S., East Arkansas Community College  
B.S., Arkansas State University

**Gayla Stidham**.....Administrative Specialist I/  
Transportation and Technology Center  
A.A.S., East Arkansas Community College

**Jaxon Stuckey**.....Instructor/  
Welding

**Dr. Matthew Suda**.....Executive Director of  
Enrollment Management & Institutional Research  
B.S., University of Scranton  
M.S., Ph.D., University of Memphis

**Robert Tansy**.....Security Officer Supervisor  
B.G.S., University of Kansas

**Tabitha Thomas**.....Administrative Specialist II/  
Allied Health

**Beth Thompson**.....Director of Student Support Services  
B.A., University of Arkansas at Monticello  
M.S., Arkansas Tech University

**John Thompson**.....Instructor/  
English  
B.A., University of Arkansas at Monticello  
M.A., Arkansas Tech University

**Rae Thompson**.....Instructor/  
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**Courtney Trimble**.....Instructor/  
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M.S., University of Arkansas in Fayetteville

**Gail Vance**.....Fiscal Support Specialist-  
Accounts Receivable & Student Accounts

**Jenny Vandiver**.....Instructor/  
History  
B.A., M.A., Arkansas State University

**Marty Wages**.....Library Support Assistant

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

**Carlos Washington**.....Lab Supervisor/  
Computer Education Center  
A.A., A.A.S., East Arkansas Community College

**Angela Wilborn**.....Instructor/  
Cosmetology  
A.A.S., East Arkansas Community College

**Christine Williams**.....Dean of Career  
& Technical Education  
B.A., University of Arkansas at Pine Bluff  
M.S., Arkansas Tech University

**Falisha Williams**.....Community Outreach  
Coordinator Wynne  
A.A., East Arkansas Community College  
B.S., Bethel University  
M.A., University of Arizona

**Mark Wilson**.....Director of Campus Safety  
& Operations  
A.A.S., East Arkansas Community College  
B.S., Arkansas State University

**Everette Woods**.....Lead Instructor/  
Commercial Driver Training

**Darlene Young**.....Admissions & Retention Counselor





# STUDENT HANDBOOK

# STUDENT HANDBOOK

## MISSION

We provide affordable, accessible learning opportunities to promote student success and strengthen our community.

## VISION

Through our service as an academic and economic leader, we will empower students and our community to succeed through business and industry partnerships, cultural enrichment, and educational programming.

## FACULTY OFFICE HOURS

Full-time instructors maintain in-person and/or virtual office hours for individual conferences with students. These hours will be posted on the instructor's office door and in Blackboard. Should a student find it difficult to schedule a conference during an instructor's posted hours, s/he should feel free to request an agreed-upon appointment time. Appointments should be made with faculty advisors to plan each semester's schedule of classes. Registration for returning students may be completed through the student portal, myEACC.

## 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 Campus Security and Safety, the EACC website, and the EACC Catalog/Student Handbook.

## CAMPUS SECURITY

Professional security officers patrol the campus for violations of the law and of 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 the Associate Vice President of Student Services, between the hours of 8:00 AM and 4:30 PM. In the evenings, individuals may make reports in the Welcome Center with the Campus Security Officer on duty. Assistance will be provided or local law enforcement authorities will be contacted if necessary or requested. To contact campus security, call 870-270-8608 or 870-633-4480, ext. 280 or ext. 207.

## 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 calendar years and matches the statistics reported to the United States Department of Education as required by law.

Crime	2020	2021	2022
Murder	0	0	0
Rape	0	0	0
Statutory Rape	0	0	0
Fondling	0	0	0
Incest	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
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

Arrests Reported	2020	2021	2022
Liquor Law Violation	0	0	0
Drug Law Violation	0	0	0
Illegal Weapon Possession	0	0	0

*\*Nolle Prossed*

## 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 2017 and completed degrees or certificates by August 31, 2020.

Fall 2018 Cohort.....	177
Completers.....	41%
4-Year Avg. Transferred Out.....	7%
4-Year Avg. Completion Rate .....	49%

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.

## STUDENT POLICIES AND PROCEDURES

### I. CODE OF CONDUCT RIGHTS AND RESPONSIBILITIES

#### A. Student Conduct Code

Disciplinary action shall be applied to any student whose misconduct 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 a 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 Concurrent Enrollment and Secondary Career Center Handbooks for the policies concerning High School 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, presentations by students, 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 engagement, 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 academic Vice President should be informed.
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 of the classroom, the College employee may act with discretion to deal with the misconduct or contact Campus Security and the Associate Vice President for Student Services, informing them of the problem. Any member of the College community may file a formal or informal complaint against any student for misconduct.

**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.,**

#### **D. 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.

#### **E. Proceedings for Misconduct**

1. Any member of the College community may file a complaint against any student for misconduct.
2. Any student formally charged for misconduct will have fair proceedings, which may include the following:
  - a. A written statement of charges and the source.
  - b. Ample notice of the time and date should be there be a hearing.
  - c. A hearing for presentation of the alleged violations.
  - d. The right to question evidence presented is guaranteed.
  - e. An opportunity to answer the charges and to submit testimony of witnesses.
  - f. She/He shall have the right to appeal the decision of the hearing to the President of the College. His/Her decision shall be final.
  - g. All parties, complainant, respondent, and witnesses must appear in person.

#### **F. Types of Violations**

Violations may be of a major or minor nature. Major violations typically involve behavior contrary to criminal or civil law and/or behavior which directly interferes with the College's educational or operational 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 may 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 Dean of Student Services.

##### **1. Minor Violations**

The following student actions are examples of what may 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 Responsibility of a Minor Violation:**

Upon a finding of responsible, 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 could include the denial of certain student privileges or the issuance of an official letter of warning. For example, prohibited from serving on committees, representing EACC through activities such as intramurals or student organizations.

### **Procedure for the Adjudication of a Minor Violation**

Any member of the College community may bring an alleged violation to the attention of a faculty member, staff member, or administrator. The individual making the allegation will then be assisted with informing the Associate Vice President for Student Services. If, in the opinion of the Associate Vice President for Student Services, sufficient evidence exists that a minor violation may have occurred, s/he will request that the person accused, also known as respondent, present him or herself to be orally informed of the allegation. The Associate Vice President for Student Services must inform the student of the allegation, the basis to support the allegation, and a preliminary determination as to whether the alleged violation is minor or major.

The Associate Vice President for Student Services will provide a copy of the disciplinary procedures for the student and answer any questions raised by the student concerning the procedure or allegation being brought against him/her. In seeking an informal resolution or an agreement regarding sanction, the Associate Vice President for Student Services may request that additional information be provided by the complainant, the respondent, or any observers of the alleged violation.

If, after discussing the alleged violation with the person, the Associate Vice President for Student Services finds insufficient evidence of a violation, he/she will dismiss the allegation and so inform the respondent (the accused) and the complainant (the person making the allegation). If the Associate Vice President for Student Services feels sufficient evidence exists that a minor violation has occurred, he/she shall complete the appropriate paperwork, explain its contents to the person against whom the allegation was filed, and offer the student an institutional sanction consistent with the violation. If the parties are in agreement with the finding, signatures will be obtained and finalized documentation will be provided to the parties involved.

### **Types of Disciplinary Action for a Minor Violation**

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 of any code of conduct during the period of his/her probation.

Under no circumstances will such an institutional sanction involve suspension 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 (not to exceed one year). The complainant or the respondent may reject the institutional sanction offered by the Associate Vice President for Student Services and request in writing that the case be formally referred to the Judicial Affairs Committee for an original hearing.

A student or individual who wishes the Judicial Affairs Committee to consider an alleged minor violation shall not be subject to a more serious institutional sanction merely because s/he has requested a formal hearing.

### **2. Major Violations**

The following student actions are examples of what may 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 and may subject a student to suspension if occurring during a probationary period.

### **Institutional Sanction for Responsibility of a Major Violation**

Upon a finding of responsible, 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.

### **Procedure for the Adjudication of a Major Violation**

Any member of the College community may bring an alleged violation to the attention of a faculty member, staff member, or administrator. The individual making the allegation will then be assisted with informing the Associate Vice President for Student Services. In the event there is an immediate danger, Campus Security shall be notified and, if warranted, law enforcement shall be contacted. If, in the opinion of the Associate Vice President for Student Services, sufficient evidence exists that a major violation may have occurred, s/he will request that the respondent (the person accused) present him or herself to be orally informed of the allegation. The Associate Vice President for Student Services must inform the student of the allegation, the basis to support the allegation, and a preliminary determination as to whether the alleged violation is minor or major.

The Associate Vice President for Student Services will provide a copy of the disciplinary procedures for the student and answer any questions raised by the student concerning the procedure or allegation against him/her. In seeking an informal resolution or an agreement regarding sanction, the Associate Vice President for Student Services may request that additional information be provided by the complainant, the respondent, or any observers of the alleged violation.

If, after discussing the alleged violation with the person, the Associate Vice President for Student Services finds insufficient evidence of a violation, he/she will dismiss the allegation and so inform the respondent (the person accused) and the complainant (the person making the allegation). If the Associate Vice President for Student Services feels sufficient evidence exists that a major violation has occurred, he/she shall complete the appropriate paperwork, explain its contents to the person against whom the allegation was filed, and refer the student to the procedures outlining the authority of the Judicial Affairs Committee.

In situations where an admission is offered or the facts are undisputed, the Associate Vice President for Student Services may seek to reach an agreement with the complainant and the respondent on an appropriate institutional sanction(s). If an agreement cannot be reached, either party may exercise his/her right to a formal hearing as explained in Section II. Judicial Process, as stated on page 206.

If the misconduct is deemed an immediate threat to the safety of the campus community, Campus Security and/or local law enforcement will be notified in order to take appropriate action.

### **Types of Disciplinary Action for a Major Violation**

1. 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.
2. Suspension: Interrupts the student's educational activities for a defined period of time (one semester or more).
3. 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.

The maximum sanction for the commission of a major violation shall be expulsion (indefinite suspension) from EACC. The minimum institutional sanction for the commission of a major violation shall be disciplinary probation.

**In Absentia:** Should the respondent not appear or respond to the Associate Vice President for Student Services request for an interview within fourteen calendar days of notification, the Dean shall make a judgment on the basis of evidence presented and so notify the student in writing. A student so sanctioned by the Associate Vice President for Student Services may request a personal review of his/her case in writing to the Associate Vice President for Student Services within one week of receipt of written notification of the Dean's decision.



## 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 or employee 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, as a fact-finding body, will promote 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 five members, all appointed by the President, and comprised of two full-time instructional faculty members, one student affairs staff member, one administrator, and one classified staff member.

#### 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 and/or official college email to the respondent and copies to the College President and Associate Vice President for Student Services, and the complainant. The decisions of the Judicial Affairs Committee are final except for appeals made to the College President under the appropriate circumstances found under "B. Due Process, Item 2. D."

The respondent 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 respondent, or individual who is accused, shall be notified by the chair of the Judicial Affairs Committee that he/she is accused of violating a regulation and who made the allegation (the complainant).

Prior to the hearing, the respondent 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. Rights of Individuals Accused of a Major Violation or Appealing a Minor Violation

The individual will be provided timely notice, in writing, of the charges and the source(s) of the allegation(s). S/he shall be given ample notice of the time set for the hearing and will 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 individual 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 respondent student, the advisor can only advise the student.

- A. The individual shall be entitled to refuse to answer questions.
- B. The individual shall be entitled to an expeditious hearing of his/her case.
- C. The individual shall be entitled to a written decision of the case heard against him/her.
- D. The individual filing the allegation (complainant)

or the person accused of misconduct (respondent) may appeal in writing within 8 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.

Parties to the hearing must appear in person.

### C. Administration of Conduct Records

1. The College may enter disciplinary actions on the student's transcript only where the student has been suspended, dismissed, or expelled.
2. The notation on the transcript may be removed after the completion of the institutional sanctions of suspension if deemed appropriate by the Judicial Affairs Committee.
3. A student's previous conduct record shall be considered in the adjudication of subsequent violations.
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. The record of a student expelled shall be kept in a separate file indefinitely.
5. Access to a student's disciplinary record will be restricted to:
  - a. College personnel authorized by the Dean of Student Services.
  - b. The respondent if one day of advanced notice is provided. It will be made available to other persons only with the consent of the individuals 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 misconduct. 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 Human Resources 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 C 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 consists of verbal or physical behaviors related to a person's gender and which create an intimidating, hostile or offensive environment. Sexual harassment, as defined in the Title IX final rule, includes any of three types of misconduct on the basis of sex, all of which jeopardize equal access to education that Title IX is designed to protect. Sexual harassment may involve the behavior of a person of either gender 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.

More specifically, for Title IX purposes, sexual harassment is defined as:

1. The conditioning of an educational benefit or service upon a person's participation in unwelcome sexual conduct by a college employee, commonly known as quid pro quo;
2. Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access;
3. Any instance of sexual assault (as defined by the Clery Act), dating violence, domestic violence, or stalking (as defined by the Violence Against Women Act).

The Title IX rule applies to persons in the US with respect to education programs or activities, which is defined as locations, events, or circumstances over which EACC exercises substantial control over both the person alleging the harassment (complainant) and person allegedly engaging in harassment (respondent).

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.

Students and employees 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.

**Sexual Assault is defined by Arkansas Code §5-14-124 through 127 as non-consensual sexual activity. Consent is defined as clear, knowing and voluntary permission. In and of itself, silence cannot be interpreted as consent. Consent may be given by words or actions as long as such creates a mutually understandable and clear position regarding one's willingness to engage in and the parameters of participation in an activity. For the definition of stalking see §5-71-229. For the definition of domestic violence see §5-26-302 through 309.**

### 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 absolutely guaranteed, but all efforts will be made to ensure the privacy of the complainant and the respondent. Both the complainant and the respondent will be given equal rights and protections.

Students that wish to report an incident of sexual misconduct may file an allegation through the informal process, or file an allegation through the formal process by contacting EACC's Title IX Coordinator at any time in person, by mail, by telephone, or by email using the contact information listed here: Errin James, Title IX Coordinator, EACC, Hodges Student Services Complex, 1700 Newcastle Road, Forrest City, AR 72335, (870) 633-4480, ext. 252, ejames@eacc.edu.

Two alternatives exist for resolution of an allegation of a sexual misconduct. 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. However, at any time during the process, the complainant may choose to withdraw the informal complaint and file a formal complaint. Students may report a complaint to the Title IX Coordinator, who will respond promptly and confidentially to offer supportive measures and to guide a complainant through the process of exploring options. It should again be noted that supportive measures may be offered to the complainant and the respondent regardless of the complainant's choice to opt for an informal or formal complaint process. Both parties must give voluntary, informed, written consent to attempt informal resolution. Informal resolution processes, such as mediation or restorative justice, may NOT be offered if the allegation of misconduct or harassment is one by a student regarding behavior(s) of an employee.

**2. Formal Process** – If the complainant wishes to file a formal complaint with the Title IX Coordinator, s/he must do so by providing, in writing, a document or electronic submission that contains his or her physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Upon receiving a request for the filing of a formal complaint, the Title IX Coordinator will initiate the grievance process, which will not discriminate against a complainant or respondent on the basis of sex. Written notice will be given to the parties prior to the beginning of an investigation, and the grievance process will support all requirements of the Title IX final rules, which include but are not limited to equitable treatment of parties, objective evaluation of evidence, the presumption innocence, the protection of privileged information, reasonably prompt resolution, and the right to appeal.

The institution must dismiss a complaint when it does not describe conduct that meets the definition of sexual harassment, alleges sexual harassment that did not occur in the college's education program or activity, or did not occur in the US.

The institution may dismiss a complaint when the complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the formal complaint or some of its allegations, the respondent is no longer enrolled in or employed by the institution, or if certain circumstances prevent the college from gathering evidence sufficient to reach a determination about the allegations.

Either the complainant or the respondent may appeal a dismissal.

The Judicial Affairs Committee will serve as the hearing board for formal complaints. Determinations made and remedies offered by this board will be final with the exception of an appeal, which may be made by the complainant or the respondent to the President of East Arkansas Community College. Appeals may be made only if the following circumstance(s) exist: a procedural irregularity affected the outcome of the matter; new evidence has been discovered; there is a conflict of interest on the part of the Title IX Coordinator, investigator, or decision-maker(s) that affected the outcome.

In the event it is deemed that there is an immediate threat to a complainant or to others, the Dean of Student Services, along with the Title IX Coordinator, may take appropriate action to protect anyone's physical health or safety.

### D. Records

All original records of the final disposition of a 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 respondent, in response to legal processes, 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 respondent is found responsible following a formal hearing, an appropriate notation will be placed in that student's or employee's file. Anonymous reports of sexual misconduct will be forwarded to the Dean of Student Services or Executive Director of Human Resources as applicable.

EACC will retain all original records of the institution's investigation, appeals, informal resolution processes, training materials, and records of supportive measures in response to a complaint of sexual harassment for a period of seven years.

#### **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.

#### **F. False Reporting**

False Reporting will not be tolerated at East Arkansas Community College. False reporting of sexual misconduct 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 in the Student Handbook or Faculty/Staff Handbook.

### **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, and the Associate Vice President for Student Services. 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 Transfer Education and Student Success that the student's expulsion from either the class or the college, or his or her suspension from the college, be pursued. The Dean of Student Services may act on the recommendation at his or her discretion.

#### **C. Appeals**

1. If a faculty member wishes to appeal a decision by one of the Associate Vice President for Student Services, or 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 Dean of Student Services. 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 Associate Vice President for Student Services, 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

East Arkansas Community College wants all students to enjoy their coursework and their instructors. However, despite our best efforts, sometimes disagreements arise. The Academic Grievance procedure is a tool to resolve a disagreement between two parties in a reasonable, uniform, and timely manner.

Recognizing that both students and faculty have rights regarding academic matters, EACC sets forth an Academic Grievance procedure to serve the purposes 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.

An Academic Grievance is a complaint seeking action to address an issue that has or will materially affect a student's grade or standing in a course or program. The Academic Grievance procedure may only be used for grievances that fit this definition.

There are five steps to Academic Grievance. The procedure may end at any time the grievance is resolved or the student declines to pursue the matter further. Most grievances are resolved at Step 1 or Step 2. A summary of the steps is as follows:

1. Student meets with the Instructor
2. Student meets with the Instructor and the Instructor's Supervisor
3. Student may request an Administrative Review from the Area Administrator
4. Student may request an Academic Grievance Committee Review.
5. Student or Instructor may request a President's Review

A student wishing to seek redress for an Academic Grievance must use the Academic Grievance Complaint and Resolution form beginning with Step 2. The form will be filled in completely and will serve, without amendment, as the source document for the entire grievance resolution process. All supporting documentation must be attached to this form. If there is more than one occurrence, a separate form should be filled out for each occurrence. The Academic Grievance Complaint and Resolution form

is for an Academic Grievance only. Grievances related to conduct, harassment, or other complaints for which there is a separate policy should be addressed using those procedures.

The Academic Grievance Complaint and Resolution form has 5 questions that must be answered fully before a grievance can proceed to Step 2:

1. What was the date of occurrence and what specific behavior, condition, or violation of policy or procedure occurred which you consider constitutes an Academic Grievance?
2. How has your course grade or standing in your program been materially adversely affected by the behavior, condition, or violation of policy or procedure?
3. What specific action have you taken to reconcile and improve this situation, including discussing it with your instructor? What has been the outcome of these efforts?
4. Is there any evidence that supports your complaint? If so, please describe or attach a copy of the evidence.
5. What specific remedy do you request?

Students are encouraged to use the process. Some important guidelines for students to understand about Academic Grievance are:

1. An Academic Grievance may only be filed and pursued by the grievant. No one may pursue an Academic Grievance on behalf of another person.
2. The Academic Grievance steps must be followed in order. Failure to follow procedures may result in suspension or dismissal of a grievance.
3. The grievance process must be initiated and completed prior to the end of the term following the term in which the grievance occurred (excluding summer terms).
4. In order to ensure a grievance is resolved in a timely manner, each step in the process has a time limit. Failure to follow the steps within the required time frame ends the grievance process. All deadlines exclude weekends and holidays.
5. The form and attached documentation completed at the time of the Step 2 meeting will be utilized throughout the grievance process; therefore, students are cautioned to fill out the form thoroughly and attach any and all relevant evidence or documentation.
6. College officials may allow a grievant to have one (1) named individual present in a meeting as a support person, provided that a Family Educational Rights and Privacy Act (FERPA) waiver form has been completed. If another person is present, the individual is there only to provide emotional support; all communication will be with the student. The support person may not answer questions on behalf of the student or interrupt the proceedings. If the support person fails to comply with these procedures, the College reserves the right to exclude the support person from further participation in the process. The completion of a FERPA waiver form does not require the College to allow a person other than the student to be present. Support persons must be identified prior to any meetings at which their



attendance is requested.

7. As this is a grievance procedure in an academic institution and not a court of law, the person serving as an advisor or support person to the parties may not be an attorney acting in a professional capacity.
8. If the procedures are to be recorded by any party in any manner, all parties should be informed of such recording.
9. Students are expected to fully educate and inform themselves about Academic Grievance by utilizing the Student Handbook in the College Catalog. Students are expected to take ownership of the process and self-advocate. The College is not required to provide additional assistance beyond information about procedure. Failure to follow procedure for any reason is the responsibility of the student and ends the grievance process.
10. Students may not re-grieve the same complaint.

The five steps of the Academic Grievance and Resolution procedure are as follows:

**Step 1: Meeting with Instructor** - The student meets with the instructor to address an issue that has or will materially affect a student's grade or standing in a course or program. The student and instructor should discuss the problem thoroughly and attempt to reach an agreement. At this point, the student may accept the decision of the faculty member or continue to Step 2.

**Step 2: Meeting with Instructor and Supervisor** - If an agreement cannot be reached between the student and the instructor, the instructor's supervisor is contacted by the student. At this point in the process, an Academic Grievance Complaint and Resolution Form is to be filled out fully and submitted to the supervisor by the student within 72 hours of meeting with the instructor to request a remedy. The student, the instructor, and the supervisor are to meet together to thoroughly discuss the problem and attempt to reach a solution. This meeting must be scheduled within 72 hours of the supervisor's receipt of student's academic grievance form.

**Step 3: Administrative Review** - If an agreement cannot be reached during Step 2 of the grievance process, the student may request an Administrative Review by the area administrator of the division in which the grievance occurred. An area administrator is a senior administrator with supervisory responsibility of a division of the College. In order to begin Step 3 of the grievance process, the student must submit the Academic Grievance Form and any attached documentation to the area administrator within 72 hours of meeting with the instructor and instructor's supervisor.

The area administrator will request from the supervisor a written summary of why the student's requested remedy could not be granted, any alternative remedies that were offered, and any relevant evidence or documentation. The area administrator may request additional information from the student, instructor, or supervisor, or may make a decision based on the documentation received.

The area administrator will review the grievance and will render a decision within 72 hours of receiving the grievance documents from the student. The administrator may: (a) grant the student's requested remedy (b) recommend a different remedy (c) dismiss the grievance for lack of merit or actionable claim, or (d) dismiss the grievance for failure to follow the appropriate procedure. The area administrator's decision will be documented on the grievance form and communicated in writing to the student and instructor via U.S. Mail or official EACC Email; either of these forms of communication may be utilized at the discretion of the administrator.

**Step 4: Academic Grievance Committee** - If the student does not accept the decision rendered following Administrative Review, the student may request a review by an Academic Grievance Committee. This request must be made within 72 hours of receipt of the Administrative Review decision.

In order to request an Academic Grievance Committee review, the student must provide written notification of this request to the area administrator by signing and submitting the Academic Grievance form and documentation. Upon receipt of a timely and complete request, the committee process will begin.

The area administrator shall notify the President within 24 hours of receiving a completed Academic Grievance Committee request. Committee members shall be appointed by the President within 48 hours of notification that a committee has been requested. The Academic Grievance Committee will be composed of at least one senior administrator, two faculty members, and two staff members.

Within 48 hours of appointment, the Committee will schedule an initial hearing to review all relevant information regarding the grievance. The committee may call witnesses or ask for additional documentation at its discretion.

The Committee must first determine whether there are sufficient grounds for a hearing. If the Committee determines there are not sufficient grounds to warrant a hearing, the decision and supporting rationale are reported in a written decision to the student and the instructor within 48 hours. If the Committee determines there are sufficient grounds to conduct a hearing, such hearing is to be scheduled within 48 hours of the Committee's decision to hear the grievance. The committee chair may utilize the U.S. Mail or official EACC Email to communicate with the student or any other parties at his or her discretion.

If a committee hearing is to be scheduled, the committee chairperson will attempt to call the student immediately following the initial committee review meeting via the phone number submitted on the grievance form. The committee chairperson will attempt to contact the student two additional times up to the day and time of the hearing. If the student fails to attend the hearing, the grievance is dismissed.

## ACADEMIC GRIEVANCE COMMITTEE HEARING PROCESS AND PROCEDURES

1. 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).
2. If the committee determines there are sufficient grounds to conduct a hearing, such hearing is to be scheduled within 48 hours of the Committee's decision to hear the grievance.
3. The committee will render a written decision, including its findings and recommendations, within 48 hours of the hearing (excluding holidays and weekends).
4. The Academic Grievance Committee will be composed of at least one senior administrator, two faculty members, and two staff members. Instructors or staff who are parties in the grievance may not serve as members of the committee.
5. Committee members should not discuss any matters pertaining to the grievance outside the formal hearing either before or after the meeting.
6. Only the student and instructor 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 student and instructor may present such evidence as is relevant to the dispute.
7. The committee may limit the number of witnesses or the time allocated for testimony at its discretion.
8. Both the student and instructor involved must be present during the entire committee hearing. No other persons (except committee members and called witnesses) may be present unless the student or instructor desires to have an advisor present. If either party desires an advisor, the other party and the committee chairman must be notified 24 hours prior to the hearing. As this is a grievance hearing in an academic institution and not a court of law, the person serving as an advisor to either of the parties may not be an attorney acting in their professional capacity. The advisor is there only to provide emotional support. The support person may not answer questions on behalf of either party or interrupt the proceedings. If the support person fails to comply with these procedures, the College reserves the right to exclude the support person from further participation in the process.
9. Any committee member who is related to any person involved in the grievance or who feels that he or she cannot be impartial because of a conflict of interest or any other reason shall be excused from serving during the hearing.
10. Information about the procedure to be followed during the hearing will be shared with both parties beforehand.
11. If the procedures are to be recorded in any manner, all parties must be informed of such recording, and the chairperson shall keep the official recording.
12. Witnesses may be called when needed, and each witness will be dismissed following their testimony.
13. The chairperson's role shall be an objective one; the chairperson shall vote only in the case of a tie.
14. The chairperson and committee members are charged with conducting a fair and impartial hearing and assuring that all testimony speaks to the issues; extraneous information is to be excluded.
15. No party to the grievance, (instructor, student, witness, or other) may contact any committee member about the grievance other than the chairperson outside of the committee hearing, either before or after.
16. The names of committee members are confidential and may not be shared with any party, (instructor, student, witness, or other) prior to the hearing.
17. Following the committee hearing, all parties to the grievance and all witnesses will be dismissed. Only the committee members shall remain, who will discuss the issues thoroughly in a closed session until a decision is reached by a majority vote. Majority is defined as more than 50% of committee members present. All committee members must be present for the entire hearing in order to vote. In the case of a tie, the chairperson's vote shall serve as the tie-breaker.
18. The committee chair will communicate the committee's decision in a written memorandum to the student and the instructor within 48 hours of the committee hearing. The committee chair may utilize the U.S. Mail or official EACC Email at his or her discretion.

**Step 5: President's Review** - The student or instructor may request a procedural review by the College President within 48 hours of the receipt of the Academic Grievance Committee's decision (excluding holidays and weekends).

The original grievance documents and final report of the Academic Grievance Committee are submitted to the 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.

The President has the option to remand the Committee's findings to the Committee for further consideration.

**Out-of-State Distance Learning Students:** Students who are engaging in out-of-state distance learning have the opportunity to file a complaint with the Arkansas Division of Higher Education (ADHE) after completing all steps of EACC's Academic Grievance procedure. Additional information, including the ADHE Student Grievance form, may be found on ADHE's website under student complaint: <https://www.adhe.edu/students-parents/colleges-universities/student-grievance-form/>. This process, provided by the Arkansas Division of Higher Education, is the appropriate avenue for an out-of-state student to address a complaint, not any action within the student's home state.

## **VI. STUDENTS WITH DISABILITIES**

### **A. Disability Accommodations**

Students with disabilities who wish to request accommodations may contact the designated Americans with Disabilities Act point of contact, Errin James, Director of Advising and Counseling located in the Welcome Center. 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 ADA contact 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 CAMPUS 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 that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at its facilities is prohibited. Any employee or 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 campus. 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 employees and students of East Arkansas Community College will be provided a copy of this policy as a part of their orientation. This policy will be posted on the EACC website, published in the Student Handbook, and Faculty/Staff Handbook to be utilized for employee and student information. Review and revision of this policy will be made as required to determine its effectiveness and ensure that sanctions are consistently enforced.

#### **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.

## **VIII. TOBACCO-FREE POLICY**

The use of tobacco, tobacco products, electronic cigarettes, or any kind of vaping product is prohibited on the EACC campus and in college pool cars. 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 could, or intends to, use to bring harm

against a person) on any EACC campus is prohibited for all persons, with the following exceptions:

- 1) Duly authorized law enforcement officers during the performance of their duties or as may be required by their supervising agency.
- 2) An Arkansas Concealed-Carry Licensee who meets all the following conditions to carry a concealed HANDGUN only, as stipulated in Arkansas Act 562 of 2017.
  - a) Licensee has a current state license to carry a concealed handgun, and
  - b) Licensee has completed required enhanced endorsement training as approved by the Director of the Department of Arkansas State Police, and
  - c) Licensee is 21 years of age or over (or at least 18 years of age if active duty military or honorably discharged former military), and
  - d) Handgun must be concealed at all times.

Notwithstanding the above, Licensee may secure a concealed handgun in his or her locked vehicle on a publicly owned and maintained parking lot.

Act 562 Exception: Concealed carry is not allowed in any documented grievance and/or disciplinary meetings, provided additional requirements are met.

#### DEFINITIONS

“Club” means any instrument that is specifically designed, made or adapted for the purpose of inflicting serious physical injury or death by striking, including a blackjack, billie, and sap.

“Knife” means any bladed hand instrument three (3) inches or longer capable of inflicting serious physical injury or death by cutting or stabbing, including a dirk, a sword or spear in a cane, a razor, an ice pick, a throwing star, a switchblade, and a butterfly knife.

“Licensee” means a person granted a valid license to carry a concealed handgun.

“Concealed” means to cover from observation so as to prevent public view.

“Handgun” means any firearm with a barrel length of less than twelve inches (12”) that is designed, made, or adapted to be fired with one (1) hand.

“Parking lot” means an area, structure, or part of a structure designated for the parking of motor vehicles

**Concealed-Carry Enhanced Endorsement Holder Responsibilities:** Endorsement holders bear the responsibility for safeguarding their handguns at all times, and must take all necessary precautions to ensure their handguns are secured in a manner that is most likely to prevent theft, loss, damage, or misuse. Failure to secure a handgun or to control a backpack or purse with a handgun at all times on the EACC campus would be considered a failure to use reasonable care.

Endorsement holders affiliated with EACC who fail to use reasonable care in securing their handguns or act negligently are subject to disciplinary action, up to and including suspension, termination, expulsion, and/or

possible criminal prosecution.

#### X. FREEDOM OF EXPRESSION

EACC’s policies and procedures regarding freedom of expression shall comply with the First Amendment to the United States Constitution and with Act 184 of 2019. EACC adopts and incorporates the terms and definitions set forth in Section 6-60-1003 of Act 184 of 2019.

In compliance with Section 6-60-1002 of Act 184, EACC shall not restrict the expression of ideas and opinions on the basis that they are “unwelcome, uncollegial, disagreeable, or even deeply offensive.” However, EACC expressly maintains a position of neutrality as to the content of any protected speech.

Members of the campus community, as defined by Act 184 of 2019, may freely engage in noncommercial expressive activities in outdoor areas of campus so long as the member’s conduct is 1) not unlawful, 2) does not materially and substantially disrupt the functioning of a state supported institution, and 3) does not materially and substantially disrupt another person’s expressive activity. In addition to the aforementioned proscriptions, the right to engage in expressive activity does not include the right to:

- Obstruct vehicular or pedestrian traffic.
- Engage in fighting, violence, or other prohibited behavior.
- Physically block another person or threaten violence against another person.
- Engage in activities that create a clear and present threat to public safety.
- Engage in true threats and expression directed to provoke imminent lawless actions and likely to produce imminent lawless actions.
- Engage in unlawful harassment.
- Post materials on College property or otherwise alter College property in any way.
- Engage in expressive activities not protected by the First Amendment to the United States Constitution.

The College shall not designate outdoor areas of campus outside of which expressive activities are prohibited, except for outdoor areas where access by a majority of members of the campus community is restricted.

Official College events and scheduled programs or activities take precedence over all other activities. Any damage to College property caused by individuals and/or groups engaging in expressive activity are the financial responsibility of the individuals and/or groups who caused the damage, as determined by College personnel.

This policy does not apply to commercial speech or non-College groups and individuals.

This policy is subject to additional reasonable time, place, and manner restrictions to be developed and administered by the President, as permitted by the First Amendment to the United States Constitution and Act 184 of 2019.



## **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 Hodges Welcome Center and the Administration Building.



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